

# **WASTE MANAGEMENT INDUSTRY TRAINING & ADVISORY BOARD**

## **Level 3 in Waste Management Operations: Closed Landfill (3CL)**

## **Level 3 in Waste Management Operations: Closed Landfill**

# Level 3 in Waste Management Operations: Closed Landfill

## MANDATORY UNITS

Candidates must achieve all **SEVEN** mandatory units

- 3 Monitor procedures to control risks to health and safety (Employment NTO Unit B)
- 4CL Control site operations on closed landfill sites
- 5 Control maintenance and other engineering operations
- 8CL Ensure protection of the environment on closed landfill sites
- 9 Support the efficient use of resources (MCI Unit B1)
- 11 Create effective working relationships (MCI Unit C4)
- 12 Provide information to support decision making on a waste management site

## OPTIONAL UNITS

Candidates must achieve at least **ONE** of the optional units shown below:

- 6CLa Control the restoration of a closed landfill site
- 6CLb Confirm and maintain the restoration status of a closed landfill site

## ADDITIONAL UNIT

The following unit is not part of the qualification but is available as an additional unit if required:

- 13 Review and develop your performance at work

## **Level 3 in Waste Management Operations: Closed Landfill**

**Level 3 in Waste Management Operations:  
Closed Landfill**

**MANDATORY UNITS**

## **Level 3 in Waste Management Operations: Closed Landfill**

# Level 3 in Waste Management Operations: Closed Landfill

## Commentary for Unit 3:

### **MONITOR PROCEDURES TO CONTROL RISKS TO HEALTH AND SAFETY**

(Employment NTO Unit B)

#### **This unit is for:**

people who have been allocated responsibility for checking and co-ordinating health and safety matters as part of their responsibilities for managing a waste management facility.

#### **This unit is about:**

the competence required to ensure that statutory and workplace procedures for controlling risks to health and safety are being carried out. This involves ensuring that health and safety procedures are being followed within work areas and appropriate action is undertaken to deal with risks that arise from workplace hazards.

#### **This is what you need to show**

- that you understand health and safety requirements at the workplace and keep yourself and others up-to-date about health and safety regulations appropriate to your workplace
- people for whom you are responsible understand and comply with workplace health and safety procedures
- people for whom you are responsible receive relevant training on how to deal with health and safety hazards
- procedures are in place to identify hazards and minimise risks in the workplace
- risk control measures are consistent with legal and workplace health and safety procedures and are communicated to all relevant people
- all necessary records relating to health and safety matters are complete, accurate and up-to-date and available to those authorised to use them.

#### **Unit structure**

There are two elements in this unit, each of which has performance standards associated with it.

3.1 Check that health and safety procedures are followed

3.2 Ensure that risks are controlled safely and effectively

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning. Fundamental to this unit is an understanding of the terms "hazard" and "risk". They have been defined overleaf, and it is VERY IMPORTANT that they are understood before taking this unit.

#### **Place in the COTC Awards Framework**

This is a common unit included within all COTC awards.

#### **Statement on Assessment**

In the context of NVQ/SVQ assessment, evidence derived from a candidate's workplace performance is essential for this unit. Performance evidence must be provided against each of the Performance Standards and show that at least three sources of information have been used, all the workplace health and safety procedures for the areas listed have been checked and at least two types of hazard which could present high risk if controls are not in place have been reported (see glossary).

## Level 3 in Waste Management Operations: Closed Landfill

### Guidance on Assessment for this Unit

To complete this unit you must provide sufficient evidence to demonstrate that *you have, and are able to apply*, the knowledge, understanding and workplace skills & experience to perform the activities described within the standards competently.

To achieve this you must demonstrate that during your normal working activities you are able to competently access, interpret and implement all procedures, other associated guidance and **applicable legislation** concerned with monitoring procedures to control risks to health and safety.

### Element 3.1 Check that health and safety procedures are followed

You must demonstrate that you are able to confirm that all information available to you on statutory health and safety regulations is up-to-date and obtained from reliable **information sources**.

You must conduct monitoring of **workplace procedures** at agreed intervals in accordance with workplace requirements, checking regularly that other persons possess current information on health and safety **hazards** and how to deal with **risks** that may arise.

You must confirm that **other persons** have received relevant training on how to deal with health and safety **hazards**, making any recommendations for changes to **workplace procedures**, clearly, to the **responsible person**.

You must brief and obtain comments from **other persons** concerning **workplace procedures** and respond promptly to breaches of **health and safety procedures** in a way which meets workplace and legal requirements.

Finally, you must demonstrate that you check regularly your records relating to health and safety matters and as such comply with legal and workplace requirements, and, ensure that records are accessible to persons authorised to use them.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide the day to day management of the activities described by this element.

### Element 3.2 Ensure that risks are controlled safely and effectively

You must show that records kept are accurate and legible relating to workplace **risks** that you report or identify. You must **report** the existence of **hazards** with high **risks** in accordance with **workplace health and safety procedures**, confirming that appropriate precautions to control these **risks** are agreed with the persons responsible for health and safety.

You must demonstrate that the precautions are in accordance with legal and **workplace health and safety procedures**, checking that **other persons** are aware of the **risks** and understand the actions to take to reduce them.

You must show that you review the precautions to ensure those **risks** are minimised and as such are no longer significant. Reports must be made promptly and accurately and any conflicts, which remain between workplace and statutory requirements, reported to the appropriate person.

## Level 3 in Waste Management Operations: Closed Landfill

Finally, you must ensure that your **reports** contain accurate details about the cause of **hazards** with high **risks**, making recommendations to minimise their re-occurrence.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

# Level 3 in Waste Management Operations: Closed Landfill

## UNIT 3            **MONITOR PROCEDURES TO CONTROL RISKS TO HEALTH AND SAFETY** (Employment NTO Unit B)

### **GLOSSARY OF TERMS**

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

The Health and Safety Executive (HSE) is the body appointed to support and enforce health and safety law. They have defined two important concepts as follows:

**Hazard**                      “ a hazard is something with potential to cause harm”.

**Risk**                              “ a risk is the likelihood of the hazard's potential being realised”.

Almost anything may be a hazard, but may or may not become a risk. For example:

1. A trailing electric cable from a piece of equipment is a hazard. If it is trailing across a passageway there is a high risk of someone tripping over it, but if it lies along a wall out of way, the risk is much less.
2. Hazardous wastes are a hazard, and by their nature may present high risk. However, if they are kept in properly designed secure storage areas, and handled by properly trained and equipped people, the risk is much less than if they are left unattended and unmarked on a busy waste management site.
3. A heavy or bulky load is a hazard. It presents a higher risk to someone who lifts it manually than if a mechanical handling device is properly used.

**Other persons**                      This phrase refers to everyone covered by the Health and Safety Act including, as relevant to the site, visitors, members of the public, colleagues, contractors, clients, customers.

**Personal presentation**              This includes, personal hygiene; use of personal protection equipment; clothing and accessories suitable to the particular workplace.

**Reports**                              Reports will be written and oral.

**Responsible persons**              The person or persons at work to whom you should report any health and safety issues or hazards.

## Level 3 in Waste Management Operations: Closed Landfill

<b>Risks</b>	Risks resulting from the following hazards: a) the handling or use of hazardous substances b) the use and maintenance of plant, equipment and material c) poor working practices d) unsafe behaviour e) accidental breakages and spillages f) obstructions g) ill-health issues h) condition of the workplace.
<b>Sources of information</b>	Information about statutory health and safety regulations must be from recognised and reliable sources including: a) internal Health and Safety experts b) HSE offices c) relevant industry publications d) external organisations.
<b>Workplace</b>	This refers to the single or multiple areas for which you are responsible.
<b>Working practices</b>	Any activities, procedures, use of materials or equipment and working techniques used in carrying out your job. In this unit it also covers any omissions in good working practice which may pose a threat to health and safety.
<b>Workplace policies</b>	This covers documentation prepared by the employer on the procedures to be followed regarding health and safety matters. It could be the employer's safety policy statement, or general health and safety statements and guidance covering aspects of the workplace that should be drawn to the employees ( and "other persons") attention.
<b>Workplace Health and Safety Procedures</b>	These cover: a) the use of safe working methods and equipment b) the safe use of hazardous substances c) smoking, eating, drinking and drugs d) what to do in the event of an emergency.

## Level 3 in Waste Management Operations: Closed Landfill

### Key points regarding Health and Safety legislation and regulations.

"Health and Safety at Work Act 1974"

The Health and Safety at Work Act 1974 is the main piece of legislation under which nearly all the other regulations are made. It is for this reason that only this piece of legislation is specifically referred to in this Unit.

Employers have a legal duty under this Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of the people for whom they are responsible and the people who may be affected by the work they do.

Under this Act it is also important to remember that all people at work, not just employers, have a responsibility to take reasonable care to avoid harming themselves or others through the work they do.

Risks should be reduced "so far as is reasonably practicable". This term means the duty-holder (in most instances the employer) can balance the cost against the degree of risk although obviously any Health and Safety inspectors would expect that relevant good practice is followed.

According to the Act:

Employers must safeguard so far as is reasonably practicable, the health, safety and welfare at work of all the people who work for them. This applies in particular to the provision and maintenance of safe plant and systems of work, and covers all machinery, equipment and substances used.

People at work also have a duty under the Act to take reasonable care to avoid harm to themselves or to others by their work activities, and to co-operate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse anything provided to protect their health, safety or welfare in compliance with the Act.

### Other Legislation

There is an array of health and safety regulations and codes of practice which affect people at work. There are regulations for those who, for example, work with electricity, or work on construction projects, as well as regulations covering noise at work, manual handling, working with VDUs, or dealing with substances hazardous to health etc.. The specific requirements for all or any of these can be obtained from HSE local offices.

As many of the regulations are only relevant to certain workplaces or work activities no specific reference has been made in the knowledge and understanding requirements to any of these regulations. The phrase "your responsibilities for health and safety as defined by any specific legislation covering your job role" is intended to relate to those specific pieces of legislation important to your workplace and/or activities which you should be able to find out about.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 3            MONITOR PROCEDURES TO CONTROL RISKS TO HEALTH AND SAFETY    (Employment NTO Unit B)

#### **THE PERFORMANCE STANDARDS**

#### **3.1 Check that health and safety procedures are followed**

##### ***You must show that you:***

1. Confirm that all the information available to you on statutory health and safety regulations is up-to-date and from recognised and reliable **information sources**.
  
2. Conduct your monitoring of **workplace procedures** at agreed intervals and in accordance with workplace requirements.
  
3. Check regularly that **other persons** possess:
  - a. up-to-date information about health and safety **hazards**, and
  - b. instructions on how to deal with **risks** which can arise.
  
4. Confirm **other persons** have received relevant training on how to deal with health and safety **hazards**.
  
5. Make any recommendations for changes to **workplace procedures**, clearly, to the **responsible person**.
  
6. Brief and obtain feedback from **other persons** concerning **workplace procedures**.
  
7. Respond promptly to any breaches of **health and safety procedures** in a way, which meets workplace and legal requirements.
  
8. Check regularly that your records relating to health and safety matters
  - a. comply with legal and workplace requirements, and
  - b. are accessible to those who are authorised to use them.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the '*Glossary of terms*'.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 3            MONITOR PROCEDURES TO CONTROL RISKS TO HEALTH AND SAFETY    (Employment NTO Unit B)

#### **THE PERFORMANCE STANDARDS**

#### **3.2 Ensure that risks are controlled safely and effectively**

##### ***You must show that you:***

1. Keep accurate and legible records of workplace **risks** identified or reported to you.
  
2. **Report** the existence of **hazards** with high **risks** in accordance with **workplace health and safety procedures**.
  
3. Confirm that appropriate precautions to control these **risks** have been agreed with the persons responsible for health and safety
  
4. Confirm that the precautions are in accordance with legal and **workplace health and safety procedures**.
  
5. Check that **other persons** are
  - a. aware of the **risks**, and
  - b. understand the action to be taken to reduce the **risks** which can arise.
  
