

**ILM LEVEL 3
CERTIFICATE IN SITE
WASTE MANAGEMENT
PLANNING AND
IMPLEMENTATION**



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ILM LEVEL 3 CERTIFICATE IN SITE WASTE MANAGEMENT PLANNING AND IMPLEMENTATION (QCF)

[Qualification No. – 500/5541/0]

Note: This qualification specification should always be read in conjunction with the “Supporting Notes for ILM VRQs” document which is downloadable from ILM website or it can be accessed via your Quality Manager/External Verifier or from the ILM Customer Services Team by emailing at customer@i-l-m.com

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QUALIFICATION OVERVIEW:

ILM Level 3 Certificate in Site Waste Management Planning and Implementation		
Purpose of the qualification	Aims to give practising or potential supervisors, foremen or managers the skills and knowledge required to develop and effectively implement a successful SWMP on site for real environmental and business benefit.	
Progression routes	ILM Level 3 Award, Certificate or Diploma in First Line Management NCFE Certificate for the Environmental Practitioner	
Credit Value	13	
Induction	2 hours	
Tutorial Support	At least 8 hours	
Guided Learning Hours (this includes time for induction, tutorial support and the unit's guided learning hours)	27 hours	
To be completed within	3 years	
Structure	Mandatory Units	Credit Value
	M2.29 Building an Awareness of Site Waste Management	1 credit
	M3.51 Understanding Advanced Site Waste Management	1 credit
	M3.52 Writing a Site Waste Management Plan	5 credits
	M3.53 Implementing a Site Waste Management Plan	6 credits

OCCUPATIONAL COMPETENCY REQUIREMENTS FOR THE LEVEL 3 CERTIFICATE IN SITE WASTE MANAGEMENT PLANNING AND IMPLEMENTATION

It is the centres responsibility to ensure that they have competent and suitably qualified staff involved in delivering, quality assuring and/or assessing qualifications.

The table below shows the occupational competence requirements of tutors, internal quality assurers and/or assessors. Given that occupational competence requirements will vary greatly between lower and higher level qualifications, this table will highlight if there is an additional requirement of any qualification specific occupational competency.

Tutors Occupational Competence Requirements	Evidence Indicators
A thorough knowledge and understanding of the qualification(s).	<ul style="list-style-type: none"> • Have a relevant qualification in the subject area that must be at equal or higher level or have an equivalent qualification. • Show evidence of information or documents prepared for learners such as a learner journey plan (SoW), lesson plan, learner guidance notes, tutorial support plan etc. for the ILM qualification. • Show evidence of participation in Continuing Professional Development (CPD) in relation to the relevant field and qualification requirements.
Relevant and credible experience in the field of the relevant qualification.	<ul style="list-style-type: none"> • Be able to prove that they have current experience of delivering training appropriate to the level and subject area of this qualification
A qualification in support of assessment and internal quality assurance.	<ul style="list-style-type: none"> • Ideally hold a valid and recognised teaching/training qualification.

Internal Quality Assurers and/or Centre Assessors Occupational Competence Requirements	Evidence Indicators
A thorough knowledge and understanding of the relevant qualification(s).	<ul style="list-style-type: none"> • Have a relevant qualification in the subject area that must be at equal or higher level or have an equivalent qualification. • Show evidence of carrying out CPD in order to familiarise themselves with current standards for assessment/verification in the subject area of this qualification.
Relevant and credible experience in the field of the relevant qualification.	<ul style="list-style-type: none"> • Demonstrate clear evidence of current experience in quality assurance and/or assessment appropriate to the level and subject area of this qualification
A qualification in support of assessment and/or internal quality assurance.	<ul style="list-style-type: none"> • Ideally hold an assessment qualification (e.g. TAQA or equivalent)
Experience and a working knowledge of the operational and assessment processes for the relevant qualification.	<ul style="list-style-type: none"> • Demonstrate an understanding of the organisation's management centric policies, procedures and practices. • Demonstrate knowledge and understanding of ILM's quality assurance policy, procedures and requirements.

