



Qualification Specification for:

OCN NI Level 1 Certificate in Recycling and Waste Management

➤ **Qualification No: 601/8179/5**

OCN NI Level 1 Diploma in Recycling and Waste Management

➤ **Qualification No: 603/2144/1**

Qualification Regulation Information

OCN NI Level 1 Certificate in Recycling and Waste Management

Qualification Number: 601/8179/5

Operational start date: 01 December 2015

Operational end date: 30 June 2029

Certification end date: 30 June 2030

OCN NI Level 1 Diploma in Recycling and Waste Management

Qualification Number: 603/2144/1

Operational start date: 01 August 2017

Operational end date: 30 June 2029

Certification end date: 30 June 2030

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification. Learners have up to one year after this date to complete the qualification and claim their certificate.

All OCN NI nationally approved qualifications are published to the shared Ofqual and CCEA Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This database contains information about the size, level and content of a regulated qualification.

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Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualifications:

- **OCN NI Level 1 Certificate in Recycling and Waste Management**
- **OCN NI Level 1 Diploma in Recycling and Waste Management**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at www.ocnni.org.uk

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

Qualification Summary

Sector Subject Area

3.4 Environmental conservation

These qualifications relate to the National Occupational Standards for Waste Management

[NOS - Waste management](#)

Qualifications' Aim

The OCN NI Level 1 Certificate and Diploma in Recycling and Waste Management qualifications have been designed to provide knowledge and skills relating to recycling and waste management operations.

Qualifications' Objectives

The qualifications will give learners the opportunity to develop knowledge and skills relating to the following:

- collecting, handling and processing of recyclables and other materials
- the operation, cleaning and minor maintenance of recycling machinery
- working safely in a recycling environment

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

The qualifications are targeted at potential learners who are either working in, or intending to work in, the recycling and waste management industry sectors.

Progression

The OCN NI Level 1 Certificate in Recycling and Waste Management enables progression to the OCN NI Level 1 Diploma in Recycling and Waste Management qualification and from there enables progression to further training and/or employment in this area.

Entry Requirements

There are no formal restrictions on entry. However, learners must be at least 16 years of age to achieve these qualifications.

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

These qualifications are available in English only at this time. If you wish to offer the qualifications in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Tutors

Tutors delivering the qualifications should be occupationally competent, qualified to at least one level higher than the qualifications and have a minimum of one year's experience in the area they are teaching.

Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:

- be occupationally competent, qualified to at least one level higher than the qualifications and have a minimum of one year's relevant experience in the area they are assessing
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualification.

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

Level 1 Certificate in Recycling and Waste Management

In order to achieve this qualification, the learner must successfully complete 17 credits from the optional units below.

Total Qualification Time (TQT) for this qualification: 170 hours

Guided Learning Hours (GLH) for this qualification: 153 hours

Unit Reference Number	OCN NI Code	Unit Title	TQT	Credit Value	Level
D/507/9485	CBD286	Sorting and Preparing Recyclables and other Materials for Processing	80	8	One
F/507/9480	CBD287	Dispatching Recyclables and Other Materials	50	5	One
F/507/9477	CBD288	Cleaning and Maintaining Facilities and Equipment	30	3	One
J/507/9481	CBD289	Waste Management - Manual Handling, Lifting and Moving	20	2	One
J/507/9478	CBD290	Collecting Recyclables and Other Materials	50	5	One
L/507/9479	CBD291	Safe Working Practices	70	7	One
Y/507/9484	CBD292	Processing Recyclables and Other Materials	80	8	One
R/507/9483	CBD293	Minimising the Environmental Impact of Recycling Operations	30	3	One
L/507/9482	CBD294	Waste Management – Loading a Waste Transport Vehicle	20	2	One

Level 1 Diploma in Recycling and Waste Management

To achieve the qualification learners must complete all nine units for a total of 39 credits.

