



Level:	Intermediate Apprenticeship (Level 2)
Typical Duration:	12 Months
Delivery Model:	Work-based
Delivery Location:	North West Only
Start Date:	Throughout the year



Introduction to the Programme

The Waste Resources Operative covers a number of roles and responsibilities in the collection, transport, processing, disposal and recycling of waste and recyclables. The Waste Resources Operative may work at a number of different sites and locations including Household Waste Recycling Centre, Materials Recycling Facility, Transfer Stations, Trade Waste Collection, Energy Recovery Facilities, Anaerobic Digestion Facilities, Composting Facilities, Re-processors and Municipal Waste Collection.

The Waste Resource Operative needs to have an understanding of the principles of waste and recycling. This will include identifying waste and recyclables, sorting and segregation, treatment options, duty of care and health, safety, quality and environmental issues.

The role of the Waste Resource Operative is to assist in the day to day running of the site or activity, to ensure that processes are carried out safely and efficiently. They will also contribute to the protection of the environment, efficient use of resources and enhancing quality in compliance with relevant regulation; they will contribute to delivering "best in sector" operational performance in the organisation.



Duration

This apprenticeship will typically take 12 months to complete. The length may be altered if the apprentice has already gained knowledge and skills working in this sector.



Entry requirements

Employers set the selection criteria for their apprentices. Typically, this will include a minimum of 5 GCSE's at Grade 9-4, or equivalent, including English and Maths. Apprentices without level 1 Functional Skills will need to achieve this level as part of their apprenticeship.



In addition, it is desirable that the apprentice has a basic understanding of Information and Communication Technology.



Costs

Costs will be dependent on several factors such as age of apprentice and size of employer. The cost may be altered if the apprentice has already gained knowledge and skills working in this sector. Please contact us for more information.



Delivery Location

Delivery is work-based using blended learning technologies on the employer's premises. There is an expectation that 20% of the working week will be off the job training, which is a legal requirement.



Knowledge, Skills & Behaviour gained

Throughout the programme, apprentices will work towards gaining the following knowledge, skills & behaviours:

Knowledge

Have a knowledge of:

- Industry Awareness – The role and contribution of the waste and resources industry, types of waste (plastics, metals, glass, green, Waste Electrical and Electronic Equipment (WEEE), residual, unknown) and treatment options. This should include an introduction to the Waste Hierarchy and the principles of waste and resource management: to include recycling, reuse, collection, sorting, segregation, transfer stations, Material Recycling Facilities (MRFs), Household Waste and Recycling Centres (HWRCs), Refused Derived Fuel (RDF), Anaerobic Digestion (AD), In vessel and Windrow Composting
- The principles and purpose of environmental protection in the waste industry e.g. Duty of care, waste hierarchy
- The organisational policies and objectives for environmental protection; A practical understanding of Environmental Permits for applicable site(s), to include awareness of what wastes are permitted on site
- Pollution including sources, pathways, receptors and the potential environmental impact. Pollution control measures including physical, legal and organisational policies and procedures.
- The relevant health and safety legislation e.g. Manual handling, Control of Substances Hazardous to Health, Provision and Use of Work Equipment Regulations, Lifting Operations and Lifting Equipment Regulations and associated processes, procedures and safe working practices in your workplace. The associated hazards and risks, the potential for harm and relevant control measures used to mitigate risk.
- A company's systems and procedures for receiving, checking, segregating, handling and transferring waste.
- The process and know how to comply with the relevant Environmental Permit.
- How to communicate effectively with managers, peers, internal and external customers.
- How to deal with conflict with internal and external contacts.



- How to prevent waste, prepare for reuse (upcycle, refurbish), recycle, and recover contribute to sustainability and promote the circular economy.