ASSESSMENT GUIDANCE FOR THE LEVEL 3 CERTIFICATE IN SITE WASTE MANAGEMENT PLANNING AND IMPLEMENTATION

A brief introduction on ILM's Assessment Strategy can be found in *Supporting notes for ILM VRQs*. For detailed information, centres are encouraged to refer to the various assessment guides that are available from the ILM Customer Services Team at customer@i-l-m.com or refer to the Centre Manual (www.i-l-m.com/centres.aspx). This segment gives you specific guidance around assessments for the Level 3 Certificate in Site Waste Management Planning and Implementation.

Appendix B in this document outlines the assessments and mark sheets for the units in this qualification. Centres should use the prescribed assessments. However some flexibility is permitted. In exceptional circumstances and to meet a specific need a centre may deviate from the prescribed assessment subject to prior written approval from ILM. Equal opportunities issues are relevant to all units of study and these aspects should be explicitly addressed in the delivery and assessment of this programme. The table below gives a brief overview of the units and assessment(s):

Unit	Assessment
M2.29 Building an Awareness of Site Waste Management	Knowledge Review
M3.51 Understanding Advanced Site Waste Management	Knowledge Review
M3.52 Writing a Site Waste Management Plan	Work-Based Assignment
M3.53 Implementing a Site Waste Management Plan	Work-Based Assignment

Learners are likely to come from a variety of backgrounds, in that they will have had different training and work experiences, differing ambitions and opportunities, centres therefore can encourage learners to select topics for assessment in their own organisation and/or area of work, (or within another organisation if they are currently unemployed or self-employed). They should ensure learners are able to present their work as simple and clearly as possible. An approximate word count is given for each assessment. This should only be seen as a guide to help achieve a balanced piece of work.

Centres must ensure that learners adequately complete all sections of the assessment. To ensure all learning outcomes are assessed, section passes have been provided in the assessments. To assist this practice, ILM normally applies a pass mark of 50% in each section as reflecting a minimum pass. Centres must note that compensation between learning outcomes is not allowed in any QCF unit.

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A P P E N D I X - A

UNIT SPECIFICATIONS FOR THE LEVEL 3 CERTIFICATE IN SITE WASTE MANAGEMENT PLANNING AND IMPLEMENTATION

Title:	Building an awareness of site waste management (M2.29)	
Level:	2	
Credit value:	1	
Learning outcomes (the learner will)		Assessment criteria (the learner can)
1	Understand how the construction industry impacts on the environment	1.1 Identify the impact key aspects (of the construction industry) have on the environment 1.2 Identify good and bad practice on site
2	Understand how waste impacts on the environment	2.1 Identify ways in which waste impacts on the environment
3	Understand the main benefits of managing waste	3.1 Identify the main benefits of managing waste
4	Understand good practice with regards to waste management	4.1 Arrange the steps of the waste hierarchy in order of environmental preference 4.2 Identify ideas for resource efficiency and waste minimisation within own organisation
5	Understand legal requirements related to waste management	5.1 Identify two pieces of environmental legislation relating to waste 5.2 List the requirements of The Duty of Care Regulations (1991) 5.3 Assess a Waste Transfer Note against legal requirements
Additional information about the unit		
Unit purpose and aim(s)		To provide learners with an awareness of site waste management knowledge.
Unit review date		31/12/2014
Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate)		
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)		
Support for the unit from a sector skills council or other appropriate body (if		Construction Skills

