

# apprenticeship FRAMEWORK

## Sustainable Resource Management (Wales)

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# Sustainable Resource Management (Wales)

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# Framework summary

## Sustainable Resource Management

### Foundation Apprenticeship in Sustainable Resource Management

#### Pathways for this framework at level 2 include:

##### Pathway 1: Foundation Apprenticeship in Sustainable Resource Management

###### Competence qualifications available to this pathway:

- C1 - Level 2 Certificate for Sustainable Waste Management Operative (Waste Collection Driver) (QCF)
- C2 - Level 2 Certificate for Sustainable Waste Management Operative (Waste Collection) (QCF)
- C3 - Level 2 Diploma for Sustainable Waste Management Operative (Weighbridge Operative) (QCF)
- C4 - Level 2 Diploma for Sustainable Waste Management Operative (Waste Site Operative) (QCF)
- C5 - Level 2 Diploma for Sustainable Recycling Activities (QCF)
- C6 - Level 2 Certificate for Sustainable Waste Management Operative (QCF)
- C7 - WAMITAB Level 2 Certificate In Front Line Environmental Services (QCF)
- C8 - WAMITAB Level 2 Diploma for Sustainable Waste Management Operative (Team Leader) (QCF)

###### Knowledge qualifications available to this pathway:

- K1 - Level 2 Certificate in Principles of Sustainable Resource Management (QCF)

###### Combined qualifications available to this pathway:

N/A

###### This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

## Sustainable Resource Management

### Apprenticeship in Sustainable Resource Management

#### Pathways for this framework at level 3 include:

##### Pathway 1: Apprenticeship in Sustainable Resource Management

###### Competence qualifications available to this pathway:

- C1 - Level 3 Diploma for Sustainable Recycling Activities (Supervisory) (QCF)
- C2 - Level 3 Diploma for Waste Supervisor (QCF)

###### Knowledge qualifications available to this pathway:

- K1 - Level 3 Certificate in Principles of Sustainable Resource Management (QCF)

###### Combined qualifications available to this pathway:

N/A

###### This pathway also contains information on:

- Employee rights and responsibilities

- Essential skills

# Framework information

## Information on the Publishing Authority for this framework:

### Energy and Utility Skills

The Apprenticeship sector for occupations in electricity, gas and water supply, and waste management (also includes gas utilisation, recycling and waste water collection and treatment)

Issue number: 6	<b>This framework includes:</b>
Framework ID: FR02929	Level 2 Level 3
Date this framework is to be reviewed by: 28/02/2017	<b>This framework is for use in: Wales</b>

## Short description

The waste management and recycling industry faces some key challenges:

- Public perception of a dirty and low skilled industry
- Legal and environmental drivers pushing for more sophisticated waste management solutions
- Developing a workforce capable of operating and maintaining high tech plant & processes
- Increasingly, new recruits need higher levels skills
- Industry expansion

The purpose of the Apprenticeship is to support the industry to address these challenges by developing occupational competence in a wide range of job roles in the collection, transfer, treatment and final disposal of waste and resources.

# Contact information

## Proposer of this framework

The Waste Industry Skills Initiative (WISKI) and the waste management industry Training Managers forum proposed this framework on behalf of the waste management industry.

## Developer of this framework

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# Revising a framework

## Contact details

Who is making this revision: Helen White  
Your organisation: Energy & Utility Skills  
Your email address: apprenticeships@euskills.co.uk

## Why this framework is being revised

This Apprenticeship framework has been revised to include a recently accredited Level 2 competence qualification.

## Summary of changes made to this framework

A new Level 2 qualification has been included.

## Qualifications removed

No qualifications have been removed from this framework.

## Qualifications added

The following competence qualification has been added to the Foundation Apprenticeship:

- NOCN Level 2 Certificate for Sustainable Waste Management Operative (Waste Collection) (QCF) - 600/8388/8

## Qualifications that have been extended

There have been no qualifications extended within this framework.

# Purpose of this framework

## Summary of the purpose of the framework

The UK waste management and recycling industry may be defined as: “The collection, transport, disposal and recycling of waste, including the supervision of such operations and the after-care of disposal sites, and including actions taken as a dealer or broker.”

