

Why bother?

- **Achieve a nationally recognised NVQ Award.**
- **Improve the running of your operation.**
- **Personal achievement and self esteem.**
- **Career development**
- **A legal requirement for Waste Management Licence holders.**

How long does it take?

- **6 to 12 months is the average, faster if you need.**
- **Monthly visits are usually planned and executed by your SERAC assessor.**
- **The better prepared you are the quicker you will progress.**

“**SERAC recognises the individual needs of our various COTC and non-statutory candidates as well as providing a very cost-effective service.**”

Derek Chatting Training Manager, WRG

What's involved?

- **Fill in a Candidate Registration Form and send the enrolment fee.**
- **We appoint an assessor and get you started as soon as possible.**
- **Following registration we provide each candidate with a comprehensive information pack to help them understand their award.**
- **You will have to demonstrate competency in each Unit of the award.**
- **Your designated assessor will guide you every step of the way.**
- **Satisfy the assessor that you understand the necessary legal issues for your NVQ.**

Where do I do it?

- **At your workplace to maximise assessment by observation.**
- **We'll ask questions to make sure candidates understand key information**
- **SERAC also provides off-site training courses, particularly on legal matters, if needed.**

What are the specific courses?

Why SERAC?

- **SERAC is the largest single COTC provider.**
- **Many years of experience has shown us how to deal effectively and efficiently with a wide range of candidates and operations.**
- **We have devised integrated assessment systems to simplify the process – such as our unique workbook.**
- **With the help of our experienced assessors we deliver an efficient, cost effective service.**
- **We do not assess where we can find existing proof of competence through previous qualifications.**
- **Our approach is sensible and pragmatic, ensuring difficulties are solved quickly.**
- **Candidates are supported continuously and kept up-to-date with progress.**
- **We work with a nationwide range of companies, often with little previous experience of NVQs**
- **We tailor our service to meet individual needs, for companies large and small, nationwide.**
- **We can arrange COTC cover for clients whilst their candidates achieve their COTC award.**
- **We publish regular Newsletters, to update on new legislation and other issues.**
- **We run a COTC update course, following completion of your award.**

- **Introduction to COTC.**
- **Waste and Environmental Legislation.**
- **Fast Track to COTC.**
- **Introduction to Health and Safety.**
- **Plus others if needed. Ask for our Courses Menu for full details.**

Which award do I need?

- **There are 22 awards.**
- **Each designed to best suit your operation.**
- **Determined by the type of waste, and which kind of facility, you manage.**
- **To make sure that the correct award is selected, the Environment Agency must be consulted – SERAC can guide you.**

Electronic assessment – What's that?

- **Allows candidates to build their portfolio electronically in their own time on their own PC.**
- **SERAC is the first provider to assess COTC's in this way.**
- **Information sent via the internet to the assessor and verifier for review.**
- **Increased flexibility for candidates.**
- **Minimises need for assessor visits.**