EnviroAwards

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Approved WAMITAB Training Provider for the:

wamitab

LEVEL 4 LOW RISK OPERATOR
COMPETENCE FOR INERT STORAGE
AND TRANSFER - LROC3

WAMITAB Level 4 Low Risk Operator
Competence for Inert Storage &
Transfer - LROC3

You will be allocated an assessor based on the award you are undertaking. Your assessor will be your primary point of contact throughout your award. He/She will guide you through the assessment process and make judgments on the work you produce. You will be made aware of their assessment decisions and how they have come to that decision through formative and summative feedback. Do not worry if you fail to meet a learning outcome. The feedback given will detail how you can improve the work to meet the standards on the following submission. Unlike formal tests, you can not fail a vocational qualification. you are either deemed competent, or not yet competent. You do however have time constraints. You will have two years to complete your award from the date you were registered. If you go over the two-year mark, you will have to re-register and some of your work may not be taken into account if it is not deemed current.

During the first meeting with your assessor, they will produce an assessment plan which details how they plan on assessing your competence. Your assessor will assess you using a range of methods such as:

- Questions and Answers: these are normally written responses to a series of questions
- Observations: your assessor will observe you carrying out your work duties
- Examining work products: these are naturally occurring work products such as risk assessments, meeting minutes, policies, procedures
- Witness statements: testimonies from individuals (usually higher management) confirming you can carry out a specific task
- Learner statements: Usually written and used demonstrate application of knowledge and understanding
- Assignments: this could be undertaking research, reflective practice, work projects, etc.

Each piece of evidence must meet VARCS requirements:

Valid:	Is the evidence relevant to the qualification requirements
Authentic:	Is the evidence your own work or a contribution to the work
Reliable:	Would another assessor make the same assessment decision when judging a piece of evidence
Current:	Does it demonstrate that you have the skill or knowledge at the time of the assessment
Sufficient:	Does it meet the evidence requirements for the qualification/units

Three of the most widely used assessment methods is questions and answers, product evidence and observations. Below is a breakdown on the requirements for each assessment method:

Questions and answers: this is used to demonstrate underpinning knowledge and understanding. The level of the qualification and the command verb will dictate how much detail is needed. WAMITAB qualifications are on the RQF (regulated qualification

framework). This means they carry credit values at levels that are comparable/equivalent to other qualifications. Level 2 is equivalent to a good GCSE. Level 3 is equivalent to an A-level and a level 4 is equivalent to a HCN (higher national certificate) or a CertHE (certificate of higher education). Because of this, your response to the questions needs to reflect this level. Below is an example of a question being asked, and the response that would be appropriate for that level:

Question:	Explain data protection laws and the general requirements under these laws
RQF Level 2 **GCSE**	*The data protection law is aimed at protecting sensitive data from getting out. The data is information on people such as racial or ethnic origin, addresses, names, political opinions, religious beliefs, trade union membership, credit card details and health conditions. The requirement is to protect this data by not giving it out to anyone and to destroy it once it does not serve a purpose anymore.*
RQF Level 3 **A Level** **AS Level**	*The data protection act is a legislative requirement that sets out how organisations and businesses collect and use personal data. The GDPR applies to both 'data controllers and data processors. Data processors obtain and use wide range of personal and sensitive information/data. Sensitive data includes information on racial or ethnic origin, addresses, names, political opinions, religious beliefs, trade union membership, credit card details and health conditions. All sensitive data obtained should have measures in place to help prevent data being released. The measures needed should range from anti-hacking systems, secure filing systems and training to all staff who deal with sensitive information. you should only use and keep data that you require and destroy data if once it serves no useful purpose.*
RQF Level 4 **HNC** **CertHE**	*The data protection act is a legislative requirement that sets out how organisations and businesses collect and use personal data. The GDPR applies to both 'data controllers and data processors. Data processors obtain and use wide range of personal and sensitive information/data. Sensitive data includes information on racial or ethnic origin, addresses, names, political opinions, religious beliefs, trade union membership, credit card details and health conditions. Non-compliance can lead to fines of up to 4% of annual turnover. It can also have indirect consequences such as gaining a bad reputation and ultimately a loss in business. All sensitive data obtained should have control measures in place to help prevent data being released. The control measures needed should range from anti-hacking systems, secure filing systems and training to all staff who deal with sensitive information. you should only use and keep data that you require, and destroy data as soon as it no longer serves a useful purpose. Data should never be requested that isn't relevant or useful. Sensitive data should never be duplicated on to various systems. Data should be stored on one system and authorisation should be restricted only to those that may require the data to fulfil a legitimate purpose. The data protection act requires every data controller who is processing personal information to registered with the ICO (information commissioners office). Failure to notify where required to do so is a criminal offence.*

As mentioned previously, the command verb will also give you an idea of how much detail is needed. A command verb is an instructional word at the start of each question e.g. explain, describe, list, detail, identify, etc. The next page will show you a glossary of some of the command verbs you might come across whilst answering the questions within your award. There is also a glossary within your qualification handbook if you require further guidance, alternatively, you can speak with your assessor.