required)	
Location of the unit within the subject/sector classification system	Business Management
Name of the organisation submitting the unit	Institute of Leadership & Management
Availability for use	Restricted to ILM
Units available from	01/11/2008
Unit guided learning hours	6
Additional Guidance about the Unit	
Indicative Content:	
1	<ul style="list-style-type: none"> • Definition of the environment • Definition of environmental aspects and impacts • Environmental aspects and impacts of construction work • The importance of environmental protection
2	<ul style="list-style-type: none"> • Definition of waste • Different types of waste including Inert, Active and Hazardous • Different waste management and disposal options • Environmental impacts associated with different disposal routes
3	<ul style="list-style-type: none"> • The importance to the organisation of managing waste • The costs and benefits of managing waste
4	<ul style="list-style-type: none"> • Definition of good environmental practice • Definition of resource efficiency • Definition of waste minimisation • The environmental impacts of the steps of the waste hierarchy
5	<ul style="list-style-type: none"> • The importance of legal compliance • Key legislation relating to waste (The Environmental Protection Act 1990, The Duty of Care Regulations 1991, the Landfill Regulations 2002, The Clean Neighbourhoods and Environment Act 2005, the Site Waste Management Regulations 2008) • Regulatory bodies and penalties for non compliance • Approved codes of Practice and Guidance literature as relevant to own organisation • Experts available to help and advise • The importance of creating a culture of environmental protection

Title:	Understanding advanced site waste management (M3.51)	
Level:	3	
Credit value:	1	
Learning outcomes (the learner will)		Assessment criteria (the learner can)
1	Know the steps in the development of SWMP legislation	1.1 Recall the steps in the development of SWMP legislation
2	Know the duties and responsibilities of key players to ensure compliance with the SWMP regulations	2.1 Explain the duties and responsibilities of the Client, Principal Contractor and Subcontractors to ensure compliance with the SWMP regulations 2.2 List the potential offences for non-compliance with the SWMP regulations
3	Know the benefits of Site Waste Management Plans	3.1 List the main benefits of SWMPs
4	Know the key elements of a SWMP	4.1 List the requirements for projects valued between £300,000 and £500,000 4.2 List the requirements for projects valued above £500,000 4.3 List the requirements for the final report (within three months of completion)
5	Know where to find additional information for environmental and waste best practice on site	5.1 List sources of additional information for environmental and waste best practice on site
Additional information about the unit		
Unit purpose and aim(s)		To provide learners with an understanding of Site Waste Management.
Unit review date		31/12/2014
Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate)		
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)		
Support for the unit from a sector skills council or other appropriate body (if		Construction Skills

required)	
Location of the unit within the subject/sector classification system	Business Management
Name of the organisation submitting the unit	Institute of Leadership & Management
Availability for use	Restricted to ILM
Units available from	01/11/2008
Unit guided learning hours	3
Additional Guidance about the Unit	
Indicative Content:	
1	<ul style="list-style-type: none"> History and Evolution of SWMP legislation including codes of practice, consultations, responses to consultations, draft regulations, government guidance etc
2	<ul style="list-style-type: none"> The Duties and responsibilities of key parties including the Client, Principal Contractor and Subcontractors as required by the legislation The potential offences for non compliance with legal requirements The enforcing bodies
3	<ul style="list-style-type: none"> The importance for Site Waste Management Plans The costs and the benefits to the company and the environment of implementing SWMPs
4	<ul style="list-style-type: none"> The Requirements of a SWMP for projects valued above the various thresholds detailed in the legislation The requirements for final reporting of SWMPs as detailed in the legislation
5	<ul style="list-style-type: none"> Sources of information on waste best practice including Environment Agency, Waste Aware Construction, Waste Resources and Action Programme (WRAP)

Title:	Writing a Site Waste Management Plan (M3.52)	
Level:	3	
Credit value:	5	
Learning outcomes (the learner will)		Assessment criteria (the learner can)
1	Produce a Site Waste Management Plan to meet the requirements of the SWMP regulations	1.1 Identify the required project information (before work commences on the site) 1.2 Identify all subcontractors 1.3 List all waste streams arising on site 1.4 Estimate waste volumes for each waste stream 1.5 Establish targets to reduce, re-use, recycle waste arising on site
2	Demonstrate compliance with the Duty of Care Regulations	2.1 Identify all waste contractors and record all checks necessary to ensure legal compliance 2.2 Ensure all Waste Transfer Notes contain the required information 2.3 Explain arrangements for correct storage of records
Additional information about the unit		
Unit purpose and aim(s)		To provide learners with the knowledge and skills to write a Site Waste Management Plan.
Unit review date		31/12/2014
Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate)		Links to Construction Skills 2007 NOS: VR 465
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)		
Support for the unit from a sector skills council or other appropriate body (if required)		Construction Skills
Location of the unit within the subject/sector classification system		Business Management
Name of the organisation submitting the unit		Institute of Leadership & Management
Availability for use		Restricted to ILM
Units available from		01/11/2008