Total Qualification Time (TQT) for this qualification: 390 hours
 Guided Learning Hours (GLH) for this qualification: 351 hours

Unit Reference Number	OCN NI Code	Unit Title	TQT	Credit Value	Level
D/507/9485	CBD286	Sorting and Preparing Recyclables and other Materials for Processing	80	8	One
F/507/9480	CBD287	Dispatching Recyclables and Other Materials	50	5	One
F/507/9477	CBD288	Cleaning and Maintaining Facilities and Equipment	30	3	One
J/507/9481	CBD289	Waste Management - Manual Handling, Lifting and Moving	20	2	One
J/507/9478	CBD290	Collecting Recyclables and Other Materials	50	5	One
L/616/0377	CBD923	Health and Safety in the Recycling and Waste Management Industries	30	3	One
Y/507/9484	CBD292	Processing Recyclables and Other Materials	80	8	One
R/507/9483	CBD293	Minimising the Environmental Impact of Recycling Operations	30	3	One
L/507/9482	CBD294	Waste Management – Loading a Waste Transport Vehicle	20	2	One

Unit Details

Title	Sorting and Preparing Recyclables and other Materials for Processing
Level	One
Credit Value	8
Guided Learning Hours (GLH)	72
OCN NI Unit Code	CBD286
Unit Reference No	D/507/9485
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to sort and prepare recyclables and other materials for processing.	
Learning Outcomes	Assessment Criteria
1. Know how to sort and prepare recyclable materials.	1.1. Outline the methods of sorting recyclable materials and associated processes. 1.2. State own role and responsibilities during processing and sorting recyclable materials. 1.3. Outline the reasons certain materials are suitable and others not suitable to be recycled and how to deal with residual material. 1.4. Outline how to determine if individual constituent parts of an item may be recycled even if the item as a whole may not be recycled. 1.5. State the types of materials which may be hazardous to people and the recycling process.
2. Be able to sort and prepare recyclable materials.	2.1. Confirm information and instructions are understood or ask for clarification. 2.2. Identify materials that are suitable for processing. 2.3. Carry out required sorting and processing methods in accordance with approved procedures including: <ol style="list-style-type: none"> identifying and dealing with materials unsuitable for processing dealing with residues arising from the sorting and preparation process identifying hazardous materials and taking appropriate action ensuring own and others safety selecting, wearing and using appropriate personal protective equipment (PPE) and clothing seeking help and assistance when appropriate.
3. Be able to report and address potential safety issues in the workplace.	3.1 Outline how to identify problems or potential safety issues with the following and how to report these to the appropriate person: <ol style="list-style-type: none"> machinery or plant equipment materials hazardous situations. 3.2 Provide accurate health and safety information to others in accordance with approved procedures and practices. 3.3 Take action, within own area of responsibility, where incidents could affect the safe working environment.

	<p>3.4 Resolve routine problems within own area of responsibility.</p> <p>3.5 Refer matters outside own responsibility to the correct person.</p>
4. Be able to carry out work in a safe and efficient manner.	<p>4.1 Perform work task/s in a safe and efficient manner including:</p> <ul style="list-style-type: none"> a) identifying potential risks and hazards. b) being aware of impact of own actions of self and others c) keeping own area clean and tidy d) demonstrating adherence to instructions and approved procedures and practices. <p>4.2 List the main responsibilities of both the employer and employee under the Health and Safety at Work Legislation relevant to your region.</p> <p>4.3 Outline the procedures for handling hazardous materials.</p> <p>4.4 State the organisational accident and incident recording and reporting procedures.</p> <p>4.5 State the types of PPE equipment and clothing needed, when and how they must be used and cleaned and stored after use.</p>

Assessment Guidance

The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p>
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Learner log</p>
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>