Command verb	Definition
Describe	Provide a vivid picture of what it is by using imagery, adjectives, and adverbs to make the subject easy to understand. It may also convey an idea or fact.
Define	Provide a generally recognised or accepted definition
List	To produce a number of relevant items which apply to the question. Further description is not required.
Identify	This requires the learner to list and describe what is required or relevant to produce an outcome, or requires the learner to make choices to achieve a particular aspect of their job. At Level 4, this would require the learner to say what is available, make the choice and then to explain or justify why the choice was made.
Explain	To provide a comprehensive answer that shows an understanding of the content/process mentioned. The answer should include: what it is, how it works, what it looks like, what it does, how it happens, why it happens and any relevant reasons.
Outline	A description setting out main characteristics or points.
State	To express something definitely or clearly in speech or writing.
Summarise	To give a brief statement in your own words of the main points
Specify	To state a fact or requirement clearly and precisely

Plagiarism: Plagiarism is defined as "The significant use by a student of other people's work and the submission of it as though it were his or her own". when completing the underpinning knowledge questions, you may find yourself browsing the internet to source information relating to that question such as codes of practice, applicable legislation, or general information for learning purposes. This is absolutely fine, and we encourage you to source any information that is relevant to your job role and legislation that underpins why and how you carry out certain processes. What is not fine/acceptable is hitting the copy and pasted button to solely answer the questions. Any information that is web sourced must be referenced accordingly. This does not take away from the need to answer the question in full to demonstrate your knowledge and understanding. Any work that has been copied must only be used to help support your arguments and provide your work with credibility.
When you submit your underpinning knowledge questions onto the Enviroawards virtual learning environment, you will be prompted to click to confirm that the work is solely authored by yourself, and that where work has been copied, it has been referenced accordingly.

Work product evidence: This is naturally occurring evidence derived from your work activities. This is used to meet performance criteria within the qualification handbook. For example, there might be a learning outcome within the handbook for being able to transfer waste from your site. You might be responsible within your job role for the completion of duty of care waste transfer notes or consignment notes. You can submit this as evidence to meet that learning outcome. This will all be detailed on your assessment plan that your assessor will provide you with.

The amount of evidence you will need to produce will depend on the qualification you are undertaking e.g. low risk (4 unit award), medium risk (6 unit award) or high risk (12 unit award). Do not be put off by the 130 evidences on the Moodle site. The chances are you will only submit half this amount

On each piece of evidence, you will need to sign it and annotate onto it to show the following information:

- What it is
- Why you use it or implement it
- What your involvement is with it

The annotation can either go into the comment box on the virtual learning environment or you can annotate it directly onto the evidence using PDF editor or Microsoft word. If it is typed onto the evidence item, please ensure it is in a different colour to the text on the document so that we can identify that it is an annotation. Please also ensure that the annotation is not in the colour RED or GREEN as this is the assessors and IQA colour. You assessor will fully train you on how to submit work through the virtual learning environment.

Currency of evidence: For your assessor to be sure that your knowledge, skills and understanding is up to date and current, all evidence submitted must be no more than 18 months old. WAMITAB require that evidence over 2 years old can not be accepted. We recommend evidence not being more than 18 months old due to the completion time of your award. For example, you might submit a piece of evidence that is 20 months old (site monitoring, waste transfer note, etc.) whilst this is fine as it is not over 2 years old, by the time you complete your award, that piece of evidence might be over 2 years old and the internal Quality Assurer will reject it.

Observations: usually there will be one observation per unit. Within each observation, there might be several learning outcomes and criteria to meet. Your assessor will produce an assessment plan that will detail what it is they want to see you do. This could range from environmental monitoring, supervising staff, completing site paperwork, etc.

We expect you to fully induct your assessor and make them aware of any hazardous areas on site to ensure their safety so far as is reasonably practicable. During the planning stage, you should make your assessor aware of any health and safety implications involved. Your assessor can then look at observing you doing something different instead.