It has been estimated that in there are currently (2010) approximately 142,550 individuals directly employed in the UK waste management and recycling industry which comprises “local authorities, a relatively small number of large private employers, a plethora of small to medium sized enterprises (SMEs) who often offer specialist services in local markets, and an active third sector of community and voluntary organisations.”

The industry is undergoing a substantial period of change, driven by a range of political, economic, social, technological, legal and environmental drivers which include:

### Political Drivers:

- European policy and strategy (e.g. European Union Landfill Directive)
- UK policy and strategy (e.g. Landfill Tax Escalator and increasing anaerobic digestion capacity)
- Development of waste infrastructure

### Economic Drivers:

- Entrants from the European marketplace
- Global economic downturn
- Price of energy, raw materials and recyclables
- Local authority spending and procurement
- Financial incentives and penalties

### Social Drivers

- Lifestyle/household structure
- Increased public awareness and concern in relation to environmental issues
- Increased commercial focus on environmental policy technological drivers
- Recovering energy from waste
- Improved processing and treatment processes
- Success of new technologies in organisations/abroad resulting in these being adopted on a larger scale

### Legal Drivers



- Employment legislation
- Health and safety

### Environmental Drivers

- Low carbon
- Energy and resource efficiency
- Lack of landfill space/landfill substance bans
- Environmental protection

Based on widespread agreement on the trend towards the use of more advanced technologies and automation of processes, it has been estimated that at least 195,950 people will be employed in the industry by 2020. Industry experts have identified a range of current skills gaps including:

**Professional and technical roles:** Additional need for technically skilled employees to maintain and operate treatment facilities is expected as more are built. The demand for highly qualified engineers, operational managers and processing technicians is expected to grow significantly in the immediate future.

**Operative and maintenance roles:** Corresponding to the advancing skills requirements for more senior positions, increasing skill levels are expected for supporting roles.

**Elementary roles:** The large manual base currently retained within the industry has traditionally required a low level of skills. However, as more technology is deployed throughout the industry, there will be a growing demand for higher levels of competence.

In order to meet future labour demands brought about by both growth and changes in the skills needs of the industry, the following priorities need to be met:

**Up-skilling the current workforce:** Through up-skilling of the current workforce it is believed to be possible to meet some of the new skills needs within the industry. This is anticipated to be especially appropriate for manual, operative and lower level technical roles.

**Recruiting new entrants:** A traditionally poor image of the industry is perceived to have hampered recruitment in the past. There is now an acute need to recruit a significant number of new entrants into the industry over the next decade. The need to attract young new entrants is widely recognised as the industry workforce ages and employees with a wealth of technical expertise approach retirement.

The Apprenticeship in Sustainable Resource Management provides a key opportunity to address the current and future skills shortages identified by the industry. It will attract new entrants by providing a structured route to job competence and career progression and can also be used to up skill existing staff. It provides the ability for employers to “grow their own” workforce where technically competent individuals are increasingly difficult to recruit. The

Apprenticeship enables employers to identify managers of the future and support succession planning whilst delivering tangible benefits such as reduced staff turnover. The Apprenticeship provides an opportunity to improve perceptions by raising standards and supporting the professionalisation of the industry.

## Aims and objectives of this framework (Wales)

### Aim:

- To contribute to the development of a sustainable workforce for the UK waste management and recycling industry.

### Objectives:

- To attract new workers to the industry.
- To develop occupational competence in a wide range of job roles in the collection, transfer, treatment and final disposal of waste and resources.
- To facilitate progression within the industry.
- To support the Government's ambition outlined in Skills that Work for Wales for a strong Apprenticeship System.

# Entry conditions for this framework

The Apprenticeship in Sustainable Resource Management is open to individuals of any age and does not impose any restrictions to entry. Responsibility for selection and recruitment of apprentices lies with the employer who will have a clear idea of their requirements.

Employers must be confident that the potential Apprentice has the learning potential/capacity, motivation and aptitude to achieve all of the mandatory outcomes of the framework.

Employers are asked to be flexible when recruiting people onto the Apprenticeship. Where employers/providers have robust learner support systems in place (such as tutorials and mentoring programmes), an individual who historically has not done particularly well at reading, writing and numeracy may thrive on an Apprenticeship where the relevance and application of these subjects is understood.