Title	Dispatching Recyclables and Other Materials
Level	One
Credit Value	5
Guided Learning Hours (GLH)	45
OCN NI Unit Code	CBD287
Unit Reference No	F/507/9480
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to dispatch recyclables and other materials.	
Learning Outcomes	Assessment Criteria
1. Know how to dispatch recyclables and other materials.	1.1. Outline the instructions for preparing recyclables and other materials to be dispatched. 1.2. Outline how to identify non-compliance of recyclables and other materials being dispatched. 1.3. Outline the nature and hazards of recyclable materials. 1.4. Outline the approved procedures and practices for dispatching recyclables and other materials including documentation and recording. 1.5. State the methods of communication with colleagues and others when dispatching recyclables and other materials.
2. Be able to dispatch recyclables and other materials.	2.1. Select, wear and use correct personal protective equipment (PPE) and clothing in accordance with approved procedures and practices. 2.2. Identify and prepare the recyclables and other materials to be dispatched. 2.3. Confirm information needed by the recipient is available. 2.4. Follow approved procedures and practices to carry out the handover of recyclable and other materials.
3. Be able to report and address potential safety issues in the workplace.	3.1. Outline how to identify problems or potential safety issues with the following and how to report these to the appropriate person: a) machinery or plant b) equipment c) materials d) hazardous situations. 3.2. Provide accurate health and safety information to others in accordance with approved procedures and practices. 3.3. Take action, within own area of responsibility, where incidents could affect the safe working environment. 3.4. Resolve routine problems within own area of responsibility. 3.5. Refer matters outside own responsibility to the correct person.
4. Be able to carry out work in a safe and efficient manner.	4.1. Perform work task/s in a safe and efficient manner including: a) identifying potential risks and hazards. b) being aware of impact of own actions of self and others c) keeping own area safe and tidy

	<p>d) demonstrating adherence to instructions and approved procedures and practices.</p> <p>4.2. List the main responsibilities of both the employer and employee under the Health and Safety at Work Legislation relevant to your region.</p> <p>4.3. State the organisational accident and incident recording and reporting procedures.</p> <p>4.4. State the types of PPE and clothing needed, when and how they must be used and cleaned and stored after use.</p>	
Assessment Guidance		
<p>The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.</p>		
Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p>
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Learner log</p>
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>

Title	Cleaning and Maintaining Facilities and Equipment
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBD288
Unit Reference No	F/507/9477
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to clean and maintain facilities and equipment for the processing of recyclables and other materials.	
Learning Outcomes	Assessment Criteria
1. Be able to select and store equipment and tools.	1.1. Outline task or tasks to be undertaken. 1.2. Identify potential risks and hazards associated with task/s. 1.3. Select and use personal protective equipment (PPE), clothing, tools and other equipment appropriate to task/s ensuring they are: <ol style="list-style-type: none"> checked for damage and faults before and after use used in accordance with instructions, approved procedures and practices. cleaned before and after use stored appropriately after use 1.4. Dispose of residue and clean work site in accordance with approved procedures and practices.
2. Be able to report and address potential safety issues in the workplace.	2.1. Outline how to identify problems or potential safety issues with the following and how to report these to the appropriate person: <ol style="list-style-type: none"> machinery or plant equipment materials hazardous situations 2.2. Provide accurate health and safety information to others in accordance with approved procedures and practices. 2.3. Take action, within own area of responsibility, where incidents could affect the safe working environment. 2.4. Resolve routine problems within own area of responsibility. 2.5. Refer matters outside own responsibility to the correct person.
3. Be able to carry out work in a safe and efficient manner.	3.1. Perform work task/s in a safe and efficient manner including: <ol style="list-style-type: none"> identifying potential risks and hazards. being aware of impact of own actions of self and others keeping own work area clean and tidy demonstrating adherence to instructions and approved procedures and practices 3.2. List the main responsibilities of both the employer and employee under the Health and Safety at Work Legislation relevant to your region. 3.3. State the organisational accident and incident recording and reporting procedures.