6. Review the precautions to ensure those **risks** are minimised and are no longer significant.
  
7. Report promptly and accurately any conflicts which still exist between workplace and statutory requirements to the persons responsible for health and safety.
  
8. Ensure your **reports** contain accurate details about the cause of **hazards** with high **risks** and make suitable recommendations to minimise their reoccurrence.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the '*Glossary of terms*'.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 3            MONITOR PROCEDURES TO CONTROL RISKS TO HEALTH AND SAFETY    (Employment NTO Unit B)

#### ***KNOWLEDGE AND UNDERSTANDING***

***To work to the standards set out in this unit, you need to know and understand:***

#### *Health and Safety legislation*

- i. employers' and employees' legal duties for health and safety in the workplace as defined by the Health and Safety at Work Act 1974
- ii. your responsibilities for health and safety as defined by any specific legislation covering your job role.

#### *Controlling risks to health and safety*

- iii. how to keep health and safety records
- iv. effective communication methods
- v. effective methods of monitoring the activities and understanding of other people with respect to health and safety matters
- vi. the difference between a hazard and a risk
- vii. what hazards may exist in your workplace
- viii. the particular health and safety risks which may be present in your own job role and the precautions to take
- ix. the importance of remaining alert to the presence of hazards in the whole workplace
- x. the importance of promptly dealing with or reporting significant risks in the workplace.

#### *Organisational context*

- xi. the work areas and people for whom you are responsible
- xii. the scope of your job and your own capabilities with respect to health and safety matters

## **Level 3 in Waste Management Operations: Closed Landfill**

xiii.the specific organisational health and safety arrangements covering your job role

xiv.agreed health and safety policies and their procedures at your workplace

xv.agreed intervals for monitoring health and safety compliance

xvi.workplace policies relating to resolving hazards

xvii.workplace procedures for record keeping.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Evidence Requirements:**

Candidates must provide both performance evidence and site specific knowledge evidence to demonstrate managerial competence. The performance evidence must demonstrate that the candidate can manage all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary underpinning knowledge, it must be confirmed by questions.

### **Some examples of evidence:**

This is not an exhaustive list of evidence - it is provided to give candidates and assessors guidance on the type of evidence that might be appropriate. The actual evidence will vary greatly according to the type of site and the range of wastes accepted.

### **Check that health and safety procedures are followed**

- observation of monitoring activity
- records of materials availability and issue
- records of safety equipment issued
- permit to work certificates, instructions, and control system

Internal and external audits:

- safety inspection reports
- regulatory agency visit reports (typically the Environment Agency and SEPA)
- QA audits
- safety audits

Application of the company Health and Safety Policy

- policy, organisation and relevant arrangements documents
- COSHH assessments and records
- records of personnel training in the use of PPE and other safety equipment

Communications:

- communications (oral or written) to operatives

### **Ensure that risks are controlled safely and effectively**

- company emergency procedures
- records of related risk assessments
- records of review findings
- records of revisions to procedures
- records of discussions with external bodies
- records of dangerous occurrences

## **Level 3 in Waste Management Operations: Closed Landfill**

Internal and external audits:

- observation reports on practices and drills
- monitoring reports on emergency equipment maintenance
- statutory authority visit reports
- QA audits
- safety audits

Application of company Health and Safety policy:

- policy, organisation and relevant arrangements documents
- communications (oral and written) to operatives

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Commentary for Unit 4CL:**

#### **CONTROL SITE OPERATIONS ON CLOSED LANDFILL SITES**

##### **This unit is for:**

people who are responsible for the safe and effective management of a closed landfill site.

##### **This unit is about:**

the competence required to control closed landfill site operations to the required standards of safety, quality and compliance.

##### **This is what you need to show:**

- all site operations comply with relevant legislation and company operating procedures
- all necessary resources are in place to enable site operations to be carried out effectively and safely
- potential hazards to safety, health and the environment are identified and the risks managed appropriately
- all necessary records are complete, accurate and up-to-date
- all staff authorised to work on the site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
- work activities and methods are consistent with legal and company requirements.

##### **Unit structure**

There are two elements in this unit, each of which has performance standards associated with it.

4CL.1 Control closed landfill site operations

4CL.2 Control work activities on a closed landfill site

There are knowledge and understanding requirements which are relevant to both elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

##### **Place in the COTC Awards Framework**

This unit is a facility specific unit within the level 3 COTC award:

Waste Management Operations - Closed Landfill

##### **Statement on Assessment**

In the context of NVQ/SVQ assessment, evidence derived from a candidate's workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.

## Level 3 in Waste Management Operations: Closed Landfill

### Guidance on Assessment for this Unit

To complete this unit you must provide sufficient evidence to demonstrate that *you have, and are able to apply*, the knowledge, understanding and workplace skills & experience to perform the activities described within the standards competently.

To achieve this you must demonstrate that during your normal working activities you are able to competently access, interpret and implement all procedures, other associated guidance and **applicable legislation** concerned with control of site operations on **closed landfill sites** appropriate to your waste management licence or IPPC/PPC permit.

### Element 4CL.1 Control closed landfill site operations

You must demonstrate that you fully implement procedures to ensure that **site operations** comply with **applicable legislation** and company operating procedures and that the **resources** needed for **site operations** are available, sufficient and operational.

You must ensure that appropriate action is taken to identify **hazards**, which minimise **risks** to health, safety and the environment.

Finally, you must ensure that **records** relating to the disposal of **site operations** are complete and accurate.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide the day to day management of the activities described by this element.

### Element 4CL.2 Control work activities on a closed landfill site

You must ensure that the programme of work and **operational instructions** contain all the information for **staff** to carry out **site operations** safely and effectively. This includes the ability to clearly **communicate** work and **operational instructions** to all **staff**. You must make sure that **staff** understand their **operational instructions** and have the necessary **resources** to operate to the required standard.

Finally, you must ensure that work activities and methods are consistent with **applicable legislation**, company objectives, priorities and operating procedures.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide the day to day management of the activities described by this element.

**Note:** Words highlighted within this guidance have a specific meaning in this unit as defined in the '*Glossary of terms*'

# Level 3 in Waste Management Operations: Closed Landfill

## UNIT 4CL: CONTROL SITE OPERATIONS ON CLOSED LANDFILL SITES

### GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

<b>Applicable legislation</b>	This refers to legislative requirements as set out in: <ul style="list-style-type: none"><li>a) waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit</li><li>b) site working plan</li><li>c) planning permission</li><li>d) any lease or other legal agreements applicable to the site</li><li>e) any other legislation applicable to closed landfill sites.</li></ul>
<b>Closed landfill site</b>	A landfill site where post closure inspections for the entire site have commenced or the site licence has been revoked under Section 38(3) or 42(6)(a) of the Environmental Protection Act (EPA) 1990 or section 41(6) of the Environment Act 1995 so far as it authorises the disposal of controlled waste, subject to requirements which continue to bind the licence holder.
<b>Communicate</b>	Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Operational instructions will be recorded in writing but may be communicated orally or in writing.
<b>Hazards</b>	A hazard is something with potential to cause harm.
<b>Operational instructions</b>	Operational instructions will include: <ul style="list-style-type: none"><li>a) site operational procedures</li><li>b) safety and environmental protection procedures</li><li>c) safe systems of work</li><li>d) hazards likely to be encountered and necessary precautions</li><li>e) the standards of work to be achieved.</li></ul>
<b>Records</b>	This refers to the documentation required by legislation and by company procedures in relation to closed landfill site operations. The records may be paper-based or computerised.
<b>Resources</b>	The staff, materials, equipment and information needed to carry out site operations on a closed landfill site. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.

## Level 3 in Waste Management Operations: Closed Landfill

<b>Risks</b>	This refers to any risks to safety, health and the environment arising from hazards associated with: a) closed landfill site operations b) the wastes deposited in the site.
<b>Site operations</b>	The procedures and activities carried out in relation to: a) checking site security and access b) the restoration status of the site, <i>e.g. capping, settlement surveys, soil placements</i> c) investigating problems and complaints.
<b>Staff</b>	All people authorised to work on the site including company employees and contractors.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 4CL: CONTROL SITE OPERATIONS ON CLOSED LANDFILL SITES

#### *THE PERFORMANCE STANDARDS*

#### 4CL.1 Control closed landfill site operations

##### *You must show that you:*

1. Fully implement procedures to ensure that **site operations** comply with:
  - a. **applicable legislation**
  - b. company operating procedures.
  
2. Make sure that the **resources** needed for **site operations** are available, sufficient and operational
  
3. Ensure that appropriate action is taken to identify **hazards** and minimise **risks** to safety, health and the environment
  
4. Make sure that **records** specifically relating to **site operations** are complete and accurate.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 4CL: CONTROL SITE OPERATIONS ON CLOSED LANDFILL SITES

#### ***THE PERFORMANCE STANDARDS***

#### **4CL.2 Control work activities on a closed landfill site**

##### ***You must show that you:***

1. Ensure that the programme of work and **operational instructions** contain all the information needed for **staff** to carry out **site operations** safely and effectively
  
2. Clearly **communicate** the programme of work and **operational instructions** to all **staff**
  
3. Make sure that **staff** understand their **operational instructions** and have the necessary **resources** to carry them out to the required standard
  
4. Ensure that work activities and methods are consistent with:
  - a. **applicable legislation**
  - b. company objectives and priorities
  - c. company operating procedures.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **UNIT 4CL: CONTROL SITE OPERATIONS ON CLOSED LANDFILL SITES**

#### ***KNOWLEDGE AND UNDERSTANDING***

***To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:***

- i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment
- ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit
- iii. the planning permission, waste management licence or IPPC/PPC permit, site working plan and any lease agreements for your site
- iv. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances deposited in or used on the site
- v. the handling and disposal implications of wastes deposited and generated within the site
- vi. the personal protective equipment required for operatives handling wastes deposited or generated within the site and the procedures for effective care, maintenance and use of this equipment
- vii. your company's procedures for closed site operations and the supply and use of the resources required
- viii. the risks to safety, health and the environment arising from the waste deposited in the closed landfill site and the procedures required to manage the risks
- ix. the risks to safety, health and the environment arising from closed landfill site operations and the procedures required to minimise risk
- x. how to communicate operational instructions orally and in writing
- xi. the importance of checking people's understanding of operational instructions and how to do this
- xii. the technical skills needed for the operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

## **Level 3 in Waste Management Operations: Closed Landfill**

xiii. company procedures for the proper management of operations carried out on site.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Evidence Requirements:**

Candidates must provide both performance evidence and site specific knowledge evidence to demonstrate managerial competence. The performance evidence must demonstrate that the candidate can manage all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary underpinning knowledge, it must be confirmed by questions.

### **Some examples of evidence:**

This is not an exhaustive list of evidence - it is provided to give candidates and assessors guidance on the type of evidence that might be appropriate.

### **Controlling site operations:**

- observing site operations
- company operating procedures
- records of site engineering
- records of staff and operative training

Internal and external audits:

- safety inspection reports
- statutory authority visit reports
- QA audits
- safety audits

### **Controlling work activities:**

- company work instructions
- records of targets set and instructions given
- records of suggestions from those involved and action taken

Internal and external audits:

- safety inspection reports
- statutory authority visit reports
- QA audit
- safety audits

Communications:

communications (oral and written) with operatives

# Level 3 in Waste Management Operations: Closed Landfill

## Commentary for Unit 5:

### CONTROL MAINTENANCE AND OTHER ENGINEERING OPERATIONS

#### This unit is for:

people responsible for controlling maintenance and other engineering operations, including those carried out by contractors, on waste management sites.

#### This unit is about:

establishing, implementing and monitoring maintenance schedules and ensuring that statutory test certificates for both equipment safety and operator competence are current and valid. It also covers the control and monitoring of contractors used for maintenance and other engineering activities.