Individuals with the following characteristics and attributes are likely to be suitable for this Apprenticeship:

- The waste management industry is potentially very dangerous so the safety of apprentices, their work colleagues and the public are of the utmost importance in this job. Apprentices must be very safety conscious and have a very responsible attitude to work, working in accordance with company health and safety procedures at all times.
- Apprentices must be prepared to wear Personal Protective Equipment (PPE) when required.
- These may be physically demanding jobs that involve bending, lifting and manual handling so a basic level of fitness is important to be able to conduct the job efficiently.
- Many of these jobs involve work outdoors, so apprentices should be prepared to work in any kind of weather.
- Some job roles will require shift work to ensure plant and equipment is operational 24 hours a day. Apprentices therefore need to be adaptable and flexible.
- A driving licence is desirable.
- Most of these job roles involve dealing with the general public on a day-to-day basis so apprentices should be presentable and have a polite and courteous manner. Apprentices will need excellent verbal communication skills and be able to provide a good level of customer care.
- Ability to work as part of a team.
- Ability to perform a range of tasks and duties under direction from management
- Ability to operate machinery and equipment which you have received training on.
- Clean and tidy by nature with good self-discipline and timekeeping.
- Apprentices will need a standard of numeracy and literacy skills that will enable them to successfully complete the qualifications included within this Apprenticeship.
- Basic computer keyboard skills.
- Ability to carry out instructions and requests with accuracy and effectiveness.

## Level 2

Title for this framework at level 2

# Foundation Apprenticeship in Sustainable Resource Management

### Pathways for this framework at level 2

Pathway 1: Foundation Apprenticeship in Sustainable Resource Management

## Level 2, Pathway 1: Foundation Apprenticeship in Sustainable Resource Management

### Description of this pathway

The Foundation Apprenticeship in Sustainable Resource Management requires a minimum total of 60 credits to be achieved.

### Entry requirements for this pathway in addition to the framework entry requirements

There are no entry requirements for this pathway in addition to the general framework entry requirements.

Job title(s)	Job role(s)
Reuse Driver	Driving the reuse collection vehicle and the loading and unloading of materials.
Reuse Collection Operative	Collect, loading and unloading of reuse materials. Manual handling usually plays a significant part. Involves contact with the public and provision of advice on reuse and recycling activities. Sort goods and select items for reuse.
Reuse Operative	Manual handling usually plays a significant part. Involves contact with the public and providing advice on reuse and recycling activities. Sort goods and select items for reuse.
Reuse Sales Operative	Manual handling usually plays a significant part. Involves contact with the public and providing advice on reuse and recycling activities. Sort goods and select items for resale and reuse.
Manual/Mechanical Street Cleanser	Removing waste and detritus from pedestrian areas, grass verges, parks, roads and pavements. Could be performed manually or through the use of mechanised equipment.
Recyclables Collection Driver	Driving the recyclables collection vehicle and the loading and unloading of material.
Waste Collection Driver	Driving the refuse collection vehicle and the loading and unloading of material.
Refuse Collection Loader	Loading and unloading of waste as part of a kerbside collection team. Manual handling usually plays a significant part. Involves contact with the public and providing advice on recycling activities.
Weighbridge Operative	Operation of the weighbridge and associated administrative duties.
Transfer Station Operative	Involves both manual and mechanical handling of waste and transfer to containers for processing. May involve some sorting and re-processing.
Compost Operative	Involves both manual and mechanical handling of green waste and transfers to containers for processing. May involve some sorting and reprocessing.
Materials Recycling Facility Operative (Picker/Sorter)/ Recycling Operative (Reception & Segregation/ Processing)	This is normally a manual occupation and involves the abstraction of selected material from mixed waste and recyclables.
Household Waste Recycling Centre (HWRC) Operative	Maintains HWRC (civic amenity) sites in an orderly and tidy state. Will assist manually and/or mechanically in the loading and offloading of materials and containers. Involves directing the general public on the best practice for sorting waste and recyclables.

Recycling Operative (Waste Electrical and Electronic Equipment - WEEE)	Collection, sorting and segregation of WEEE. Responsible for routine operations that may involve a number of tasks i.e. sorting, disassembly, cleaning, component retrieval.
Recyclables Collection Loader	Loading and unloading of recyclables as part of a kerbside collection team. Manual handling usually plays a significant part. Involves contact with the public and providing advice on recycling activities.
Team Leader	Managing the day to day operational activities of a small team.