Unit guided learning hours	4
Additional Guidance about the Unit	
Indicative Content:	
1	<ul style="list-style-type: none"> • Summary of project information as required by the current Waste Legislation • All subcontractors working on site • Identify all waste streams that will arise on site • Document estimated volumes for each waste stream arising on site • Establish targets for each waste stream against each stage of the waste hierarchy
2	<ul style="list-style-type: none"> • List all Waste Contractors use on site • Check Waste Carriers' Licences contain all information required by the relevant legislation • Check Waste Carriers' Licence details with the Environment Agency • Confirm all Waste Transfer Notes Contain all information required by the relevant legislation • Arrangements for storage of records are appropriate

Title:	Implementing a Site Waste Management Plan (M3.53)	
Level:	3	
Credit value:	6	
Learning outcomes (the learner will)	Assessment criteria (the learner can)	
1 Make provision for material storage	1.1	Demonstrate adequate arrangements are in place for material storage to minimise risk of damage
2 Make provision for waste disposal	2.1 2.2	Demonstrate adequate arrangements are in place for waste disposal from site (e.g. segregate) Establish signage as required
3 Communicate the SWMP to staff working for, and on behalf of, the organisation	3.1 3.2	Ensure the SWMP is available to all who work on site Communicate the requirements of the SWMP
4 Train relevant staff on requirements of the SWMP	4.1 4.2	Ensure the SWMP is included in the site induction Provide additional training as needed to ensure all work on site is carried out within the terms of the SWMP
5 Reduce, re-use, recycle and recover waste where practicable	5.1	Record waste disposed of from site, including waste description (inc. EWC), volume, destination, waste management option, and demonstrate this waste has been reduced, re-cycled and recovered where practicable
6 Regularly review the SWMP	6.1 6.2	Compare progress against targets Revise the plan on a regular basis
7 Evaluate legal compliance on site	7.1 7.2	Complete an environmental audit on site Evaluate compliance with legislation
8 Make arrangements for continual improvement	8.1	Develop an action plan to include recommendations for improvement
9 Know the requirements for security measures	9.1	Provide sufficient security measures on site to prevent illegal disposal of waste from site

Additional information about the unit	
Unit purpose and aim(s)	To provide learners with the knowledge and skills to implement a Site Waste Management Plan.
Unit review date	31/12/2014
Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate)	Links to Construction Skills 2007 NOS: VR 465
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	
Support for the unit from a sector skills council or other appropriate body (if required)	Construction Skills
Location of the unit within the subject/sector classification system	Business Management
Name of the organisation submitting the unit	Institute of Leadership & Management
Availability for use	Restricted to ILM
Units available from	01/11/2008
Unit guided learning hours	4
Additional Guidance about the Unit	
Indicative Content:	
1	<ul style="list-style-type: none"> Waste is correctly stored on site
2	<ul style="list-style-type: none"> Arrangements have been made for waste disposal that meets the requirements of the relevant legislation Clear information relating to correct methods of segregation and disposal are available on site e.g. posters, signage etc
3	<ul style="list-style-type: none"> The Site Waste Management Plan is safely stored and is available to all on site The Site Waste Management Plan is communicated effectively to all on site (e.g. via toolbox talks, meetings, posters, presentations etc)
4	<ul style="list-style-type: none"> The Site Waste Management Plan is part of the site induction process Adequate training is provided where appropriate on the implementation of the Site Waste Management Plan (e.g. toolbox talks, waste training, higher level specialist waste or environmental training)