#### This is what you need to show

- that the maintenance schedule complies with company and legal requirements for routine maintenance activities
- the schedule is specified and recorded in accordance with organisational procedures
- clear instructions are provided to those responsible for maintenance and other engineering activities
- people understand their instructions and have the necessary resources, including technical expertise, to carry them out to the required standard
- maintenance and other engineering activities are monitored for compliance with contractual and legal requirements and appropriate action taken to rectify deviations
- operatives comply with agreed procedures for reporting faults and initiating repairs
- appropriate action is taken to reduce or prevent breakdowns
- test certificates and operator certificates are up-to-date
- necessary records in relation to maintenance and other engineering activities are accurate and complete, including those related to contract implementation and completion.

#### Unit structure

There are two elements in this unit, each of which has performance standards associated with it.

5.1 Establish a maintenance schedule

5.2 Implement and monitor maintenance and other engineering activities

There are knowledge and understanding requirements which are relevant to both elements and a glossary of terms which appear within the unit and have a specific meaning.

#### Place in the COTC Awards Framework

This is a common unit included within all COTC awards other than the Civic Amenity Site award.

#### Statement on Assessment

In the context of NVQ/SVQ assessment, evidence derived from a candidate's workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to responding to deviations from contractual or legal requirements.

## Level 3 in Waste Management Operations: Closed Landfill

### Guidance on Assessment for this Unit

To complete this unit you must provide sufficient evidence to demonstrate that *you have, and are able to apply*, the knowledge, understanding and workplace skills & experience to perform the activities described within the standards competently.

To achieve this you must demonstrate that during your normal working activities you are able to competently access, interpret and implement all procedures, other associated guidance and **applicable legislation** concerned with controlling maintenance and other engineering operations appropriate to your waste management licence or IPPC/PPC permit.

### Element 5.1 Establish a maintenance schedule

You must demonstrate that you identify **maintenance requirements** and confirm those maintenance activities required by specifying the most suitable sequence of events and scheduling adequate time and **resources** for maintenance.

You must ensure that the **maintenance schedule** meets all relevant **maintenance requirements** and any potential difficulties are identified and appropriate contingency plans provided. The **maintenance schedule** must comply with all relevant **regulations, guidelines** and organisational procedures and be communicated to those persons involved in its implementation.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide day to day management of the activities described by this element.

### Element 5.2 Implement and monitor maintenance and other engineering activities

You must demonstrate that you provide clear and accurate **instructions** to those persons responsible for maintenance and other engineering activities. You must also make sure that they understand their **instructions** and have the necessary **resources** to carry them out to the required standard.

You will show that the procedures to monitor and review the quality, safety and environmental impact of engineering activities are correctly implemented. Furthermore, that you take prompt action to rectify any deviations from contractual or legal requirements, ensuring that in implementing engineering and maintenance activities you comply with all relevant **regulations and guidelines**.

You must demonstrate that operatives on site implement and maintain systems to record faults and initiate repairs, regularly reviewing the frequency, nature and causes of breakdowns and taking appropriate action to prevent further occurrences. Record systems must include procedures to ensure that test certificates and operator certificates are kept up-to-date.

Finally, you must ensure that accurate and up-to-date records are kept of: permits to work; **contract** requirements; communications with contractors; **contract** completion documentation regarding quality and safety of work; test certificates and operator certificates.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide the day to day management of the activities described by this element.

## **Level 3 in Waste Management Operations: Closed Landfill**

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

# Level 3 in Waste Management Operations: Closed Landfill

## UNIT 5: CONTROL MAINTENANCE AND OTHER ENGINEERING OPERATIONS

### GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

<b>Contract</b>	Legal agreement made with a contractor for: a) site controlled maintenance b) engineering or other contract works.
<b>Instructions</b>	Work instructions will include: a) the nature and content of the work to be carried out b) safety and environmental protection procedures c) safe systems of work d) hazards likely to be encountered and necessary precautions e) the standard of work to be achieved.
<b>Maintenance requirements</b>	The outcomes to be achieved by routine maintenance activities including: a) minimum interruption to site operations b) optimal performance of plant and equipment c) legal requirements for test certificates d) manufacturers' requirements and recommendations e) insurance policy requirements.
<b>Maintenance schedule</b>	A programme of actions that lead to the completion of maintenance requirements for: a) process plant b) mechanical and electrical equipment c) monitoring and control systems d) site infrastructure.
<b>Regulations and guidelines</b>	Requirements and recommendations for maintenance activities as specified by: a) legislation b) regulations c) external bodies ( <i>e.g. insurance company, Health and Safety Executive (HSE), trade bodies</i> ) d) manufacturers and suppliers e) company procedures.
<b>Resources</b>	The staff, materials, equipment and information needed to carry out the required maintenance and other engineering activities. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 5: CONTROL MAINTENANCE AND OTHER ENGINEERING OPERATIONS

#### ***THE PERFORMANCE STANDARDS***

#### **5.1 Establish a maintenance schedule**

##### ***You must show that you:***

1. Confirm the maintenance activities that are required to achieve **maintenance requirements**
2. Identify the most suitable sequence and timing of maintenance activities
3. Schedule the time and **resources** available for undertaking maintenance activities
4. Ensure that the **maintenance schedule** is capable of meeting all relevant **maintenance requirements**
5. Identify potential difficulties and produce appropriate contingency plans
6. Ensure that the **maintenance schedule** complies with all relevant **regulations and guidelines**
7. Clearly specify and record the **maintenance schedule** in accordance with organisational procedures
8. Communicate the **maintenance schedule** to the people involved in implementation of the schedule.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

# Level 3 in Waste Management Operations: Closed Landfill

## UNIT 5: CONTROL MAINTENANCE AND OTHER ENGINEERING OPERATIONS

### *THE PERFORMANCE STANDARDS*

#### 5.2 Implement and monitor maintenance and other engineering activities

*You must show that you:*

1. Provide clear and accurate **instructions** to those responsible for maintenance and other engineering activities
2. Make sure that those responsible for maintenance and other engineering activities understand their **instructions** and have the necessary **resources** to carry them out to the required standard
3. Ensure that procedures to monitor and review the quality, safety and environmental impact of maintenance and other engineering activities are correctly implemented
4. Take prompt action to rectify any deviations from contractual or legal requirements
5. Ensure that the implementation of maintenance and other engineering activities complies with all relevant **regulations and guidelines**
6. Ensure that operatives on site implement and maintain agreed systems to record faults and initiate repairs
7. Regularly review the frequency, nature and causes of breakdowns and take appropriate action to prevent breakdowns from occurring
8. Implement procedures to ensure that test certificates and operator certificates are kept up-to-date
9. Maintain accurate and up-to-date records of:
  - a. permits to work
  - b. **contract** requirements
  - c. communications with contractors
  - d. **contract** completion documentation covering quality and safety of work done
  - e. test certificates
  - f. operator certificates.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **UNIT 5: CONTROL MAINTENANCE AND OTHER ENGINEERING OPERATIONS**

#### ***KNOWLEDGE AND UNDERSTANDING***

***To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:***

- i. relevant legislation, Regulations, Codes of Practice and guidelines applicable to maintenance and other engineering activities
- ii. the maintenance activities required for the plant, systems, equipment, vehicles, buildings and structures for which you are responsible
- iii. the requirements for statutory testing of equipment and operator certificates
- iv. the time and resources needed for the required maintenance activities
- v. the factors to be taken into account when scheduling maintenance activities, including any insurance company requirements
- vi. what difficulties might occur when implementing maintenance activities and what should be included in contingency plans
- vii. the importance of checking people's understanding of instructions and how to do this
- viii. the technical skills needed for the maintenance and engineering activities carried out on your site, how to check that the people involved have the required skills and what to do in response to a perceived skills deficit
- ix. the system for allocating contracts and permits to work and your role and responsibility in relation to these
- x. the terms and conditions of contracts for which you are responsible, including any insurance policy conditions regarding contract work
- xi. the quality assurance systems that are being used for the maintenance and other engineering activities
- xii. organisational procedures and legal requirements for environmental protection and safe working practices

## **Level 3 in Waste Management Operations: Closed Landfill**

- xiii. the importance of enforcing procedures for quality, safety and environmental protection and the actions to take in response to deviations from these
  
- xiv. organisational or site procedures and requirements for reporting faults and initiating repairs
  
- xv. the factors that increase the likelihood of breakdowns and action to take to prevent or reduce these, including the relationship between breakdowns and planned maintenance
  
- xvi. organisational procedures for implementation, control and completion of contracts
  
- xvii. the recording systems used for maintenance schedules and records, permits to work and other contract information.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Evidence Requirements:**

Candidates must provide both performance evidence and site specific knowledge evidence to demonstrate managerial competence. The performance evidence must demonstrate that the candidate can manage all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary underpinning knowledge, it must be confirmed by questions.

### **Some examples of evidence:**

This is not an exhaustive list of evidence - it is provided to give candidates and assessors guidance on the type of evidence that might be appropriate. The actual evidence will vary greatly according to the type of site and the range of wastes accepted.

### **Maintenance of plant and equipment:**

- Maintenance schedules
- Maintenance records
- Training records of maintenance operatives
- Accident and breakdown records

Internal and external audits:

- Safety inspection reports
- Statutory authority visit reports
- QA audits

Application of company Health and Safety Policy:

- Organisation and relevant arrangements documents
- COSHH assessments and records
- Operative training in the use of PPE and other safety equipment

### **Control of contracts and contractors:**

- Contract documents and progress reports
- Records of inspections, reviews and discussions
- Safety systems documentation relevant to contract work
- Correspondence with contractors
- Deviations from contract performance and action taken

Internal and external audits:

- Safety inspection reports
- Statutory authority visit reports
- QA audits

## **Level 3 in Waste Management Operations: Closed Landfill**

Application of company Health and Safety Policy:

- Organisation and relevant arrangements documents relating to contractors
- COSHH assessments and records
- Contractor operative training in the use of PPE, site specific safety equipment and procedures.

Communications:

- Evidence of communication (oral and written) to operatives and contractors.

## Level 3 in Waste Management Operations: Closed Landfill

### Commentary for Unit 8CL:

#### ENSURE PROTECTION OF THE ENVIRONMENT ON CLOSED LANDFILL SITES

##### **This unit is for:**

people responsible for ensuring effective implementation of procedures to ensure environmental protection on closed landfill sites.

##### **This unit is about:**

the competence required to identify and minimise risks to the environment arising from disposed wastes and site operations on a closed landfill site.

##### **This is what you need to show:**

- potential hazards to the environment are identified and the risks managed appropriately
- environmental monitoring and control systems are in place and operating effectively
- appropriate action is taken to limit actual and potential harm to the environment, including the provision of advice and guidance to site staff when required
- improvements to environmental protection systems are made in light of your own and others' experience of dealing with environmental hazards
- workplace environmental procedures are established and communicated to site staff
- staff understand and are committed to environmental procedures and have the necessary training to implement them correctly
- environmental procedures are monitored to identify instances of non-compliance and appropriate corrective actions are taken when required
- all necessary records are complete, accurate and up-to-date.

##### **Unit structure**

There are two elements in this unit, each of which has performance standards associated with it.

8CL.1 Develop and maintain environmental control measures on a closed landfill site

8CL.2 Minimise risks to the environment on a closed landfill site

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

##### **Place in the COTC Awards Framework**

This is a facility specific unit within the level 3 COTC award:

Waste Management Operations - Closed Landfill

##### **Statement on Assessment**

In the context of NVQ/SVQ assessment, evidence derived from a candidate's workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to responding to actual or potential harm to the environment, reporting hazards that you are unable or unauthorised to deal with, and dealing with instances of non-compliance with environmental procedures.

## Level 3 in Waste Management Operations: Closed Landfill

### Guidance on Assessment for this Unit

To complete this unit you must provide sufficient evidence to demonstrate that *you have, and are able to apply*, the knowledge, understanding and workplace skills & experience to perform the activities described within the standards competently.

To achieve this you must demonstrate that during your normal working activities you are able to competently access, interpret and implement all procedures, other associated guidance and **applicable legislation** concerned with ensuring protection of the environment on closed landfill sites appropriate to your waste management licence or IPPC/PPC permit.