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 2 Certificate for Sustainable Waste Management Operative (Waste Collection Driver) (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	501/1475/X	WAMITAB	33	267	N/A
C1b	501/2368/3	City & Guilds	33	267	N/A
C1c	600/2252/8	Edexcel	33	257-267	N/A

C2 - Level 2 Certificate for Sustainable Waste Management Operative (Waste Collection) (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	501/1476/1	WAMITAB	33	237-267	N/A
C2b	501/2367/1	City & Guilds	33	237-267	N/A
C2c	600/2136/6	Edexcel	33	267	N/A
C2d	600/8388/8	NOCN	33	236-352	N/A



## Competence qualifications available to this pathway (cont.)

C3 - Level 2 Diploma for Sustainable Waste Management Operative (Weighbridge Operative) (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C3a	501/1477/3	WAMITAB	46	267-282	N/A
C3b	501/2141/8	City & Guilds	46	267-282	N/A
C3c	600/2131/7	Edexcel	46	267-282	N/A

  

C4 - Level 2 Diploma for Sustainable Waste Management Operative (Waste Site Operative) (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C4a	501/1478/5	WAMITAB	37	283-293	N/A
C4b	501/2369/5	City & Guilds	37	283-293	N/A
C4c	600/2162/7	Edexcel	37	283-293	N/A

  

C5 - Level 2 Diploma for Sustainable Recycling Activities (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C5a	501/2182/0	WAMITAB	37	296-320	N/A
C5b	600/1502/0	City & Guilds	37	276-320	N/A
C5c	600/1718/1	Edexcel	37	296-320	N/A

## Competence qualifications available to this pathway (cont.)

C6 - Level 2 Certificate for Sustainable Waste Management Operative (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C6a	501/1855/9	WAMITAB	33	229-253	N/A
C6b	600/0646/8	City & Guilds	33	229-253	N/A

  

C7 - WAMITAB Level 2 Certificate In Front Line Environmental Services (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C7a	600/0025/9	WAMITAB	31	310	N/A

  

C8 - WAMITAB Level 2 Diploma for Sustainable Waste Management Operative (Team Leader) (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C8a	501/1446/3	WAMITAB	38	283-293	N/A

## Knowledge qualifications available to this pathway

K1 - Level 2 Certificate in Principles of Sustainable Resource Management (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	501/1357/4	WAMITAB	19	190	N/A
K1b	501/2350/6	City & Guilds	19	190	N/A
K1c	600/1750/8	Edexcel	19	190	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1-C8.

Apprentices must complete the competence qualification appropriate to their job role. These are as follows:

C1 - Waste Collection Driver/ Recyclables Collection Driver

C2 - Refuse Operative/Collection Loader

C3 - Weighbridge Operative

C4 & C6 - Transfer Station Operative, Compost Operative, Materials Recycling Facility Operative (Picker/Sorter), Household Waste Recycling Centre Operative.

C5 - Recyclables Collection Loader, Recycling Operative (Reception and Segregation/Processing/WEEE), all reuse roles - Apprentices must complete the appropriate reuse pathway of this qualification and the knowledge qualification.

C7 - Manual/Mechanical Street Cleanser

C8 - Team Leader

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	Level 1	6
Application of numbers	Level 1	6
IT	Not applicable	Not applicable

## Progression routes into and from this pathway

### Progression routes into the pathway:

Applicants may come from a range of routes including:

- Work or work experience
- Training and/or experience which could include a portfolio showing what they have done
- Academic qualification(s) such as the Welsh Baccalaureate
- Achievement of Essential Skills Wales
- Successful completion of a Young Apprenticeship

Individuals must meet the entry conditions (see entry conditions) of the Foundation Apprenticeship and the recruiting employer.

Existing members of the workforce may also progress into this Foundation Apprenticeship.

### Progression routes out of the pathway:

The apprentice's knowledge about career pathways, information sources and the names of relevant professional bodies are developed as part of the Employee Rights and Responsibilities component of this Foundation Apprenticeship.

Throughout any career in the waste management industry, individuals will be provided with the necessary on-going on and off job training, including refresher training and new skills training, to enable them to carry out their job role competently.

On completion of the Foundation Apprenticeship under normal circumstances graduate apprentices may continue to work as a competent operative in their current job role.