5	<ul style="list-style-type: none"> • Adequate records of waste disposal or other waste management option are maintained and available for inspection • The records of waste disposal or other waste management option contain all information required to meet the requirements of the legislation • All records are filed for future reference
6	<ul style="list-style-type: none"> • Progress of the SWMP has been reviewed against targets set • The SWMP has been revised as required following a review
7	<ul style="list-style-type: none"> • There is documented evidence of evaluation of compliance
8	<ul style="list-style-type: none"> • A Specific, Measurable, Achievable, Responsibility assigned and Time bound (SMART) action plan has been developed for Continual Improvement
9	<ul style="list-style-type: none"> • Adequate security measures are in place to minimise the risk of pollution of the environment or breach of environmental legislation

A P P E N D I X - B

ASSESSMENTS FOR THE LEVEL 3 CERTIFICATE IN SITE WASTE MANAGEMENT PLANNING AND IMPLEMENTATION

KNOWLEDGE REVIEW: M2.29 BUILDING AN AWARENESS OF SITE WASTE MANAGEMENT

Centre Number:	Centre Name:
Learner Registration No:	Learner Name:
<p>TASK</p> <p>Answer the questions below within the context of any visual material shown to you by your tutor or within the context of the construction site on which you are employed.</p> <p>You might expect to complete this task in approximately 750 words.</p>	
<i>Please use the headings shown below when writing up your Assignment</i>	Assessment Criteria
<p>How the construction industry impacts on the environment</p> <p>Identify the impact of five key aspects of the construction industry on the environment (10 marks – 2 marks each)</p> <p>Identify good and bad practice on site (20 marks)</p> <p>(min 15 marks from 30 available)</p>	<ul style="list-style-type: none"> Identified the impact key aspects (of the construction industry) have on the environment Identified good and bad practice on site
<p>The impact waste has on the environment</p> <p>Identify 5 ways in which waste impacts on the environment (10 marks- 2 marks each)</p> <p>(min 5 marks from 10 available)</p>	<ul style="list-style-type: none"> Identified ways in which waste impacts on the environment
<p>The main benefits of managing waste</p> <p>Identify the three main benefits of managing waste (6 marks - 2 marks each)</p> <p>(min 3 marks from 6 available)</p>	<ul style="list-style-type: none"> Identified the main benefits of managing waste
<p>Good practice in waste management</p> <p>Arrange the five steps of the waste hierarchy in order of environmental preference (10 marks – 2 marks each)</p> <p>Identify 5 ideas for resource efficiency and waste minimisation within your organisation (10 marks – 2 marks each)</p> <p>(min 10 marks from 20 available)</p>	<ul style="list-style-type: none"> Arranged the steps of the waste hierarchy in order of environmental preference Identified ideas for resource efficiency and waste minimisation within own organisation
<p>Legal requirements related to waste management</p> <p>Identify two pieces of environmental legislation relating to waste (6 marks – 3 marks each)</p> <p>List five requirements for The Duty of Care Regulations (1991) (10 mark -2 marks each)</p> <p>Assess a Waste Transfer Note against legal requirements (18 marks – 2 marks each)</p> <p>(min 17 marks from 34 available)</p>	<ul style="list-style-type: none"> Identified two pieces of environmental legislation relating to waste Listed the requirements of The Duty of Care Regulations (1991) Assessed a Waste Transfer Note against legal requirements
By submitting I confirm that this assessment is my own work	