### Element 8CL.1 Develop and maintain environmental control measures on a closed landfill site

You must demonstrate that you identify the potential **risks, which** could cause harm to the environment and establish effective **systems to monitor** their impact on the environment.

You must demonstrate that the **control systems**, which prevent harm to the environment, are installed and used correctly. You must show that you promptly identify when **monitoring data** shows deviations from expected norms and that you take prompt and effective preventative and/or corrective action in protecting the environment. This includes providing prompt advice and guidance to site personnel, when needed, to limit and control potential or actual harm to the environment.

You must ensure that **records** are accurate and up-to-date of any situations that present potential and/or actual harm to the environment and that actions are taken to limit and control these. Furthermore, where you identify **hazards** that present high **risks** to the environment, which you are unable or un-authorized to deal with, you must show that you promptly and accurately report these.

Finally, you must show that you use your own and **others'** experience of dealing with environmental **hazards** to improve environmental protection **control systems** and procedures.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide day to day management of the activities described by this element.

### Element 8CL.2 Minimise risks to the environment on a closed landfill site

You must show that you ensure that **environmental procedures** are established for all site operations, making sure that these procedures are consistent with **applicable legislation** as well as the company environmental policy and procedures.

You must clearly communicate and ensure that all site staff understand the **environmental procedures** and are committed to them. You must ensure that staff have received relevant training on how to implement these procedures appropriately, taking prompt and effective corrective action in response to instances of non-compliance.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide day to day management of the activities described by this element.

**Note:** Words highlighted within this guidance have a specific meaning in this unit as defined in the '*Glossary of terms*'

# Level 3 in Waste Management Operations: Closed Landfill

## UNIT 8CL: ENSURE PROTECTION OF THE ENVIRONMENT ON CLOSED LANDFILL SITES

### GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation** This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan or conditioning plan, and planning permission, as well as other legislation applicable to protection of the environment on closed landfill sites.

**Closed landfill site** A landfill site where post closure inspections for the entire site have commenced or the site licence has been revoked under Section 38(3) or 42(6)(a) of the Environmental Protection Act (EPA) 1990 or section 41(6) of the Environment Act 1995 so far as it authorises the disposal of controlled waste, subject to requirements which continue to bind the licence holder.

**Communicate** Environmental procedures will be recorded in writing but may be communicated to site staff orally or in writing.

**Control systems** Systems set up to prevent harm to the environment from the release of environmentally damaging materials, including:

- a) landfill gas
- b) leachate
- c) birds, vermin and insects
- d) other statutory nuisances.

**Environmental procedures** The specific instructions for site operations, including:

- a) the use of environmentally safe working methods and equipment
- b) what to do in the event of an emergency involving environmental hazards
- c) authorisation for handling, storing, using or disposing of hazardous materials, products or equipment.

**Monitoring data** Information from monitoring and control systems which allow control over a process that protects the environment and check for the release of environmentally damaging materials.

**Others** People within and outside the organisation who have experience and/or specialist knowledge of environmental protection on closed landfill sites.

## **Level 3 in Waste Management Operations: Closed Landfill**

<b>Records</b>	This refers to the documentation required by legislation and by company procedures in relation to protection of the environment and incident reporting. The records may be paper-based or computerised.
<b>Risks</b>	This refers to the risks to the environment arising from: a) landfill gas b) leachate c) birds, vermin and insects d) other statutory nuisances.
<b>Staff</b>	All people authorised to work on the site including company employees and contractors.
<b>Systems to monitor impact</b>	Procedures and equipment designed to monitor impacts on the environment including: a) visual inspections b) automatic recorders and sensors c) sampling and analysis.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 8CL: ENSURE PROTECTION OF THE ENVIRONMENT ON CLOSED LANDFILL SITES

#### *THE PERFORMANCE STANDARDS*

#### 8CL.1 Develop and maintain environmental control measures on a closed landfill site

##### *You must show that you:*

1. Identify potential **risks** to the environment and establish effective **systems to monitor** their impact on the environment
2. Make sure that **control systems** to limit potential harm to the environment are installed and used correctly
3. Promptly identify when **monitoring data** shows deviations from expected norms and take prompt and effective preventative and/or corrective action to protect the environment
4. Ensure the provision of prompt advice and guidance to **staff** when needed to limit potential or actual harm to the environment
5. Maintain accurate and up-to-date **records** of potential and actual harm to the environment and the actions taken to limit these
6. Promptly and accurately report any **hazards** which present high **risks** to the environment that you are unable or unauthorised to deal with
7. Use your own and **others'** experience of dealing with environmental **hazards** to improve environmental protection **control systems** and procedures.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

UNIT 8CL: ENSURE PROTECTION OF THE ENVIRONMENT ON CLOSED  
LANDFILL SITES

### *THE PERFORMANCE STANDARDS*

#### 8CL.2 Minimise risks to the environment on a closed landfill site

*You must show that you:*

1. Ensure that **environmental procedures** for all site operations are established and implemented correctly
2. Make sure that the **environmental procedures** are consistent with **applicable legislation** and the company environmental policy and procedures
3. Clearly **communicate** the **environmental procedures** to all site **staff**
4. Ensure that **staff** understand the **environmental procedures** and are committed to them
5. Confirm that **staff** have received relevant training on how to implement the **environmental procedures**
6. Monitor implementation of **environmental procedures** and take prompt and effective corrective action in response to instances of non-compliance.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 8CL: ENSURE PROTECTION OF THE ENVIRONMENT ON CLOSED LANDFILL SITES

#### **KNOWLEDGE AND UNDERSTANDING**

***To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:***

- i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and the environment
- ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit
- iii. the planning permission, waste management licence or IPPC/PPC permit, and site working plan or conditioning plan for your site
- iv. your company environmental policy and procedures
- v. the risks to the environment arising from the disposed wastes and the procedures required to minimise and manage risk
- vi. the importance of remaining alert to the presence of hazards to the environment in the whole workplace
- vii. risk identification methods, techniques and monitoring systems suitable for closed landfill sites
- viii. environmental control systems required on closed landfill sites, including those needed for statutory nuisances such as emissions, litter, birds, pests, vermin, odours, etc.
- ix. your own responsibility for controlling hazards to the environment
- x. the importance of dealing with or promptly reporting hazards which present risks to the environment
- xi. legal and workplace requirements for reporting potential or actual harm to the environment
- xii. the person(s) to whom you should report environmental matters and the procedures for doing this

## **Level 3 in Waste Management Operations: Closed Landfill**

- xiii. how to communicate workplace environmental procedures orally and in writing
  
- xiv. the importance of checking that staff working on closed landfill sites have received appropriate training and understand the environmental procedures to be followed
  
- xv. the records required by legislation and your organisation relating to environmental procedures and incident reports.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Evidence Requirements:**

Candidates must provide both performance evidence and site specific knowledge evidence to demonstrate managerial competence. The performance evidence must demonstrate that the candidate can manage all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary underpinning knowledge, it must be confirmed by questions.

### **Some examples of evidence:**

This is not an exhaustive list of evidence - it is provided to give candidates and assessors guidance on the type of evidence that might be appropriate. The actual evidence will vary greatly according to the type of site and the range of wastes managed.

### **Identifying potential threats to the environment and developing control systems:**

- list of threats identified
- details of related control and monitoring systems
- records of implementation of control systems

Dealing with actual environmental harm:

- documented procedures for dealing with harm
- records showing correct implementation

Improving controls systems and procedures from experience:

- details of specific experiences resulting in improvements.

### **Operation of quality assurance check system:**

- detail of system
- system records properly completed
- deviations from normal operating identified
- investigation and action taken

# Level 3 in Waste Management Operations: Closed Landfill

## Commentary for Unit 9:

### **SUPPORT THE EFFICIENT USE OF RESOURCES**

(Unit B1 of the Management Standards)

#### **This unit is for:**

people who are responsible for identifying resource needs and contributing to the control of resources on waste management sites.

#### **This unit is about:**

the efficient management of resources for which you have authority and responsibility. It covers recommending the resources you and your team need to meet your objectives, as well as monitoring and controlling the way in which resources are used.

#### **This is what you need to show:**

- relevant people are consulted about resource needs
- your recommendations for the use of resources take account of previous resource use and trends and developments in both your organisation and the waste management industry
- your recommendations are consistent with team objectives and organisational policies
- the benefits which your recommendations may bring are clearly identified
- your recommendations are presented in an appropriate and timely manner
- people are encouraged to take responsibility for the way they use resources
- resources are used efficiently and in ways which take account of potential impact on the environment and maintain the quality of services and products
- you identify problems with the use of resources and make recommendations to correct these problems
- all records of resources used are accurate and complete.

#### **Unit structure**

There are two elements in this unit, each of which has performance standards associated with it.

9.1 Make recommendations for the use of resources

9.2 Contribute to the control of resources

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

#### **Place in the COTC Awards Framework**

This a common unit included within every COTC award.

#### **Statement on Assessment**

In the context of NVQ/SVQ assessment, evidence derived from a candidate's workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.

## Level 3 in Waste Management Operations: Closed Landfill

### Guidance on Assessment for this Unit

To complete this unit you must provide sufficient evidence to demonstrate that *you have, and are able to apply*, the knowledge, understanding and workplace skills & experience to perform the activities described within the standards competently.

To achieve this you must demonstrate that during your normal working activities you are able to competently access, interpret and implement all procedures, other associated guidance and **applicable legislation** concerned with supporting the efficient use of resources appropriate to your waste management licence or IPPC/PPC permit.

### Element 9.1 Make recommendations for the use of resources

You must demonstrate that you give **relevant people** the opportunity to provide information on the **resources** your team needs and that you take account of relevant past experience when making **recommendations** for the use of **resources**.

You must ensure that you take account of **trends and developments, which are likely to affect the use of resources**, and that **recommendations** are consistent with **team objectives** and organisational **policies**.

Finally, you must clearly indicate the potential **benefits** that you expect from the planned use of **resources** in your **recommendations**, presenting these to **relevant people** in an appropriate and timely manner.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide day to day management of the activities described by this element.

### Element 9.2 Contribute to the control of resources

You must show that you give **relevant people** opportunities to take individual responsibility for the efficient use of **resources** and that you **monitor** the use of these **resources** under your control at appropriate intervals.

You must ensure the use of **resources** by your team is efficient and takes into account the potential **impact on the environment**. In addition, you must monitor the quality of the **resources** continuously and **ensure consistency in product and service delivery**.

Any problems with **resources** must be identified promptly and you must make **recommendations** for **corrective action** to the **relevant people** as soon as possible. Making **recommendations** for improving the use of **resources** to **relevant people** must be carried out in an appropriate and timely manner.

Finally, you must demonstrate that you ensure your records relating to the use of **resources** are complete, accurate and available to authorised people only.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide day to day management of the activities described by this element.

**Note:** Words highlighted within this guidance have a specific meaning in this unit as defined in the '*Glossary of terms*'

# Level 3 in Waste Management Operations: Closed Landfill

## UNIT 9            SUPPORT THE EFFICIENT USE OF RESOURCES (Unit B1 of the Management Standards)

### GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

***Please note that words shown in italics refer to the range requirements of the management standards. Candidates must provide evidence of competence across the range as specified by these terms.***

<b>Benefits</b>	Positive results from the use of resources, for example, improved effectiveness and efficiency, reduced risk to the environment.
<b>Corrective action</b>	Action taken to match actual expenditure to budget, including: <i>a) altering activities</i> <i>b) modifying the use of resources</i> <i>c) re-negotiating the allocation of resources.</i>
<b>Ensuring consistency in product and service delivery</b>	Making sure that the products and services for which you are responsible continuously meet the standards agreed in your organisation and with your customers.
<b>Impact on the environment</b>	Positive or negative effects on the environment which may result from the use of resources.
<b>Monitoring</b>	Keeping a close eye on how resources are used and comparing this with plans or budgets.
<b>Policies</b>	Rules which govern the use of resources, for example, planning policies, policies governing the supply of equipment and materials, health and safety policies, environmental policies.
<b>Recommendations</b>	Requesting budget allocations or proposing the supply of resources your team needs to achieve its objectives; suggesting new methods of using available resources to improve your team's effectiveness and efficiency. Recommendations will be: <i>a) short term</i> <i>b) medium term.</i>

## Level 3 in Waste Management Operations: Closed Landfill

<b>Relevant people</b>	People with whom you work, including: <i>a) team members</i> <i>b) colleagues working at the same level as yourself</i> <i>c) higher level managers or sponsors.</i>
<b>Resources</b>	The equipment, materials, services, supplies, finance, energy and time your team needs to achieve its objectives.
<b>Team members</b>	People who work with you as part of a functional or project team; team members may report to you either as their line manager or as the manager in charge of a specific project or activity on which they are working.
<b>Team objectives</b>	Clearly specified results which your team needs to achieve.
<b>Trends and developments</b>	Changes in your team, organisation and market, for example, new skills and working methods, efficiency drives, new products and services, changes in customer requirements.