Completion of the Foundation Apprenticeship supports progression onto the Apprenticeship in Sustainable Resource Management. Graduate apprentices can also progress horizontally within the industry to complete competence qualifications at the same level or complete components of the Apprenticeship such as level 3 competence units relevant to the job role.

For the right individual, this Foundation Apprenticeship can provide a springboard to an exciting career in environmental protection.

For further information on careers in the waste management industry please visit [www.euskills.co.uk/careers](http://www.euskills.co.uk/careers)

# Employee rights and responsibilities

The nine outcomes of Employee Rights and Responsibilities (ERR) must be met by all apprentices, they ensure that the apprentice:

1. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation. This covers the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and Health & Safety, together with the responsibilities and duties of employers;
2. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality and Diversity training is an integral part of the apprentice's learning programme;
3. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. This includes details of Access to Work and Additional Learning Support;
4. understands the role played by their occupation within their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. know the types of representative bodies and understands their relevance to the industry and organisation, and their main roles and responsibilities;
7. knows where and how to get information and advice on their industry, occupation, training and career;
8. can describe and work within their organisation's principles and codes of practice;
9. recognises and can form a view on issues of public concern that affect their organisation and industry.

Within this Foundation Apprenticeship the nine national outcomes/standards for ERR are met through a mandatory unit included in the knowledge qualifications. The unit title is Employment Rights and Responsibilities in the Energy & Utility Sector. The knowledge qualifications are:

City & Guilds Level 2 Certificate in Principles of Sustainable Resource Management (QCF)  
501/2350/6

Edexcel Level 2 Certificate in Principles of Sustainable Resource Management (QCF) 600/1750/8

WAMITAB Level 2 Certificate in Principles of Sustainable Resource Management (QCF)  
501/1357/4

EU Skills has developed an ERR workbook to support delivery of this unit. Use of this workbook is optional and completion of the workbook does not need to be evidenced at the point of certification.

The workbook can be downloaded from EU Skills website: [www.euskills.co.uk](http://www.euskills.co.uk)

## Level 3

Title for this framework at level 3

# Apprenticeship in Sustainable Resource Management

### Pathways for this framework at level 3

Pathway 1:      Apprenticeship in Sustainable Resource Management



## Level 3, Pathway 1: Apprenticeship in Sustainable Resource Management

### Description of this pathway

The Apprenticeship in Sustainable Resource Management requires a minimum total of 88 credits to be achieved.

### Entry requirements for this pathway in addition to the framework entry requirements

There are no entry requirements for this pathway in addition to the general framework entry requirements.

Job title(s)	Job role(s)
Reuse Supervisor	Supervising reuse operations including collections, storing, sorting and sales activities.
Recycling/Refuse Collection Supervisor (Team Leader)	Responsible for over-seeing the work of one or more teams on recycling/refuse collection operations. Motivating staff and maintaining high standards are key to this role.
Transfer Station Supervisor	Responsible for day to day supervision of operations at a transfer station including maintaining compliance with health and safety and environmental standards. Supervising work teams is central to the role.
Treatment (Physical/ Chemical/ Thermal) Supervisor	Responsible for overseeing the work of one or more teams on treatment plant operations. Motivating staff and maintaining high standards are key to this role.
Biological Treatment (In Vessel Composting/ Open Windrow/ Anaerobic Digestion) Supervisor	Responsible for overseeing the work of one or more teams on biological treatment operations. Motivating staff and maintaining high standards are key to this role. This role includes a range of technical support operations.
Materials Recycling Facility (MRF)/ Household Waste Recycling Centre (HWRC) Supervisor	Responsible for overseeing the work of one of more teams on a MRF/HWRC site. Motivating staff and maintaining high standards are key to this role. One of the key features of this role is to ensure efficient and effective plant operation.
Landfill Supervisor	Responsible for overseeing day to day operations on a landfill site. Motivating staff and maintaining high standards are key to this role. A key feature of this job is interfacing with customers, regulators, local residents and other interested parties.
Sustainability Officer	This role involves considering all aspects of environmental management in an organisation, including management systems, sustainable procurement, looking at waste minimisation and the best ways to treat waste and recyclables following the waste hierarchy and other principles.