MARK SHEET: M2.29 BUILDING AN AWARENESS OF SITE WASTE MANAGEMENT

Centre Number:		Centre Name:		
Learner Registration No:		<p>1. Learner named below confirms authenticity of submission.</p> <p>2. ILM uses learners' submissions – on an anonymous basis – for assessment standardisation. By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed.</p> <p>However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: <input type="checkbox"/></p>		
Criteria	Strengths	Areas for Improvement	Assr mark	QA mark
How the construction industry impacts on the environment <ul style="list-style-type: none"> Identified the impact key aspects (of the construction industry) have on the environment Identified good and bad practice on site 			/30 marks (min 15)	
The impact of waste on the environment <ul style="list-style-type: none"> Identified ways in which waste impacts on the environment 			/10 marks (min 5)	
The main benefits of managing waste <ul style="list-style-type: none"> Identified the main benefits of managing waste 			/6 marks (min 3)	
Good practice in waste management <ul style="list-style-type: none"> Arranged the steps of the waste hierarchy in order of environmental preference Identified ideas for resource efficiency and waste minimisation within own organisation 			/20 marks (min 10)	
Legal requirements related to waste management <ul style="list-style-type: none"> Identified two pieces of environmental legislation relating to waste Listed the requirements of The Duty of Care Regulations (1991) Assessed a Waste Transfer Note against legal requirements 			/34 marks (min 17)	

Assessor's decision		Quality assurance use	
Total marks	Outcome (circle as applicable)	Total marks	Outcome (circle as applicable) as
Total 50 + overall, AND minimum in each section	PASS/REFERRAL	Total 50 + overall, AND minimum in each section	PASS/REFERRAL
Section referral if applicable:		Date of IQA check:	
Name of assessor:		Name of IQA:	
Assessor signature and date:		IQA signature:	
ILM EV signature:		Date externally verified (where applicable):	

KNOWLEDGE REVIEW: M3.51 UNDERSTANDING ADVANCED SITE WASTE MANAGEMENT

Centre Number:	Centre Name:
Learner Registration No:	Learner Name:
<p>TASK This task is designed to provide learners with a more detailed knowledge of best practice for Site Waste Management Plans (SWMPs).</p> <p>You might expect to complete this task in approximately 400 to 600 words.</p>	
<i>Please use the headings shown below when writing up your Assignment</i>	Assessment Criteria
<p>The history and evolution of Site Waste Management Plans</p> <p>Recall 5 steps in the development of SWMP legislation (10 marks -2 marks each)</p> <p>(min 5 marks from 10 available)</p>	<ul style="list-style-type: none"> Recalled the steps in the development of SWMP legislation
<p>The duties and responsibilities of key players to ensure compliance with the SWMP regulation</p> <p>Explain ten of the duties and responsibilities of the Client, Principal Contractor and Subcontractors to ensure compliance with the SWMP regulations (40 marks – 4 marks each)</p> <p>List five of the potential offences for non-compliance with the SWMP regulations (10 marks – 2 marks each)</p> <p>(min 25 marks from 50 available)</p>	<ul style="list-style-type: none"> Explained the duties and responsibilities of the Client, Principal Contractor and Subcontractors to ensure compliance with the SWMP regulations Listed the potential offences for non-compliance with the SWMP regulations
<p>The benefits of Site Waste Management Plans</p> <p>List five of the main benefits of SWMPs (10 marks – 2 marks each)</p> <p>(min 5 marks from 10 available)</p>	<ul style="list-style-type: none"> Listed the main benefits of SWMPs
<p>The key elements of a SWMP</p> <p>List five of the requirements for projects valued between £300,000 and £500,000 (10 marks – 2 marks each)</p> <p>List five of the requirements for projects valued above £500,000 (10 marks – 2 marks each)</p> <p>List two of the requirements for the final report (within three months of completion) (2 marks – 1 mark each)</p> <p>(min 11 marks from 22 available)</p>	<ul style="list-style-type: none"> Listed the requirements for projects valued between £300,000 and £500,000 Listed the requirements for projects valued above £500,000 Listed the requirements for the final report (within three months of completion)
<p>Where to find additional information for environmental and waste best practice on site</p> <p>List four sources of additional information for environmental and waste best practice on site (8 marks – 2 marks each)</p> <p>(min 4 marks from 8 available)</p>	<ul style="list-style-type: none"> Listed sources of additional information for environmental and waste best practice on site
By submitting I confirm that this assessment is my own work	