# Level 3 in Waste Management Operations: Closed Landfill

## UNIT 9            SUPPORT THE EFFICIENT USE OF RESOURCES (Unit B1 of the Management Standards)

### **THE PERFORMANCE STANDARDS**

#### **9.1 Make recommendations for the use of resources**

***You must show that you:***

1. Give **relevant people** the opportunity to provide information on the **resources** your team needs
2. Take account of relevant past experience when making **recommendations** for the use of **resources**
3. Take account of **trends and developments** which are likely to affect the use of **resources**
4. Ensure that **recommendations** are consistent with **team objectives** and organisational **policies**
5. Clearly indicate the potential **benefits** you expect from the planned use of **resources** in your **recommendations**
6. Present your **recommendations** to **relevant people** in an appropriate and timely manner.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

# Level 3 in Waste Management Operations: Closed Landfill

## UNIT 9            SUPPORT THE EFFICIENT USE OF RESOURCES (Unit B1 of the Management Standards)

### ***THE PERFORMANCE STANDARDS***

#### **9.2 Contribute to the control of resources**

***You must show that you:***

1. Give **relevant people** opportunities to take individual responsibility for the efficient use of **resources**
2. **Monitor** the use of **resources** under your control at appropriate intervals
3. Ensure the use of **resources** by your team is efficient and takes into account the potential **impact on the environment**
4. Monitor the quality of **resources** continuously and **ensure consistency in product and service delivery**
5. Identify problems with **resources** promptly, and make **recommendations** for **corrective action** to the **relevant people** as soon as possible
6. Make **recommendations** for improving the use of **resources** to **relevant people** in an appropriate and timely manner
7. Ensure that your records relating to the use of **resources** are complete, accurate and available to authorised people only.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 9            **SUPPORT THE EFFICIENT USE OF RESOURCES** (Unit B1 of the Management Standards)

#### ***KNOWLEDGE AND UNDERSTANDING***

##### ***You need to know and understand:***

##### *Analytical techniques*

- i. how to analyse the use of resources in the past, and utilise the results to make recommendations on more effective use of resources in the future

##### *Communication*

- ii. how to communicate effectively with team members, colleagues and line managers
  
- iii. how to develop and argue an effective case for changes in the management of resources

##### *Involvement and motivation*

- iv. how to enable people to identify and communicate the resources they need
  
- v. how to encourage others to take responsibility for the control of resources in their own area of work

##### *Organisational context*

- vi. team objectives and organisational policies regarding the use of resources
  
- vii. organisational procedures for making recommendations on the use of resources
  
- viii. the trends and developments which may influence the future use of resources and how to plan for these
  
- ix. the potential environmental impact of the resources being used
  
- x. the problems which may occur with resources and how you can deal with these

##### *Resource management*

- xi. the importance of effective management of resources to organisational performance
  
- xii. the principles underpinning the effective and efficient management of resources

## **Level 3 in Waste Management Operations: Closed Landfill**

*xiii.*how to monitor and control the use of resources to maximise efficiency, whilst maintaining the quality of products and services

*xiv.*the importance of keeping accurate records on the use of resources.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Evidence Requirements:**

Candidates must provide both performance evidence and site specific knowledge evidence to demonstrate managerial competence. The performance evidence must demonstrate that the candidate can manage all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary underpinning knowledge, it must be confirmed by questions.

### **Some examples of evidence:**

This is not an exhaustive list of evidence - it is provided to give candidates and assessors guidance on the type of evidence that might be appropriate. The actual evidence will vary greatly according to the type of site and the range of wastes managed.

Preparing recommendations for expenditure:

- existing cost data on operation
- description of recommendation and costs
- cost benefit analysis
- final presentation of proposals

Identified contributions of individuals to cost and resource control:

- named individuals, their areas where costs can be controlled, the way this was communicated to them

Expenditure:

- budgets and budgetary control data for the last financial period
- expenditure records
- analysed cost data

Monitoring the use of resources:

- assessment of cost data
- comparison and explanation of budgets against actuals
- identified symptoms of loss of control
- action taken and results achieved

# Level 3 in Waste Management Operations: Closed Landfill

## Commentary for Unit 11:

### CREATE EFFECTIVE WORKING RELATIONSHIPS

(Unit C4 of the Management Standards)

#### This unit is for:

people who need to create effective working relationships with a range of contacts internal and external to their organisation.

#### This unit is about:

creating and maintaining effective working relationships with your manager and others to whom you report, team members and other colleagues within and external to your organisation. It also involves minimising the potential for conflict in your team and dealing with conflicts as they arise.

#### This is what you need to show

- that you consult colleagues and team members on proposed activities, keeping them informed about your work and offering them appropriate support when needed
- you treat colleagues and team members with respect, keep your promises to them and discuss issues with them frankly and openly
- you keep your manager, and others to whom you report, informed about your activities, plans and any problems, threats or opportunities which arise
- you consult the appropriate person for clarification on policies and ways of working which you are unsure about, and resolve any disagreements in a constructive way
- you make sure that team members understand the standards of work and behaviour expected from them
- you make yourself available to discuss and deal with problems as soon as they arise in ways which minimise disruption and bad feelings
- where appropriate, you keep a careful record of conflict situations and how you resolved them.

#### Unit structure

There are three elements in this unit, each of which has performance standards associated with it.

11.1 Gain the trust and support of colleagues and team members

11.2 Gain the trust and support of your manager

11.3 Minimise conflict in your team

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

#### Place in the COTC Awards Framework

This a common unit included within every COTC award.

#### Statement on Assessment

In the context of NVQ/SVQ assessment, evidence derived from a candidate's workplace performance is essential for this unit. Evidence from simulated activities is only acceptable for demonstrating how you would resolve disagreements with your manager (Performance Standard 6 in 11.2) and how you would deal with conflict between team members (Performance Standards 3 to 6 in 11.3).

## Level 3 in Waste Management Operations: Closed Landfill

### Guidance on Assessment for this Unit

To complete this unit you must provide sufficient evidence to demonstrate that *you have, and are able to apply*, the knowledge, understanding and workplace skills & experience to perform the activities described within the standards competently.

To achieve this you must demonstrate that during your normal working activities you are able to competently access, interpret and implement all procedures, other associated guidance and **applicable legislation** concerned with creating effective working relationships appropriate to your waste management licence or IPPC/PPC permit.

### Element 11.1 Gain the trust and support of colleagues and team members

You must show that you **consult** with **colleagues** and **team members** about proposed activities at appropriate times and in a manner, which encourages open and frank discussion. You will show that you keep **colleagues** and **team members** informed about organisational plans and activities, and honour the commitments you make.

You will demonstrate that you treat **colleagues** and **team members** in a manner, which shows your **respect for individuals** and the need for **confidentiality**. Furthermore, you will demonstrate that you give **colleagues** and **team members** sufficient **support** for them to achieve their work objectives. Finally, you will discuss your **evaluation** of their work and behaviour directly with the **colleagues** and **team members** concerned.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide day to day management of the activities described by this element.

### Element 11.2 Gain the trust and support of your manager

You must demonstrate that you give your **manager** timely and accurate reports on activities, progress results and achievements and that information about emerging **threats** and **opportunities** are clear, accurate and timely.

You must show that you **consult** your **manager** about **organisational policies** and ways of working at appropriate times, whilst ensuring your proposals for action are clear and realistic. Proposals should be presented for action at appropriate times.

Finally, you must show that you make constructive efforts to resolve any disagreements you may have with your **manager**.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide day to day management of the activities described by this element.

### Element 11.3 Minimise conflict in your team

You must show that you inform **team members** of the **standards of work and behaviour** you expect, in a manner and at a level and pace appropriate to the **individuals** concerned. Furthermore, you must provide appropriate opportunities for **team members** to discuss **problems, which** directly or indirectly affect their work.

You will ensure that you act promptly to deal with conflict between **team members** and inform relevant people about conflicts outside your area of responsibility.

## Level 3 in Waste Management Operations: Closed Landfill

You will show that you resolve conflict in a way that minimises disruption to work and discord between **team members** ensuring your records of conflict and their outcomes are accurate and comply with requirements for **confidentiality** and other **organisational policies**.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide day to day management of the activities described by this element.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 11      **CREATE EFFECTIVE WORKING RELATIONSHIPS** (Unit C4 of the Management Standards)

#### **GLOSSARY OF TERMS**

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

***Please note that words shown in italics refer to the range requirements of the management standards. Candidates must provide evidence of competence across the range as specified by these terms.***

<b>Colleagues</b>	People, either in your organisation or in other organisations with whom you have a working relationship, including: <i>a) those working at the same level as you</i> <i>b) those working at a higher level than you</i> <i>c) those working at a lower level than you.</i>
<b>Confidentiality</b>	Only providing information to those who are authorised to have it.
<b>Consultation</b>	Asking others for their views and involving them openly in decision-making.
<b>Evaluation</b>	A balanced assessment of people's work and behaviour.
<b>Individuals</b>	Colleagues or team members with whom you work.
<b>Manager</b>	Your manager will be either: <i>a) the person(s) to whom you report, or</i> <i>b) the organisation or authority to which you report.</i>
<b>Opportunities</b>	Developments, either inside or outside your organisation, which could have a positive impact on your work or plans if you take appropriate action.
<b>Organisational policies</b>	The policies of your organisation relevant to work activities.
<b>Problems</b>	Problems which affect individuals' performance at work which may be either: <i>a) work-related, or</i> <i>b) personal.</i>



## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 11      CREATE EFFECTIVE WORKING RELATIONSHIPS (Unit C4 of the Management Standards)

#### THE PERFORMANCE STANDARDS

##### 11.1    Gain the trust and support of colleagues and team members

*You must show that you:*

1. **Consult** with **colleagues** and **team members** about proposed activities at appropriate times and in a manner which encourages open, frank discussion
2. Keep **colleagues** and **team members** informed about organisational plans and activities
3. Honour the commitments you make to **colleagues** and **team members**
4. Treat **colleagues** and **team members** in a manner which shows your **respect for individuals** and the need for **confidentiality**
5. Give **colleagues** and **team members** sufficient **support** for them to achieve their work objectives
6. Discuss your **evaluation** of their work and behaviour directly with the **colleagues** and **team members** concerned.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 11      CREATE EFFECTIVE WORKING RELATIONSHIPS (Unit C4 of the Management Standards)

#### THE PERFORMANCE STANDARDS

#### 11.2    Gain the trust and support of your manager

*You must show that you:*

1. Give your **manager** timely and accurate reports on activities, progress results and achievements
2. Give your **manager** clear, accurate and timely information about emerging **threats** and **opportunities**
3. **Consult** your **manager** about **organisational policies** and ways of working at appropriate times
4. Ensure your proposals for action are clear and realistic
5. Present your proposals for action to your **manager** at appropriate times
6. Make constructive efforts to resolve any disagreements you may have with your **manager**.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 11      CREATE EFFECTIVE WORKING RELATIONSHIPS (Unit C4 of the Management Standards)