About this Qualification:

This qualification is part of the CIWM/WAMITAB Operator Competence Scheme and is designed to provide technically competent people with the knowledge and skills to ensure waste sites comply with either:

- Environmental Permitting (England and Wales) Regulations
- The Waste Management Licensing (Amendment) Regulations (Northern Ireland) 2015

Achievement of this qualification demonstrates competence by the learner to manage permitted waste facilities in England, Wales and Northern Ireland for the following site activities:

- Inert Transfer
- In-House Storage of Inert Waste

Who is this Qualification for:

- Technically competent managers (TCM)
- Consultants
- Site managers
- Site supervisors
- Team Leaders looking for a clear progression route into management

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What Units do I need to achieve:

To achieve this qualification, learners will need to complete the 4 mandatory units:

- Maintain health and safety in the waste and resource management industry (OCS01)
- Manage the environmental impact of work activities (OCS02)
- Control work activities on a waste management facility (OCS06)
- Manage transfer and disposal from inert waste transfer and recovery operations (OCS26)

What job role could this qualification lead to or support:

This qualification is ideal for new or experienced people managing waste and resource management operations that require evidence of their competence, knowledge and skills to ensure waste sites comply with the relevant legislation in England, Wales or Northern Ireland. This qualification could lead to middle to senior management positions, as well as providing waste/environmental consultants with the means to provide Technically Competent Management (TCM) cover for permitted waste sites.

How long does this qualification take to complete:

The total qualification time is described as taking 71 hours to complete. This is the guided learning hours, plus the amount of time the average learner will spend in unsupervised practice and study, but may vary by learner. Learners will have 24 months to complete this qualification from the point of registration.

Who will support me through my qualification:

You will be allocated an assessor based on the award you are undertaking. Your assessor will be your primary point of contact throughout your award. He/She will guide you through the assessment process and make judgments on the work you produce. You will be made aware of their assessment decisions and how they have come to that decision through formative and summative feedback. Do not worry if you fail to meet a learning outcome. The feedback given will detail how you can improve the work to meet the standards on the following submission. Unlike formal tests, you cannot fail a vocational qualification. you are either deemed competent, or not yet competent. Once all of the learning outcomes and assessment criteria have been achieved, you will be awarded with your WAMITAB Operator Competence Certificate

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What are the entry requirements:

This qualification is open entry. This means that learners interested in undertaking the WAMITAB Level 4 Low Risk Operator Competence for Inert Storage and Transfer do not require any other qualifications or levels of attainment. However, learners will need to be employed in a suitable position, or have access to the working environment, as the qualification is assessed 'on the job'.

Continuing Competence requirements:

Once you have achieved your Operator Competence qualification, you will be required to pass a Continuing Competence assessment every two years if you wish to act as the recognised technically competent manager (TCM) on a waste site. All TCM's must be able to demonstrate that they have kept their knowledge and skills up to date. This will be demonstrated by sitting a multiple choice test which consists of generic health and safety, environmental protection, Legislation and your pathway specific topic e.g. non-hazardous waste treatment. You will select the pathway based on your primary competence and the site you are managing. We run an E-Learning Continuing competence refresher course through our virtual learning environment. For more information, see our Continuing Competence page.

Why Choose Enviroawards as your WAMITAB course provider:

We employ a dedicated team of experts who have a passion for Education and Training. All of our team are professional, taking into account the needs of the learner and ensuring their learning journey is an enjoyable experience. You will benefit from having a knowledgeable assessor on hand to assist and mentor you if there are any gaps in knowledge, skill or understanding. One thing we guarantee is that you will be fully supported in every aspect of your course from assessment planning, inclusive feedback and appraisals on performance. By the end of your WAMITAB course we will ensure you are a competent waste and resource manager that is fully prepared to be the TCM (Technically Competent Manager) for your site.

How much will my WAMITAB award cost:

We are one of the most competitively priced WAMITAB training providers in the UK. We have a passion for Education and Training, especially in the waste, resource and environmental sector. This is primarily due to the major skills deficit within our industry. We are trying our best to overcome this through the training services we provide. We want our qualifications to be more accessible to organisations and individuals alike. One of the ways in which we achieve this is by making them more affordable. Our price stays the same no matter where you are in England. There are no additional fees to be paid for assessor travel/mileage. Our package deals are fully inclusive of everything you need to succeed. For Wales, Scotland & Ireland, there are small additional costs incurred due to extended assessor travel. Prices shown are exclusive of VAT

Low Risk Package Deal **£1750**

What does the package deal include:

- Centre Registration
- WAMITAB Registration & Certification
- **12** Hours of Assessment
- Portfolio
- Assessor travel time in relation to the planned site visits
- Assessment site visits (time spent on site)
- Assessor mileage in relation to the visits
- Internal Quality Assurance (Internal verification of finished portfolio)
- External Quality Assurance (External verification of finished portfolio)
- All administration in relation to the award

For more information or to register

Please speak with us for any enquires you may have or for booking onto the WAMITAB Operator Competence Course. We look forward to speaking with you.

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