MARK SHEET: M3.51 UNDERSTANDING ADVANCED SITE WASTE MANAGEMENT

Centre Number:		Centre Name:		
Learner Registration No:		1. Learner named below confirms authenticity of submission. 2. ILM uses learners' submissions – on an anonymous basis – for assessment standardisation. By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed. However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: <input type="checkbox"/>		
Criteria	Strengths	Areas for Improvement	Assr mark	QA mark
The history and evolution of Site Waste Management Plans <ul style="list-style-type: none"> Recalled the history and evolution of Site Waste Management Plans 			/10 marks (min 5)	
The duties and responsibilities of key players to ensure compliance with the SWMP regulations <ul style="list-style-type: none"> Explained the duties and responsibilities of the Client, Principal Contractor, Suppliers and Subcontractors to ensure compliance with the SWMP regulations Listed the potential offences and penalties for non-compliance with the SWMP regulations 			/50 marks (min 25)	
The benefits of Site Waste Management Plans <ul style="list-style-type: none"> Listed the main benefits of SWMPs 			/10 marks (min 5)	
The key elements of a SWMP <ul style="list-style-type: none"> Listed the requirements for projects valued between £300,000 and £500,000 Listed the requirements for projects valued above £500,000 Listed the requirements for the final report (within three months of completion) 			/22 marks (min 11)	
Where to find additional information for environmental and waste best practice on site <ul style="list-style-type: none"> Listed sources of additional information for environmental and waste best practice on site 			/8 marks (min 4)	
Assessor's decision		Quality assurance use		
Total marks	Outcome	Total marks	Outcome	

	<i>(circle as applicable)</i>		<i>(circle as applicable)</i>
Total 50 + overall, AND minimum in each section	PASS/REFERRAL	Total 50 + overall, AND minimum in each section	PASS/REFERRAL
Section referral if applicable:		Date of IQA check:	
Name of assessor:		Name of IQA:	
Assessor signature and date:		IQA signature:	
ILM EV signature:		Date externally verified (where applicable):	

WORK-BASED ASSIGNMENT: M3.52 WRITING A SITE WASTE MANAGEMENT PLAN

Centre Number:	Centre Name:
Learner Registration No:	Learner Name:
TASK	
Write a clear and coherent full Site Waste Management Plan that meets the requirements of current legislation within the context of the construction site that you are employed and demonstrate compliance with the Duty of Care Regulations.	
<i>Please use the headings shown below when writing up your Assignment</i>	Assessment Criteria
<p>Produce a Site Waste Management plan to meet the requirements of the SWMP Regulations</p> <ul style="list-style-type: none"> Identify the required project information (before work commences on the site) Identify all subcontractors List all waste streams arising on site Estimate waste volumes for each waste stream Establish targets to reduce, re-use, recycle waste arising on site <p><i>(min 33 marks from 66 available)</i></p>	<ul style="list-style-type: none"> Identified the required project information (before work commences on the site) Identified all subcontractors Listed all waste streams arising on site Estimated waste volumes for each waste stream Established targets to reduce, re-use, recycle waste arising on site
<p>Demonstrate compliance with the Duty of Care Regulations</p> <ul style="list-style-type: none"> Identify all waste contractors and record all checks necessary to ensure legal compliance Submit 5 examples of Waste Transfer Notes that contain the required information Explain what arrangements you would make for correct storage of records <p><i>(min 17 marks from 34 available)</i></p>	<ul style="list-style-type: none"> Identified all waste contractors and recorded all checks necessary to ensure legal compliance Ensured Waste Transfer Notes contain the required information Explained arrangements for correct storage of records
By submitting I confirm that this assessment is my own work	