		3.4. State the types of PPE and clothing needed, when and how they must be used and cleaned and stored after use.
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Waste Management - Manual Handling, Lifting and Moving	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBD289	
Unit Reference No	J/507/9481	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand manual handling, lifting and moving of loads in a waste management environment.		
Learning Outcomes		Assessment Criteria
1. Know how to prepare for handling and lifting loads.	1.1. Outline the process for identifying if loads are safe to move. 1.2. Outline the reasons for planning a route when moving loads. 1.3. Give examples of safe handling techniques.	
2. Know procedures and instructions for handling and lifting loads.	2.1. Outline company guidelines and procedures for safe handling and moving loads. 2.2. Outline the relevant health and safety regulations for the safe handling and movement of loads. 2.3. Give examples of the consequences of using unsafe loading and handling techniques to self and others.	
3. Be able to handle and lift loads.	3.1. Select safe and efficient routes for moving items. 3.2. Select, wear and use correct personal protection equipment and clothing when moving loads. 3.3. Use safe and approved handling techniques when moving loads.	
Assessment Guidance		
The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Collecting Recyclables and Other Materials
Level	One
Credit Value	5
Guided Learning Hours (GLH)	45
OCN NI Unit Code	CBD290
Unit Reference No	J/507/9478
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to collect recyclables and other materials.	
Learning Outcomes	Assessment Criteria
1. Be able to carry out recycling collections.	1.1. Identify materials for recycling and those that cannot be recycled in accordance with approved procedures and practices. 1.2. Select, wear and use appropriate personal protective equipment (PPE) and clothing in accordance with approved procedures and practices. 1.3. Confirm information and instructions are understood or ask for clarification. 1.4. Leave the collection site clean and safe and take action to report any damage.
2. Be able to report and address potential safety issues in the workplace.	2.1. Outline how to identify problems or potential safety issues with the following and how to report these to the appropriate person: a) machinery or plant b) equipment c) materials d) hazardous situations. 2.2. Provide accurate health and safety information to others in accordance with approved procedures and practices. 2.3. Take action, within own area of responsibility, where incidents could affect the safe working environment. 2.4. Resolve routine problems within own area of responsibility. 2.5. Refer matters outside own responsibility to the correct person.
3. Be able to carry out work in a safe and efficient manner.	3.1. Perform work task/s in a safe and efficient manner including: a) identifying potential risks and hazards. b) being aware of impact of own actions of self and others c) keeping own area clean and tidy d) demonstrating adherence to instructions and approved procedures and practices 3.2. List the main responsibilities of both the employer and employee under the Health and Safety at Work Legislation relevant to your region. 3.3. Outline the procedures for handling hazardous materials. 3.4. State the organisational accident and incident recording and reporting procedures. 3.5. State the types of PPE and clothing needed, when and how they must be used and cleaned and stored after use.