#### THE PERFORMANCE STANDARDS

##### 11.3      Minimise conflict in your team

*You must show that you:*

1. Inform **team members** of the **standards of work and behaviour** you expect, in a manner and at a level and pace appropriate to the **individuals** concerned
2. Provide appropriate opportunities for **team members** to discuss **problems** which directly or indirectly affect their work
3. Take action promptly to deal with conflict between **team members**
4. Inform relevant people about conflicts outside your area of responsibility
5. Resolve conflict in a way that minimises disruption to work and discord between **team members**
6. Ensure your records of conflict and their outcomes are accurate and comply with requirements for **confidentiality** and other **organisational policies**.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 11      **CREATE EFFECTIVE WORKING RELATIONSHIPS** (Unit C4 of the Management Standards)

#### ***KNOWLEDGE AND UNDERSTANDING***

##### ***You need to know and understand:***

##### *Communication*

- i. how to consult with colleagues in a way which encourages open and frank discussions
- ii. how to select communication methods appropriate to the issues and contexts
- iii. the importance of effective communication methods to productive working relationships
- iv. the importance of discussing evaluations of output and behaviour at work promptly and directly with those concerned
- v. how to provide feedback in a way which will lead to a constructive outcome
- vi. the importance of keeping your manager informed of activities, progress, results and achievements and how to do this
- vii. how to develop and present proposals in ways which are realistic, clear and likely to influence your manager positively

##### *Information handling*

- viii. the types of information concerning colleagues which you need to treat confidentially, and procedures to follow
- ix. the importance of maintaining accurate records of conflicts and their outcomes
- x. the information regarding conflicts which must be treated confidentially and the people who may and may not be informed

##### *Organisational context*

- xi. the organisational plans and activities, emerging threats and opportunities, which are relevant to the work of colleagues and about which they need to be informed
- xii. the management structures, line of accountability and control in your organisation

## **Level 3 in Waste Management Operations: Closed Landfill**

- xiii. the types of emerging threats and opportunities about which your manager needs to be informed
- xiv. the types of organisational policies and ways of working about which you need to consult with your manager and how to do this
- xv. the people to inform when conflicts are outside your area of responsibility
- xvi. the organisational requirements regarding the handling of conflict and its resolution

### *Providing support*

- xvii. the support colleagues may require to achieve their objectives and how to provide this support

### *Working relationships*

- xviii. how people work in groups
- xix. strategies and styles of working which encourage effective working relationships

## **Level 3 in Waste Management Operations: Closed Landfill**

### **UNIT 11          CREATE EFFECTIVE WORKING RELATIONSHIPS** (Unit C4 of the Management Standards)

#### ***KNOWLEDGE AND UNDERSTANDING***

- xx.     the importance of honouring commitments to colleagues
  
- xxi.    the importance of showing respect for colleagues and how to do this
  
- xxii.   methods of handling disagreements with your manager in a constructive manner
  
- xxiii.  situations, behaviour and interactions between people which encourages conflict
  
- xxiv.   how to minimise conflict between people at work
  
- xxv.    the importance of keeping people regularly informed of expected standards of work and behaviour
  
- xxvi.   how to inform people of the standards and behaviour you expect of them
  
- xxvii.  the importance of giving people opportunities to discuss problems affecting their work and how to provide such opportunities
  
- xxviii. how to identify potential conflict between individuals in your organisation
  
- xxix.   types of conflict which may occur between people at work and action to take in response to these which will minimise disruption at work.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Evidence Requirements:**

Candidates must provide both performance evidence and site specific knowledge evidence to demonstrate managerial competence. The performance evidence must demonstrate that the candidate can manage all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary underpinning knowledge, it must be confirmed by questions.

### **Some examples of evidence:**

This is not an exhaustive list of evidence - it is provided to give candidates and assessors guidance on the type of evidence that might be appropriate. The actual evidence will vary greatly according to the type of site, its size and persons involved.

#### Observed performance:

- discussions with colleagues on work activities and patterns
- agreeing actions and meeting commitments
- offering and supplying support to colleagues
- identifying and providing essential information to colleagues
- adapting methods of communication and support to suit the individual needs of colleagues
- identifying behavioural or environmental issues which affect working relationships, and taking appropriate action
- co-ordinating own work with that of colleagues
- identifying inadequate quality products or performance, and seeking solutions with those concerned
- safeguarding the security and confidentiality of information
- recording discussions
- discussions with external contacts on work related matters by telecommunications or face to face
- corresponding with contacts on work related matters
- seeking and exchanging work related information
- adapting the method of communication to suit the individual needs of external contacts
- co-ordinating own work with that of external contacts
- identifying behavioural or environmental issues which affect working relationships, and taking appropriate action
- identifying inadequate quality products, services, or performance, and seeking solutions
- safeguarding the security and confidentiality of information

#### Products of work:

- internal memoranda
- work plans
- records of meetings
- records of discussions
- copies of letters
- copies of agreements

Authenticated testimonies from relevant witnesses.

Personal accounts of competence.

Responses to questions.

Other sources of evidence to prove knowledge and understanding where it is not apparent from performance.

## Level 3 in Waste Management Operations: Closed Landfill

### Commentary for Unit 12:

#### PROVIDE INFORMATION TO SUPPORT DECISION MAKING ON A WASTE MANAGEMENT SITE

##### **This unit is for:**

people who are responsible for ensuring that valid and reliable information is available to support decisions about the management and conduct of operations on waste management sites.

##### **This unit is about:**

the efficient management of information within your area of responsibility. It covers gathering the information you need and providing information and advice to others.

##### **This is what you need to show**

- that you collect information which is relevant to your work and make sure it is accurate and fit for purpose
- your sources of information are reliable and cost effective
- you make contact with potential providers of useful information
- you deal effectively with any problems you may have in gathering information
- information is recorded and stored for ease of access when required
- you provide information and advice in ways which meet the needs of the recipients
- you make sure the information and advice is accurate, up-to-date and in line with your organisation's policies and procedures
- you check that information is understood by the recipients
- you seek and use feedback from recipients to improve the usefulness of information and advice you provide.

##### **Unit structure**

There are two elements in this unit, each of which has performance standards associated with it.

12.1 Obtain information to support decision making

12.2 Inform and advise others

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

##### **Place in the COTC Awards Framework**

This is a common unit included within all COTC awards.

##### **Statement on Assessment**

In the context of NVQ/SVQ assessment, evidence derived from a candidate's workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.

## Level 3 in Waste Management Operations: Closed Landfill

### Guidance on Assessment for this Unit

To complete this unit you must provide sufficient evidence to demonstrate that *you have, and are able to apply*, the knowledge, understanding and workplace skills & experience to perform the activities described within the standards competently.

To achieve this you must demonstrate that during your normal working activities you are able to competently access, interpret and implement all procedures, other associated guidance and **applicable legislation** concerned with providing information to support decision making on a waste management site appropriate to your waste management licence or IPPC/PPC permit.

### Element 12.1 Obtain information to support decision making

You must demonstrate that you obtain **information** that is accurate, sufficient and relevant to the purpose for which it is needed. Furthermore, that you regularly review your **sources of information** to ensure that they remain useful, reliable and cost effective.

You must show that you establish **contacts** with potential providers of useful **information** and evaluate this for its validity and reliability.

You must take prompt and effective action to overcome problems in gathering relevant **information**, which you ensure is recorded and stored according to your organisations, **systems and procedures**. Finally, you ensure that this **information** is accessible in the required format to authorised people only.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide day to day management of the activities described by this element.

### Element 12.2 Inform and advise others

You must demonstrate that you give **information** and advice at a time and place, and in a form and manner appropriate to the needs of the **recipients**. You will ensure that the **information** you give is accurate, current, relevant and sufficient.

You must show that advice you give is consistent with your **organisation's policy, procedures and resource constraints**, using reasoned arguments and appropriate evidence to support your advice given. You must demonstrate that you check and confirm the **recipient's** understanding of the **information** and the advice you have given.

You must ensure that **confidentiality** is maintained according to your organisation's requirements. Finally, you must demonstrate that you seek feedback from the **recipients** about the **information** and advice that you provide and show that you use this feedback to improve the ways in which you give **information** and advice.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide day to day management of the activities described by this element.

**Note:** Words highlighted within this guidance have a specific meaning in this unit as defined in the '*Glossary of terms*'

# Level 3 in Waste Management Operations: Closed Landfill

## UNIT 12 PROVIDE INFORMATION TO SUPPORT DECISION MAKING ON A WASTE MANAGEMENT SITE

### **GLOSSARY OF TERMS**

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

<b>Confidentiality</b>	Only providing information to those who are authorised to have it.
<b>Contacts</b>	People who may be able to provide you with useful information, including: a) professional contacts, e.g. colleagues, line manager, trade association officers b) customers c) suppliers d) carriers e) regulatory authority officers f) manufacturers.
<b>Information</b>	What you and other people need to know to carry out your work effectively, including information related to: a) past, present and future site operations b) technology c) working methods d) legislative requirements e) market requirements f) quality.
<b>Organisational policy and procedures</b>	The policies and procedures which affect any information or advice you provide.
<b>Recipients</b>	The people who receive the information and advice you provide, including: a) team members b) colleagues working at the same level c) higher-level managers d) people external to the organisation, e.g. regulatory authority officers, suppliers.
<b>Resource constraints</b>	Limitations on the amount of time, effort and materials you can give to providing others with information and advice

## Level 3 in Waste Management Operations: Closed Landfill

<b>Sources of information</b>	Where relevant information can be obtained from, including: <ul style="list-style-type: none"><li>a) personal contacts</li><li>b) technical and general media</li><li>c) present and past operating records</li><li>d) written and oral communications with regulatory authority officers</li><li>e) professional meetings/conferences/exhibitions.</li></ul>
<b>Systems and procedures for recording and storing information</b>	The methods of recording and filing information for future use which your organisation requires. Systems and procedures can be formal or informal.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 12 PROVIDE INFORMATION TO SUPPORT DECISION MAKING ON A WASTE MANAGEMENT SITE

#### **THE PERFORMANCE STANDARDS**

##### **12.1 Obtain information to support decision making**

###### ***You must show that you:***

1. Obtain **information** that is accurate, sufficient and relevant to the purpose for which it is needed
2. Regularly review your **sources of information** to ensure that they remain useful, reliable and cost effective
3. Establish **contacts** with potential providers of useful **information**
4. Evaluate **information** for its validity and reliability
5. Take prompt and effective action to overcome problems in gathering relevant **information**
6. Ensure **information** is recorded and stored according to your organisation's **systems and procedures**
7. Ensure **information** is accessible in the required format to authorised people only

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 12 PROVIDE INFORMATION TO SUPPORT DECISION MAKING ON A WASTE MANAGEMENT SITE

#### **THE PERFORMANCE STANDARDS**

#### **12.2 Inform and advise others**

##### ***You must show that you:***

1. Give **information** and advice at a time and place, and in a form and manner, appropriate to the needs of **recipients**
2. Ensure that the **information** you give is accurate, current, relevant and sufficient
3. Ensure that the advice you give is consistent with your **organisation's policy, procedures** and **resource constraints**
4. Use reasoned arguments and appropriate evidence to support your advice
5. Check and confirm **recipients'** understanding of the **information** and advice you have given them
6. Maintain **confidentiality** according to your organisation's requirements
7. Seek feedback from **recipients** about the **information** and advice you provide, and use this feedback to improve the ways in which you give **information** and advice.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 12 PROVIDE INFORMATION TO SUPPORT DECISION MAKING ON A WASTE MANAGEMENT SITE

#### ***KNOWLEDGE AND UNDERSTANDING***

##### ***You need to know and understand:***

###### *Communication*

- i. how to give information and advice effectively both orally and in writing
- ii. how to develop and present a reasoned case when providing advice to others
- iii. the importance of confirming the recipient's understanding of the information and advice you have provided and how to do this
- iv. the importance of seeking feedback on the quality and relevance of the advice and information you provided, and how to encourage and enable such feedback

###### *Information handling*

- v. the importance of gathering, validating and analysing information to team and organisational effectiveness and your role and responsibility in relation to this
- vi. the types of qualitative and quantitative information which are essential to your role and responsibilities
- vii. how to gather the information you need for your job
- viii. the types of problems which may occur when gathering information and how to overcome these
- ix. how to record and store the information you need
- x. the importance of providing information and advice to others and your role and responsibility in relation to this
- xi. the types of information and advice which other people may require
- xii. the importance of checking the validity of information and advice provided to others and how to do this

## **Level 3 in Waste Management Operations: Closed Landfill**

xiii.the principles of confidentiality when handling information and advice - the types of information and advice which may be provided to different people

### *Organisational context*

xiv.organisational policies, procedures and resource constraints which may affect advice and information you give to others.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Evidence Requirements:**

Candidates must provide both performance evidence and site specific knowledge evidence to demonstrate managerial competence. The performance evidence must demonstrate that the candidate can manage all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary underpinning knowledge, it must be confirmed by questions.