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 3 Diploma for Sustainable Recycling Activities (Supervisory) (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	501/2185/6	WAMITAB	46	272-273	N/A
C1b	600/1006/x	City & Guilds	46	248-319	N/A
C1c	600/1727/2	Edexcel	46	272-273	N/A

  

C2 - Level 3 Diploma for Waste Supervisor (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	501/1853/5	WAMITAB	59	301-509	N/A
C2b	600/1474/x	City & Guilds	59	311-572	N/A
C2c	600/2266/8	Edexcel	59	311-324	N/A

## Knowledge qualifications available to this pathway

K1 - Level 3 Certificate in Principles of Sustainable Resource Management (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	501/2343/9	City & Guilds	32	295	N/A
K1b	501/1421/9	WAMITAB	32	320	N/A
K1c	600/1720/X	Edexcel	32	320	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1-C2.

Apprentices must complete the competence qualification appropriate to their job role. An apprentice in the role of Recycling Collection Supervisor (Team Leader) must complete qualification C1. Qualification C2 is appropriate for all other job roles covered by this Advanced Level Apprenticeship. Apprentices in a reuse role must complete the appropriate reuse pathway of qualifications C1 and K1.

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	Level 2	6
Application of numbers	Level 2	6
IT	Not applicable	Not applicable

## Progression routes into and from this pathway

### Progression routes into the pathway:

Applicants may come from a range of routes including:

- Foundation Apprenticeship in Sustainable Resource Management
- Work or work experience
- Training and/or experience which could include a portfolio showing what they have done
- Academic qualification(s) such as the Welsh Baccalaureate
- Achievement of Essential Skills Wales
- Successful completion of a Young Apprenticeship

Individuals must meet the entry conditions (see entry conditions) of the Apprenticeship and the recruiting employer.

Existing members of the workforce may also progress into this Apprenticeship.

### Progression routes out of the pathway:

The apprentice's knowledge about career pathways, information sources and the names of relevant professional bodies are developed as part of the Employee Rights and Responsibilities component of this Advanced Level Apprenticeship.

Throughout any career in the waste management industry, individuals will be provided with the necessary on-going on and off job training, including refresher training and new skills training, to enable them to carry out their job role competently.

On completion of the Apprenticeship and under normal circumstances graduate apprentices may continue to work as a competent operative in their current job role.

Progression will depend on the performance and motivation of the individual and the vacancies/opportunities available within the company. It is possible for supervisors to move across to other industry areas or to become the managers of the future. For these individuals, opportunities to achieve further qualifications, which might include a level 4 competence based qualification, will be available.

Graduate apprentices could progress to complete the following qualifications recognised by the Chartered Institute of Wastes Management.

- Institute of Leadership and Management (ILM) Certificate in First Line Management with Wastes Option delivered by Carnegie College and Hackney College
- Higher National Certificate (HNC) in Wastes Management delivered by Andrew Carnegie Business School - Carnegie College, Cardiff School of Health Sciences - University of Wales Institute and the University of Northampton.
- Foundation Degree (FdSc) in Sustainable Waste and Environmental Management delivered by Myerscough College and the University of Northampton
- Level 5 Diploma in Professional Studies (Resource and Waste Management) delivered by Huddersfield University

For the right individual, this Apprenticeship can provide a springboard to an exciting career in environmental protection.

For further information on careers in the waste management industry please visit [www.euskills.co.uk/careers](http://www.euskills.co.uk/careers)

**UCAS points for this pathway: Not applicable**

# Employee rights and responsibilities

The nine outcomes of Employee Rights and Responsibilities (ERR) must be met by all apprentices, they ensure that the apprentice:

1. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation. This covers the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and Health & Safety, together with the responsibilities and duties of employers;
2. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality and Diversity training is an integral part of the apprentice's learning programme;
3. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. This includes details of Access to Work and Additional Learning Support;
4. understands the role played by their occupation within their organisation and industry;
5. has an informed view of the types of career pathways that are open to them;
6. know the types of representative bodies and understands their relevance to the industry and organisation, and their main roles and responsibilities;
7. knows where and how to get information and advice on their industry, occupation, training and career;
8. can describe and work within their organisation's principles and codes of practice;
9. recognises and can form a view on issues of public concern that affect their organisation and industry.