Skills

Have the ability to:

- Communicate with colleagues, customers and the General Public providing clear, accurate and timely information
- Use appropriate verbal and non-verbal communication skills in the workplace.
- Reconcile different views within an argument, disagreement or opinion to achieve an effective outcome
- Plan the collection of waste, including access routes to and from the waste, safety and suitability of collection equipment and machinery. Prepare for the loading and un-loading of wastes and resources in line with regulatory and organisational policy and procedure. Collect Waste using manual and mechanical handling techniques, Reject waste and deal with non-conforming waste in accordance with organisational procedures.
- Identify and segregate materials that are suitable for recycling, check that recyclables confirm to required quality standards, prepare, check, maintain and use equipment for sorting materials for recycling, carry out sorting methods in accordance with organisational procedures and practices, deal with superfluous materials and non-recyclables.
- Identify, segregate and process waste, recyclables and other materials. e.g. glass, all grades of plastics, metals – aluminium, steel, copper etc., organic waste (food, green), textiles, WEEE, batteries, chemicals in accordance with company policies and procedures.
- Dispose of wastes in accordance with regulatory and organisational procedures, demonstrate application of the Waste Hierarchy and regulatory requirements for the disposal of specific wastes, including hazardous wastes, asbestos, waste electrical and electronic equipment, clinical wastes.
- Follow safe working procedures and practices in accordance with legislative and organisational requirements
- Identify and deal with problems which could affect health, safety and hygiene requirements in accordance with your responsibilities and company policies and procedures.
- Hazard spot – be able to recognise and report a near miss, incident, occurrence.
- Agree the division of work with others before beginning work
- Carry out and complete work activities as part of a team within performance requirements
- Deal constructively with colleagues and others to enable tasks to be undertaken effectively and safely
- Contribute to site meetings and tool-box talks
- Maintain records in accordance with organisational procedures e.g. Permits to Work, Route Maps, Waste Transfer Notes, Waste Segregation Sheets, Daily Checklists, Risk Assessments, Hazardous Waste Consignment Notes, Work Instructions, Daily Round Report, Defect Checks
- Report problems which arise to the relevant person in line with organisational job role responsibilities
- Prepare to use vehicles, machinery and equipment, including daily checks to confirm working order in accordance with work instructions and manufacturer's instructions. Report any defects as per company procedures.
- Adhere to documented organisational procedures and work instructions to plan and carry out daily tasks
- Listen, confirm understanding and follow instructions provided by colleagues and others

Behaviours

Have the required behaviours including:

- Demonstrate at all times a consistent and positive safety led mind-set with respect to self, colleagues and others
- Consistently follow organisational health, safety and hygiene procedures, practices and standards.
- Report instances of non-compliance such as unsafe acts, practices, equipment and workplaces.
- Accept ownership and responsibility for your behaviours and actions, and work in a professional manner at all times.
- Take appropriate action if poor or unsafe practice is witnessed.
- Work within your own levels of responsibility and know when to seek advice.
- Show dignity, respect, empathy and professionalism when dealing with others, including customers, colleagues and the public
- Behave in a manner which demonstrates an awareness of the needs and concerns of others in line with equality and diversity company policies and legislation.
- Act in a fair, consistent and impartial manner, be open and honest and operate within organisational values
- Listen and respond to others in a manner which demonstrates interest and understanding, recognises needs and expectations and achieves positive engagement
- Communicate effectively with others.
- Shows fairness and consideration to others, collaborates with others, listens to and takes account of different views to reach agreed outcomes.



End Point Assessment

At a point where employer, tutor and apprentice feel is appropriate, apprentices will undertake an end point assessment, which is carried out by a separate approved organisation, independent from Myerscough College.

The end point assessment will contain 3 components:

- Multiple Choice Question Test
- Observation in the workplace, with supporting Question and Answer
- Professional Discussion

There will be 2 levels of achievement: Pass & Distinction



How to apply

In order to start the enrolment process we need an **Online Application Form** to be completed & submitted. You can do this by contacting the Employer Services Team.

Telephone: 01995 642255, Email: employerenquiries@myerscough.ac.uk

Website: www.myerscough.ac.uk