### **Some examples of evidence:**

This is not an exhaustive list of evidence - it is provided to give candidates and assessors guidance on the type of evidence that might be appropriate. The actual evidence will vary greatly according to the type of site and the range of wastes managed.

#### Gathering information:

- Sources regularly consulted
- Examples of information collected and how validated
- Personal contacts and nature of information available
- Examples of clarification and expansion of information

#### Using information:

- Information to support decision making
- Conclusions drawn from information, their rationale, confirmation or otherwise

#### Information storage:

- Examples of information checked for accuracy, completeness and legibility/availability
- Description of storage formats used with examples
- Methods of recording and storing which have been considered for use and rationale behind decisions taken

#### Information Use:

- Methods of cataloguing and retrieval
- Examples of information retrieved for specific purposes

**Level 3 in Waste Management Operations:  
Closed Landfill**

**OPTIONAL UNITS**

## **Level 3 in Waste Management Operations: Closed Landfill**

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Commentary for Unit 6CLa:**

#### **CONTROL THE RESTORATION OF A CLOSED LANDFILL SITE**

##### **This unit is for:**

people who are required to control the restoration of a closed landfill site.

##### **This unit is about:**

the competence required to direct and monitor site restoration operations on a closed landfill site.

##### **This is what you need to show:**

- the site restoration scheme is consistent with applicable legislation
- arrangements are in place for the supply of resources needed for restoration operations
- relevant staff know and understand their role and responsibilities in relation to the restoration process and have the necessary knowledge, skills and material resources to implement them correctly
- all restoration operations comply with relevant legislation and company requirements and are consistent with the restoration scheme and the requirements for aftercare and intended use of the closed landfill site
- all necessary records are complete, accurate and up-to-date.

##### **Unit structure**

This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

##### **Place in the COTC Awards Framework**

This unit is a facility specific unit within the following level 3 COTC award:  
Waste Management Operations - Closed Landfill

##### **Statement on Assessment**

In the context of NVQ/SVQ assessment, evidence derived from a candidate's workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.

## Level 3 in Waste Management Operations: Closed Landfill

### Guidance on Assessment for this Unit

To complete this unit you must provide sufficient evidence to demonstrate that *you have, and are able to apply*, the knowledge, understanding, workplace skills and experience to perform the activities described within the standards competently.

To achieve this you must demonstrate that during your normal working activities you are able to competently access, interpret and implement all procedures, other associated guidance and **applicable legislation** concerned with the control of restoration of a **closed landfill site**, appropriate to your waste management licence or IPPC/PPC permit.

You must demonstrate that you ensure that arrangements for the supply of **resources** needed for restoration are in place and fully implemented and that you provide clear instructions for staff involved in the **restoration operations**.

You must make sure that site staff understand their instructions and have the necessary **resources** available to carry out work to the required **standard**.

You must show that you fully implement procedures to ensure that **restoration operations** comply with: the **applicable legislation**; the site restoration scheme; company requirements; and, that the **requirements of aftercare and the intended use** of the restored site are met.

Finally, you must also demonstrate that you are able to competently maintain accurate and up-to-date **records** associated with the restoration process.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide the day to day management of the activities described by this element.

**Note:** Words highlighted within this guidance have a specific meaning in this unit as defined in the '*Glossary of terms*'

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 6CLa: CONTROL THE RESTORATION OF A CLOSED LANDFILL SITE

#### GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

<b>Applicable legislation</b>	This refers to legislative requirements as set out in: a) waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit b) site working plan or conditioning plan c) planning permission d) any lease or other legal agreements applicable to the site e) any other legislation applicable to closed landfill sites.
<b>Closed landfill site</b>	A landfill site where post closure inspections for the entire site have commenced or the site licence has been revoked under Section 38(3) or 42(6)(a) of the Environmental Protection Act (EPA) 1990 or section 41(6) of the Environment Act 1995 so far as it authorises the disposal of controlled waste, subject to requirements which continue to bind the licence holder.
<b>Records</b>	This refers to the documentation required by legislation and by company procedures in relation to the restoration of a closed landfill site. The records may be paper-based or computerised.
<b>Requirements of aftercare and intended use</b>	The control systems and other site features needed to ensure the safe and effective aftercare and future use of the site as intended, including: a) monitoring facilities as appropriate to the wastes deposited in the site b) leachate and gas engineering as appropriate to the wastes deposited in the site c) nature of capping and soil.
<b>Resources</b>	The staff, plant, restoration materials and other site-specific engineering requirements needed to restore landfill sites. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.

## **Level 3 in Waste Management Operations: Closed Landfill**

<b>Restoration operations</b>	The operations needed to ensure the safe and effective restoration of a landfill site, including: <ul style="list-style-type: none"><li>a) application of restoration materials</li><li>b) permeability measurement (if required)</li><li>c) revegetation</li><li>d) provision of monitoring and control systems as appropriate to the wastes deposited in the site.</li></ul>
<b>Standard</b>	This refers to the operational outcomes of the restoration process which must be achieved to ensure that site restoration is consistent with the terms of the waste management licence or IPPC/PPC permit.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 6CLa: CONTROL THE RESTORATION OF A CLOSED LANDFILL SITE

#### *THE PERFORMANCE STANDARDS*

*You must show that you:*

1. Ensure that the site restoration scheme complies with **applicable legislation**
2. Ensure that arrangements for the supply of **resources** needed for the restoration process are in place and fully implemented
3. Provide clear instructions for staff involved in **restoration operations**
4. Make sure that site staff understand their instructions and have the necessary **resources** to carry them out to the required **standard**.
5. Fully implement procedures to ensure that **restoration operations** comply with:
  - a. **applicable legislation**
  - b. site restoration scheme
  - c. company requirements
  - d. the **requirements of aftercare and the intended use** of the restored site.
6. Make sure that **records** relating to the restoration process are complete, accurate and up-to-date.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **UNIT 6CLa: CONTROL THE RESTORATION OF A CLOSED LANDFILL SITE**

#### ***KNOWLEDGE AND UNDERSTANDING***

***To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:***

- i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment
- ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit
- iii. the planning permission, any lease or other legal agreements, and waste management licence or IPPC/PPC permit for your site
- iv. the content of the site working plan or conditioning plan that applies to restoration, aftercare and post closure requirements
- v. the site requirements relevant to restoration, aftercare and intended use
- vi. the site hydrogeological conditions
- vii. the control and management systems needed for surface water, gas and leachate
- viii. your company's procedures for the supply and use of the resources required for restoration operations
- ix. how to communicate work instructions orally and in writing
- x. the importance of checking people's understanding of work instructions and how to do this
- xi. the technical skills needed for the planned restoration activities, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit
- xii. company procedures for the proper management control of restoration activities and preparation for aftercare on a closed landfill site
- xiii. the records required by legislation and by company procedures in relation to the restoration of a closed landfill site.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Evidence Requirements:**

Candidates must provide both performance evidence and site specific knowledge evidence to demonstrate managerial competence. The performance evidence must demonstrate that the candidate can manage all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary underpinning knowledge, it must be confirmed by questions.

### **Some examples of evidence:**

This is not an exhaustive list of evidence - it is provided to give candidates and assessors guidance on the type of evidence that might be appropriate. The actual evidence will vary greatly according to the type of site and the range of wastes accepted.

Documentation relating to managing restoration procedures:

- incident logs
- company records and records required by legislation
- returns to the Environment Agency
- environmental monitoring records

Internal and external audits:

- Visit reports by regulatory agencies (typically the Environment Agency and SEPA)
- QA audits.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Commentary for Unit 6CLb:**

#### **CONFIRM AND MAINTAIN THE RESTORATION STATUS OF A CLOSED LANDFILL SITE**

##### **This unit is for:**

people who take over responsibility for a restored closed landfill site.

##### **This unit is about:**

the competence required to check and maintain the restoration status of a restored closed landfill site.

##### **This is what you need to show:**

- the restoration status of the site is consistent with applicable legislation, the restoration scheme and requirements for aftercare and intended use of the restored site
- restoration works are monitored in accordance with the aftercare scheme and prompt and effective action taken to restore the restoration status of the site when required
- arrangements are in place for the supply of resources needed for remedial operations
- relevant staff know and understand their role and responsibilities in relation to remedial operations and have the necessary knowledge, skills and material resources to implement them correctly
- all remedial operations comply with relevant legislation and company requirements and are consistent with the requirements for aftercare and intended use of the closed landfill site
- all necessary records are complete, accurate and up-to-date.

##### **Unit structure**

This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

##### **Place in the COTC Awards Framework**

This unit is a facility specific unit within the following level 3 COTC award:  
Waste Management Operations - Closed Landfill

##### **Statement on Assessment**

In the context of NVQ/SVQ assessment, evidence derived from a candidate's workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.

## Level 3 in Waste Management Operations: Closed Landfill

### Guidance on Assessment for this Unit

To complete this unit you must provide sufficient evidence to demonstrate that *you have, and are able to apply*, the knowledge, understanding, workplace skills and experience to perform the activities described within the standards competently.

To achieve this you must demonstrate that during your normal working activities you are able to competently access, interpret and implement all procedures, other associated guidance and **applicable legislation** concerned with confirming and maintaining the restoration status of a **closed landfill site**, appropriate to your waste management licence or IPPC/PPC permit.

You must demonstrate that you fully implement the procedures to ensure that the restoration status of the site complies with: **applicable legislation**; the site restoration scheme; and, the **requirements of aftercare and the intended use** of the restored site.

You must ensure that the arrangements for the on-going **monitoring** of the restoration of the site are in place and implemented correctly. Furthermore, you must take appropriate and timely action to implement any **remedial** work.

You must ensure that arrangements for the supply of **resources** needed for **remedial operations** are in place and fully implemented and that you provide clear instructions for staff involved with **remedial operations**.

You must make sure that site staff understand their instructions and have the necessary **resources** available to carry out work to the required **standard**.

You must show that you ensure that **remedial operations** comply with **applicable legislation** and that the **requirements of aftercare and the intended use** of the restored site are met.

Finally, you must also demonstrate that you are able to competently maintain accurate and up-to-date **records** associated with the restoration process.

You may not carry out the work involved yourself, but you must demonstrate that you have direct responsibility for the work carried out and provide the day to day management of the activities described by this element.

**Note:** Words highlighted within this guidance have a specific meaning in this unit as defined in the '*Glossary of terms*'

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 6CLb: CONFIRM AND MAINTAIN THE RESTORATION STATUS OF A CLOSED LANDFILL SITE

#### GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation** This refers to legislative requirements as set out in:

- a) waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit
- b) site working plan
- c) planning permission
- d) aftercare scheme
- e) any lease or other legal agreements applicable to the site
- f) any other legislation applicable to closed landfill sites.

**Closed landfill site** A landfill site where post closure inspections for the entire site have commenced or the site licence has been revoked under Section 38(3) or 42(6)(a) of the Environmental Protection Act (EPA) 1990 or section 41(6) of the Environment Act 1995 so far as it authorises the disposal of controlled waste, subject to requirements which continue to bind the licence holder.

**Monitoring** This refers to the systematic checking of restoration works as required by the aftercare scheme, including:

- a) annual settlement surveys
- b) vegetation die-back surveys
- c) routine checks of monitoring and control system.