Within this Apprenticeship the nine national outcomes/standards for ERR are met through a mandatory unit included in the knowledge qualifications. The unit title is Employment Rights and Responsibilities in the Energy & Utility Sector. The knowledge qualifications are:

City & Guilds Level 3 Certificate in Principles of Sustainable Resource Management (QCF)  
501/2343/9

Edexcel Level 3 Certificate in Principles of Sustainable Resource Management (QCF) 600/1720/x

WAMITAB Level 3 Certificate in Principles of Sustainable Resource Management (QCF)  
501/1421/9

EU Skills has developed an ERR workbook to support delivery of this unit. Use of this workbook is optional and completion of the workbook does not need to be evidenced at the point of certification.

The workbook can be downloaded from EU Skills website: [www.euskills.co.uk](http://www.euskills.co.uk)

Where the apprentice has already completed this unit as part of the Foundation Apprenticeship



they do not need to repeat this.

*The remaining sections apply to all levels and pathways within this framework.*

# How equality and diversity will be met

## Under-representation

The waste management industry is affected by a gender imbalance with females constituting only 19% of the workforce compared to the 43% UK average. In addition, only 4% of the waste management industry workforce is from a black or minority ethnic (BME) background compared to 8% of the UK workforce.

## Barriers to entry and progression

Unfounded social perceptions about the suitability of job roles within the industry for women provide the only barrier to entry and progression for these under-represented groups.

## Solutions to entry and progression

Apprenticeships are seen as a vital route to encourage and facilitate a greater diversity of individuals into the industry. This Apprenticeship does not discriminate. Employers/providers must be able to demonstrate that there are no overt or covert discriminatory practices in selection and employment. All promotional, selection and training activities must comply with relevant legislation in particular, the Equality Act 2010.

Equal opportunities policies and procedures will contribute to the Employee Rights and Responsibilities component of this Apprenticeship. It is recommended that employers/providers conduct an exit interview if the Apprentice leaves the Apprenticeship before completion.

The larger employers in the industry are actively involved in initiatives to increase the representation of women and BME groups in the industry. Energy & Utility Skills will support these initiatives by promoting specifically to these groups. Take up will be monitored through analysis of statistical returns from internal registration data. Where questions arise concerning policy and practice, Energy & Utility Skills will work to identify causes and to implement positive action where appropriate.

EU Skills will continue to host stands at careers fairs where we can promote this Apprenticeship to all groups including females and BME. In addition we have developed a number of case studies of successful women working in the sector which we are using to encourage new female entrants.

These case studies can be accessed at: <http://www.euskills.co.uk/careers/>



# On and off the job training (Wales)

## Summary of on- and off-the-job training

Learning hours attached to the Apprenticeship refers to the time taken by the apprentice to develop the practical skills and underpinning knowledge to demonstrate competence in their job role. Learning hours should:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework;
- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager; allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- be delivered during contracted working hours;
- be delivered through one or more of the following methods: individual and group teaching; e-learning; distance learning; coaching; mentoring; feedback and assessment; collaborative/networked learning with peers; guided study.
- be recorded e.g. in a log book or diary.

The industry would expect the Foundation Apprenticeship to take 22 months to complete. Where this is the case 507 learning hours must be completed. It is anticipated that these learning hours will be broken down as follows:

- 14 - induction
- 144 - competence qualification
- 190 - knowledge qualification
- 45 - Level 1 Essential Skills Wales in Application of Number
- 45 - Level 1 Essential Skills Wales in Communication
- 7 - progress reviews (at least one hour every 12 weeks for the duration of the programme)
- 22 - mentoring (or at least one hour every month for the duration of the programme)
- 40 - coaching (defined as guidance or instruction by a competent co-worker or superior for example through "tool box talks")

The industry would expect the Apprenticeship to take 30 months to complete. Where this is the case 687 learning hours must be completed. It is anticipated that these learning hours will be broken down as follows:

- 14 - induction
- 248 - competence qualification

- 295 - knowledge qualification
- 45 - Level 1 Essential Skills Wales in Application of Number
- 45 - Level 1 Essential Skills Wales in Communication
- 10 - progress reviews (at least one hour every 12 weeks for the duration of the programme)
- 15 - mentoring (or at least an hour every 8 weeks for the duration of the programme)
- 15 - coaching (defined as guidance or instruction by a competent co-worker or superior for example through "tool box talks")

Of the total minimum learning hours listed above this framework prescribes the minimum number of learning hours which must be delivered on the job and the minimum number of learning hours which must be delivered off the job. Once the minimum on and off job learning hours have been met, delivery of the outstanding learning hours required to meet the total minimum learning hours can be either on or off the job. This flexibility is included to ensure that the Apprenticeship accommodates the need of industry employers and reflects the nature of the apprentices' job role.