Assessment Guidance

The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Safe Working Practices	
Level	One	
Credit Value	7	
Guided Learning Hours (GLH)	63	
OCN NI Unit Code	CBD291	
Unit Reference No	L/507/9479	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to work safely within the recycling industry.		
Learning Outcomes		Assessment Criteria
1. Be able to report and address potential safety issues in the workplace.	1.1. Outline how to identify problems or potential safety issues with the following and how to report these to the appropriate person: a) machinery or plant b) equipment c) materials d) hazardous situations. 1.2. Provide accurate health and safety information to others in accordance with approved procedures and practices. 1.3. Take action, within own area of responsibility, where incidents could affect the safe working environment. 1.4. Resolve routine problems within own area of responsibility. 1.5. Refer matters outside own responsibility to the correct person.	
2. Be able to carry out work in a safe and efficient manner.	2.1. Perform work task/s in a safe and efficient manner including: a) identifying potential risks and hazards. b) being aware of impact of own actions of self and others c) keeping own work area clean and tidy d) demonstrating adherence to instructions and approved procedures and practices. 2.2. List the main responsibilities of both the employer and employee under the Health and Safety at Work Act - 1978. 2.3. Outline the procedures for handling hazardous materials. 2.4. State the organisational accident and incident recording and reporting procedures. 2.5. State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	learner's progression through the course	
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Health and Safety in the Recycling and Waste Management Industries	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBD923	
Unit Reference No	L/616/0377	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand health and safety in a recycling and waste management environment.		
Learning Outcomes		Assessment Criteria
1. Know the importance of health and safety in the recycling and waste management industries.	1.1. Outline the key methods used to ensure good standards of health and safety in the recycling and waste management industries. 1.2. Outline the procedures for reporting accidents and potential hazards in own work environment. 1.3. Identify the roles and responsibilities of personnel relevant to health and safety in a recycling and waste management environment.	
2. Know about legislation relating to health and safety in a recycling and waste management environment.	2.1. List key legislation relating to health and safety in a recycling and waste management environment.	
3. Be able to carry out risk assessments in a recycling and waste management environment.	3.1. Identify potential risks and hazards in an area of the working environment. 3.2. Perform a risk assessment in a recycling and waste management environment.	
4. Know how control measures are used to reduce risk in a recycling and waste management environment.	4.1. Outline how control measures are used to reduce risk in a recycling and waste management environment.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Processing Recyclables and Other Materials
Level	One
Credit Value	8
Guided Learning Hours (GLH)	72
OCN NI Unit Code	CBD292
Unit Reference No	Y/507/9484
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to operate equipment for processing of recyclables and other materials.	
Learning Outcomes	Assessment Criteria
1. Be able to operate equipment used in the processing of recyclables and other materials.	1.1. Select, wear and use the correct personal protective equipment (PPE) and clothing in accordance with approved procedures and practices. 1.2. State the parameters of own responsibility to remedy faults and defects to equipment and the reporting process for those outside of own responsibility. 1.3. Remedy faults and defects in equipment within own parameters of responsibility. 1.4. Confirm information and instructions are clearly understood or ask for clarification. 1.5. Operate equipment used in the processing of recyclables and other materials in a safe and efficient manner. 1.6. Keep work areas clean and tidy.
2. Be able to report and address potential safety issues in the workplace.	2.1. Outline how to identify problems or potential safety issues with the following and how to report these to the appropriate person: a) machinery or plant b) equipment c) materials d) hazardous situations 2.2. Provide accurate health and safety information to others in accordance with approved procedures and practices. 2.3. Take action, within own area of responsibility, where incidents could affect the safe working environment. 2.4. Resolve routine problems within own area of responsibility. 2.5. Refer matters outside own responsibility to the correct person.
3. Be able to carry out work in a safe and efficient manner.	3.1. Perform work task/s in a safe and efficient manner including: a) identifying potential risks and hazards b) being aware of impact of own actions of self and others c) keeping own area clean and tidy d) demonstrating adherence to instructions and approved procedures and practices 3.2. List the main responsibilities of both the employer and employee under the Health and Safety at Work Legislation relevant to your region. 3.3. State the organisational accident and incident recording and reporting procedures. 3.4. State the types of PPE and clothing needed, when and how they must be used and cleaned and stored after use.

Assessment Guidance

The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Minimising the Environmental Impact of Recycling Operations
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBD293
Unit Reference No	R/507/9483
<i>Unit purpose and aim(s):</i> This unit will the learner to understand how to minimise the environmental impact of recycling operations.	
Learning Outcomes	Assessment Criteria
1. Be able to minimise the environmental impact of recycling operations.	<p>1.1. Outline and demonstrate how to operate equipment and use materials so as to minimise environmental impact in accordance with approved procedures and practices.</p> <p>1.2. Outline the potential impact of pollution on the environment.</p> <p>1.3. Identify environmental incidents and take appropriate action within own area of responsibility.</p>
2. Be able to report and address potential safety issues in the workplace.	<p>2.1. Outline how to identify problems or potential safety issues with the following and how to report these to the appropriate person:</p> <ul style="list-style-type: none"> a) machinery or plant b) equipment c) materials d) hazardous situations <p>2.2. Provide accurate health and safety information to others in accordance with approved procedures and practices.</p> <p>2.3. Take action, within own area of responsibility, where incidents could affect the safe working environment.</p> <p>2.4. Resolve routine problems within own area of responsibility.</p> <p>2.5. Refer matters outside own responsibility to the correct person.</p>
3. Be able to carry out work in a safe and efficient manner.	<p>3.1. Perform work task/s in a safe and efficient manner including:</p> <ul style="list-style-type: none"> a) identifying potential risks and hazards b) being aware of impact of own actions of self and others c) keeping own area clean and tidy d) demonstrating adherence to instructions and approved procedures and practices <p>3.2. List the main responsibilities of both the employer and employee under the Health and Safety at Work Legislation relevant to your region.</p> <p>3.3. Outline the procedures for handling hazardous materials.</p> <p>3.4. State the organisational accident and incident recording and reporting procedures.</p> <p>3.5. State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.</p>