**Records** This refers to the documentation required by legislation and by company procedures in relation to the restoration status of a closed landfill site. The records may be paper-based or computerised.

**Requirements of aftercare and intended use** The control systems and other site features needed to ensure the safe and effective aftercare and use of the site as intended, including:

- a) monitoring facilities as appropriate to the wastes deposited in the site
- b) leachate and gas engineering as appropriate to the wastes deposited in the site
- c) nature of capping and soil.

## Level 3 in Waste Management Operations: Closed Landfill

- Resources** The staff, plant, restoration materials and other site-specific engineering requirements needed to maintain the restoration status of a closed landfill site. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
- Remedial operations** The operations needed to maintain the restoration status of a landfill site, including:
- a) capping
  - b) soil placements
  - c) revegetation
  - d) installation or renewal of monitoring and control systems as appropriate to the wastes deposited in the site.
- Standard** This refers to the operational outcomes of remedial operations which must be achieved to ensure that the restoration status of the site remains consistent with the terms of the waste management licence or IPPC/PPC permit, planning permission and aftercare scheme.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 6CLb: CONFIRM AND MAINTAIN THE RESTORATION STATUS OF A CLOSED LANDFILL SITE

#### *THE PERFORMANCE STANDARDS*

*You must show that you:*

1. Fully implement procedures to ensure that restoration status of the site complies with:
  - a. **applicable legislation**
  - b. site restoration scheme
  - c. the **requirements of aftercare and the intended use** of the restored site
2. Ensure that arrangements for the on-going **monitoring** of the restoration status of the site are in place and implemented correctly
3. Take prompt and effective action to implement **remedial** work when required
4. Ensure that arrangements for the supply of **resources** needed for **remedial operations** are in place and fully implemented
5. Provide clear instructions for staff involved in **remedial operations**
6. Make sure that site staff understand their instructions and have the necessary **resources** to carry them out to the required **standard**
7. Ensure that **remedial operations** comply with:
  - a. **applicable legislation**
  - b. the **requirements of aftercare and the intended use** of the restored site.
8. Make sure that **records** relating to monitoring and maintaining the restoration status of the site are complete, accurate and up-to-date.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 6CLb: CONFIRM AND MAINTAIN THE RESTORATION STATUS OF A CLOSED LANDFILL SITE

#### **KNOWLEDGE AND UNDERSTANDING**

***To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:***

- i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment
- ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit
- iii. the planning permission, aftercare scheme, any lease or other legal agreements, and waste management licence or IPPC/PPC permit for your site
- iv. the content of the site working plan or conditioning plan that applies to restoration, aftercare and post closure requirements
- v. the site requirements relevant to restoration, aftercare and intended use
- vi. the site hydrogeological conditions
- vii. the control and management systems needed for surface water, gas and leachate
- viii. your company's procedures for the supply and use of the resources required for remedial operations
- ix. how to communicate work instructions orally and in writing
- x. the importance of checking people's understanding of work instructions and how to do this
- xi. the technical skills needed for remedial operations, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit
- xii. company procedures for the proper management control of actions required to maintain the restoration status of a closed landfill site

## **Level 3 in Waste Management Operations: Closed Landfill**

- xiii. the records required by legislation and by company procedures in relation to monitoring and maintaining the restoration status of a closed landfill site.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Evidence Requirements:**

Candidates must provide both performance evidence and site specific knowledge evidence to demonstrate managerial competence. The performance evidence must demonstrate that the candidate can manage all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary underpinning knowledge, it must be confirmed by questions.

### **Some examples of evidence:**

This is not an exhaustive list of evidence - it is provided to give candidates and assessors guidance on the type of evidence that might be appropriate. The actual evidence will vary greatly according to the type of site and the range of wastes accepted.

Documentation relating to managing restoration procedures:

- incident logs
- company records and records required by legislation
- returns to the regulatory authorities, (typically the Environment Agency and SEPA)
- environmental monitoring records

Internal and external audits:

- Visit reports by regulatory agencies (typically the Environment Agency and SEPA)
- QA audits.

## **Level 3 in Waste Management Operations: Closed Landfill**

**Level 3 in Waste Management Operations:  
Closed Landfill**

**ADDITIONAL UNIT**

## **Level 3 in Waste Management Operations: Closed Landfill**

## Level 3 in Waste Management Operations: Closed Landfill

### Commentary for Unit 13:

#### REVIEW AND DEVELOP YOUR PERFORMANCE AT WORK

##### **This unit is for:**

people who want to demonstrate their ability to review and improve their performance at work.

##### **This unit is about:**

the competence required for systematic continuous professional development in relation to current job requirements and career progression plans.

##### **This is what you need to show:**

- that you understand the requirements and expectations of the job role and actively seek feedback from others in respect of how well you fulfil these
- you compare your own practices against relevant models of good practice and any changing expectations about your role
- you form realistic judgements about how well your working practices match requirements and expectations and identify appropriate, realistic and achievable personal development objectives
- you identify and use appropriate development activities to achieve your objectives
- you review progress made on a regular basis taking account of feedback provided by others
- you update your development objectives on a regular basis to reflect progress made and any new or changing expectations about your role.

##### **Unit structure**

There are two elements in this unit, each of which has performance standards associated with it.

13.1 Review your performance at work

13.2 Develop your performance at work

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

##### **Place in the COTC Awards Framework**

This is an additional unit attached to all COTC awards. As such it is not required for completion of any award but may be taken in addition to the required units of competence to demonstrate your commitment to continuing professional development.

##### **Statement on Assessment**

In the context of NVQ/SVQ assessment, evidence derived from a candidate's workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.

## Level 3 in Waste Management Operations: Closed Landfill

### Guidance on Assessment for this Unit

To complete this unit you must provide sufficient evidence to demonstrate that *you have, and are able to apply*, the knowledge, understanding and workplace skills & experience to perform the activities described within the standards competently.

To achieve this you must demonstrate that during your normal working activities you are able to competently access, interpret and implement all procedures, other associated guidance and applicable legislation concerned with reviewing and developing your performance at work.

### Element 13.1 Review your performance at work

You must demonstrate that you identify the skills and knowledge you need for effective performance within the work role and that you recognise the different ways in which the work role contributes to achieving organisational objectives.

You must demonstrate that you maintain an understanding of the requirements of the work role and any **new and changing expectations** which may raise **development needs**, regularly comparing your own practice against **models of performance** relevant to the work role.

You must ensure that you seek and take account of constructive feedback about your performance from **relevant people**, forming realistic judgements about how well your own practice matches expectations about competent performance in all **aspects** of your work role.

Finally, you must show that you identify realistic and achievable personal development objectives.

### Element 13.2 Develop your performance at work

You must show that you identify suitable **development activities** for achieving your development objectives and schedule these activities into a **development plan** with realistic and achievable timescales.

You must demonstrate that you consult with **relevant people** about your proposed **development plan** and take account of feedback received. You must ensure that you allocate sufficient and realistic amounts of resources and time to the **development activities** within known **constraints**.

Personal development objectives must be reviewed and updated on a regular basis to reflect progress made and any **new and changing expectations** about your role.

Finally, you must demonstrate that you seek feedback from **relevant people** on competence development and use this to enhance further development.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 13: REVIEW AND DEVELOP YOUR PERFORMANCE AT WORK

#### **GLOSSARY OF TERMS**

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

<b>Aspects of the work role</b>	The types of skills and expertise you need to carry out your current and any possible future work role, including: a) technical b) managerial c) interpersonal.
<b>Constraints</b>	The factors which restrict or limit your ability to access development activities, including: a) budget b) availability of activities c) workload commitments d) organisational requirements.
<b>Development activities</b>	Ways of developing your knowledge and skills including: a) formal education or training programmes b) self study materials, e.g. journals, books, computer based learning programmes c) work-based projects or assignments d) conferences, exhibitions and/or other networking opportunities.
<b>Development needs</b>	The gap between the demands of your current and possible future job roles and your current level of performance, knowledge and skills.
<b>Development plan</b>	A plan which identifies your desired level of performance and the activities you are going to undertake in order to reach this level, with a timescale.
<b>Models of performance</b>	Benchmarks of expected performance as defined by: a) national occupational standards b) professional bodies c) job specifications.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **New and changing expectations**

Planned and anticipated changes which will or may affect your job role (both now and in the foreseeable future), including changes related to:

- a) legislation and regulatory frameworks
- b) the use of technology
- c) working practices
- d) organisational plans, objectives and priorities
- e) your career development plans and aspirations.

### **Relevant people**

People who can comment on your performance including:

- a) line manager
- b) peers
- c) external professional contacts.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 13: REVIEW AND DEVELOP YOUR PERFORMANCE AT WORK

#### **THE PERFORMANCE STANDARDS**

##### **13.1 Review your performance at work**

###### ***You must show that you:***

1. Identify the skills and knowledge you need for effective performance within the work role
2. Recognise the different ways in which the work role contributes to achieving organisational objectives
3. Maintain an understanding of the requirements of the work role and any **new and changing expectations** which may raise **development needs**
4. Regularly compare your own practice against **models of performance** relevant to the work role
5. Seek and take account of constructive feedback about your performance from **relevant people**
6. Form realistic judgements about how well your own practice matches expectations about competent performance in all **aspects** of the work role
7. Identify realistic and achievable personal development objectives.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## Level 3 in Waste Management Operations: Closed Landfill

### UNIT 13: REVIEW AND DEVELOP YOUR PERFORMANCE AT WORK

#### **THE PERFORMANCE STANDARDS**

#### **13.2 Develop your performance at work**

*You must show that you:*

1. Identify suitable **development activities** for achieving your development objectives
2. Schedule activities into a **development plan** with realistic and achievable timescales
3. Consult **relevant people** about your proposed **development plan** and take account of feedback received
4. Allocate sufficient and realistic amounts of resources and time to the **development activities** within known **constraints**
5. Review and update your personal development objectives on a regular basis to reflect progress made and any **new and changing expectations** about your role
6. Seek feedback from **relevant people** on competence development and use this to enhance further development.

**Note:** Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **UNIT 13: REVIEW AND DEVELOP YOUR PERFORMANCE AT WORK**

#### ***KNOWLEDGE AND UNDERSTANDING***

***To work to the standards set out in this unit, you need to have a working knowledge and understanding of:***

- i. Current site operations for which you are responsible and any plans for change or development of these
- ii. The technical knowledge and skills required to control site operations for which you are or may become responsible
- iii. The principal skills required for effective managerial performance
- iv. The types of interpersonal skills required for effective performance in your current and any possible future job role
- v. Current legislation, regulations and codes of practice applicable to site operations
- vi. Possible changes to legislation, regulations and codes of practice and their potential impact on your current and any possible future job roles
- vii. Relevant models of performance including national occupational standards
- viii. Organisational expectations and requirements for the job role
- ix. People who may be able to offer help and feedback and how to encourage, enable and use such feedback in a constructive manner
- x. Principles of self-assessment and how to apply these to your own working practices and achievements
- xi. The development opportunities available to you, how to access these and the nature of any constraints on their use
- xii. How to assess your progress and update your development plan accordingly.

## **Level 3 in Waste Management Operations: Closed Landfill**

### **Evidence Requirements:**

Candidates must provide both performance evidence and site specific knowledge evidence to demonstrate managerial competence. The performance evidence must demonstrate that the candidate can manage all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary underpinning knowledge, it must be confirmed by questions.

### **Some examples of evidence:**

This is not an exhaustive list of evidence - it is provided to give candidates and assessors guidance on the type of evidence that might be appropriate. The actual evidence will vary greatly according to the job role and performance requirements.

Gathering information:

- Sources regularly consulted
- Examples of information collected and how validated
- Personal contacts and nature of information available
- Examples of clarification and expansion of information

Using information:

- Information to support decision making
- Conclusions drawn from information, their rationale, confirmation or otherwise
- Examples of information checked for accuracy, completeness and legibility/availability
- Information considered for use with rationale supporting decisions taken
- Methods of cataloguing and retrieval
- Examples of information retrieved for specific purposes