Apprentices are likely to work in small teams on shift patterns in remote locations that can be difficult to access. It can therefore be difficult for some employers to release apprentices for classroom delivery especially on block release. It is anticipated that a high proportion of this Apprenticeship will be delivered and assessed on the job. The delivery model adopted must take into account the best interests of the employers and apprentices that this framework serves and ensure the minimum framework requirements for learning hours are met.

Apprenticeships are focused upon outcomes and not time served. The expected time taken to complete the minimum mandatory outcomes is indicative only. The pace of the apprentice's progress and the actual learning hours will depend on their ability and the support they receive. In addition, some employers/providers may include a longer induction period or more frequent progress reviews which will increase the Apprenticeship duration and the learning hours therefore changing the proportions of learning hours delivered on and off the job.

EU Skills recommends that a plan is developed at the outset of the Apprenticeship to determine how the learning hours requirement will be met. It is also recommended that a record of learning hours is kept by the apprentice.

When claiming an Apprenticeship completion certificate, providers will be required to submit a signed declaration form to EU Skills. This declaration states that the provider has delivered the Apprenticeship in line with EU Skills' intentions for the minimum off the job and total learning hours as specified in this framework. The declaration form and Apprenticeship completion certificate request form are available to download from [www.euskills.co.uk](http://www.euskills.co.uk)

## Off-the-job training

Off the job learning hours are the hours associated with learning that takes place “away from the immediate pressures of the job” for example, in a training room on the employers’ premises.

Over the duration of the Foundation Apprenticeship a minimum of 161 learning hours (30% of the total minimum learning hours) must be completed off the job.

Over the duration of the Apprenticeship a minimum of 211 learning hours (30% of the total minimum learning hours) must be completed off the job.

Off the job training undertaken before the apprentice started their Apprenticeship may count towards the off the job training required for the Apprenticeship if it was undertaken in relation to a qualification within this framework. The learning hours associated with the qualification can be counted towards the framework learning hours.

## How this requirement will be met

### Off-the-job learning hours will be recorded and evidenced through:

- Certificate of achievement for the knowledge qualification
- Successful completion of the Foundation Apprenticeship

### Off-the-job learning hours may also be recorded and evidenced through:

- Certificate of achievement for the Functional Skills.
- Completed ERR workbook sign off sheet

## On-the-job training

On the job learning hours refer to the time taken to develop the practical skills applied in the context of the apprentices’ day to day job role. It can be seen as the time the apprentice spends undertaking activities that are routine for their job role and that provide the opportunity to learn, develop and practice skills.

The minimum on the job learning hours vary dependent on the pathway and competence based qualification chosen.

The minimum on the job learning hours are:

Foundation Apprenticeship: 144 learning hours

Apprenticeship: 272 learning hours

## How this requirement will be met

On-the-job learning hours will be recorded and evidenced through:

- Certificate of achievement for the competence qualification
- Successful completion of the Foundation Apprenticeship

The on the job learning learning hours will be delivered, recorded and evidenced through the competence qualification and associated certificate of achievement.

Off-the-job learning hours may also be recorded and evidenced through:

- Certificate of achievement for the Functional Skills.
- Completed ERR workbook sign off sheet

# Wider key skills assessment and recognition (Wales)

## Improving own learning and performance

This is not a mandatory outcome of the framework because these skills are not essential for effective performance in the job role; however, apprentices are encouraged to complete this wider key skill where they are able to and providers should support apprentices that wish to do so.

## Working with others

This is not a mandatory outcome of the framework because these skills are not essential for effective performance in the job role; however, apprentices are encouraged to complete this wider key skill where they are able to and providers should support apprentices that wish to do so.

## Problem solving

This is not a mandatory outcome of the framework because these skills are not essential for effective performance in the job role; however, apprentices are encouraged to complete this wider key skill where they are able to and providers should support apprentices that wish to do so.



# Additional employer requirements

There are no additional employer requirements.

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For more information visit  
[www.afo.sscalliance.org](http://www.afo.sscalliance.org)