Assessment Guidance

The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Waste Management – Loading a Waste Transport Vehicle
Level	One
Credit Value	2
Guided Learning Hours (GLH)	18
OCN NI Unit Code	CBD294
Unit Reference No	L/507/9482
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to load a waste transport vehicle.	
Learning Outcomes	Assessment Criteria
1. Be able to prepare to load waste and related materials.	<p>1.1. Check suitability of loading environment and equipment including:</p> <ul style="list-style-type: none"> a) accessibility and the suitability of the loading location. b) loading equipment to be used c) the safety of vehicle position d) safe loading limits of vehicle and loading equipment. <p>1.2. Comply with all regulations, operational and location specific procedures that relate to loading waste.</p> <p>1.3. Select and use appropriate personal protective equipment (PPE) in accordance with operational and task requirements.</p>
2. Be able to load waste and related materials.	<p>2.1. Load and secure waste and related materials safely ensuring:</p> <ul style="list-style-type: none"> a) distribution of load to prevent movement, displacement or escape of waste during transit. b) placing of batched waste to enable efficient unloading. c) complying with vehicle and load carrying regulations and operational and location-specific procedures.
3. Be able to communicate effectively and efficiently in accordance with operational and regulatory requirements.	<p>3.1. Recognise and act when others need support.</p> <p>3.2. Communicate with others involved in the loading processes to ensure work is carried out safely, and in compliance with operational and location-specific procedures.</p> <p>3.3. Check that the waste and the documentation are in compliance.</p> <p>3.4. Report unresolved vehicle defects or problems with defective equipment to the designated person.</p> <p>3.5. Check that documentation is legible and clear and seek clarification if unclear.</p> <p>3.6. Complete documentation in accordance with operational and location-specific procedures.</p> <p>3.7. Report situations that prevent safe loading or unloading to take place in accordance with operational and location-specific procedures.</p>
4. Resolve problems which arise from loading waste and related materials.	<p>4.1. Resolve any discrepancies in the documentation for the load before the waste is loaded.</p> <p>4.2. Report defects in operational suitability of the vehicle and loading equipment to the designated person.</p>

	<p>4.3. Arrange for alternative loading sites to be identified when the designated site is unsuitable.</p> <p>4.4. Reload or rearrange the load if the loading operation causes instability of the vehicle or loading equipment.</p> <p>4.5. Identify, rectify and record discrepancies and defects.</p> <p>4.6. Resolve problems within own area of responsibility.</p>
5. Understand the regulations, procedures and requirements for loading a waste transport vehicle.	<p>5.1. Outline the classifications and types of waste and any associated potential hazards.</p> <p>5.2. Outline operational procedures the importance of complying with them.</p> <p>5.3. Outline how to identify work-related hazards and risks.</p> <p>5.4. Outline how to use PPE in line with operational procedures.</p> <p>5.5. State the regulations relating to loading waste and related materials and carriage of dangerous goods.</p> <p>5.6. Outline operating procedures and regulations for loading generally and at loading sites.</p> <p>5.7. Outline how to establish compliance of load with transfer requirements.</p> <p>5.8. Outline how to operate loading equipment which is both integral and non-integral with the vehicle.</p> <p>5.9. Outline how to assess the nature and characteristics of waste loads and related materials.</p>

Assessment Guidance

The following method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p>
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Learner log</p>
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>

Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration

A centre must register learners within 20 working days of commencement of this qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

OCN NI Level 1 Certificate in Recycling and Waste Management Qualification Number: 601/8179/5

Operational start date: 1 December 2015
Operational end date: 30 June 2029
Certification end date: 30 June 2030

OCN NI Level 1 Diploma in Recycling and Waste Management Qualification Number: 603/2144/1

Operational start date: 1 August 2017
Operational end date: 30 June 2029
Certification end date: 30 June 2030

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