MARK SHEET: M5.32 WRITING A SITE WASTE MANAGEMENT PLAN

Centre Number:		Centre Name:		
Learner Registration No:		1. Learner named below confirms authenticity of submission. 2. ILM uses learners' submissions – on an anonymous basis – for assessment standardisation. By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed. However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: <input type="checkbox"/>		
Criteria	Strengths	Areas for Improvement	Assr mark	QA mark
Produce a Site Waste Management plan to meet the requirements of the SWMP Regulations <ul style="list-style-type: none"> Identified the required project information (before work commences on the site) Identified all subcontractors Listed all waste streams arising on site Estimated waste volumes for each waste stream Established targets to reduce, re-use, recycle waste arising on site 			/66 marks (min 33)	
Demonstrate compliance with the Duty of Care Regulations <ul style="list-style-type: none"> Identified all waste contractors and recorded all checks necessary to ensure legal compliance Ensured Waste Transfer Notes contain the required information Explained arrangements for correct storage of records 			/34 marks (min 17)	
Assessor's decision		Quality assurance use		
Total marks	Outcome (circle as applicable)	Total marks	Outcome (circle as applicable)	
Total 50 + overall, AND minimum in each section	PASS/REFERRAL	Total 50 + overall, AND minimum in each section	PASS/REFERRAL	
Section referral if applicable:		Date of IQA check:		
Name of assessor:		Name of IQA:		
Assessor signature and date:		IQA signature:		
ILM EV signature:		Date externally verified (where applicable):		

WORK-BASED ASSIGNMENT: M3.53 IMPLEMENTING A SITE WASTE MANAGEMENT PLAN

Centre Number:	Centre Name:
Learner Registration No:	Learner Name:
TASK	
This task is assessed by observation or a written assignment to demonstrate how you implemented your site waste management plan with evidence.	
	Assessment Criteria
<p>Make provision for material storage</p> <p>Demonstrate adequate arrangements are in place for material storage to minimise risk of damage</p> <p><i>(min 5 marks from 10 available)</i></p>	<ul style="list-style-type: none"> • Demonstrated adequate arrangements are in place for material storage to minimise risk of damage
<p>Make provision for waste disposal</p> <p>Demonstrate adequate arrangements are in place for waste disposal from site (e.g. segregate)</p> <p>Establish signage as required</p> <p><i>(min 5 marks from 10 available)</i></p>	<ul style="list-style-type: none"> • Demonstrated adequate arrangements are in place for waste disposal from site (e.g. segregate) • Established signage as required
<p>Communicate the SWMP to staff working for, and on behalf of, the organisation</p> <p>SWMP is available to all who work on site</p> <p>Communicate the requirements of the SWMP</p> <p><i>(min 5 marks from 10 available)</i></p>	<ul style="list-style-type: none"> • Ensured the SWMP is available to all who work on site • Communicated the requirements of the SWMP
<p>Train relevant staff on requirements of the SWMP</p> <p>SWMP is included in the site induction</p> <p>Provide additional training as needed to ensure all work on site is carried out within the terms of the SWMP</p> <p><i>(min 5 marks from 10 available)</i></p>	<ul style="list-style-type: none"> • Ensured the SWMP is included in the site induction • Provided additional training as needed to ensure all work on site is carried out within the terms of the SWMP
<p>Reduce, re-use, recycle and recover waste where practicable</p> <p>Record waste disposed of from site, including waste description (inc. EWC), volume, destination, waste management option, and demonstrate this waste has been reduced, re-cycled and recovered where practicable</p> <p><i>(min 8 marks from 16 available)</i></p>	<ul style="list-style-type: none"> • Recorded waste disposed of from site, including waste description (inc. EWC), volume, destination, waste management option, and demonstrated this waste has been reduced, re-cycled and recovered where practicable

<p>Regularly review the SWMP</p> <p>Compare progress against targets</p> <p>Revise the plan on a regular basis</p> <p><i>(min 7 marks from 14 available)</i></p>	<ul style="list-style-type: none"> • Compared progress against targets • Revised the plan on a regular basis
<p>Evaluate legal compliance on site</p> <p>Complete an environmental audit on site</p> <p>Evaluate compliance with legislation</p> <p><i>(min 8 marks from 16 available)</i></p>	<ul style="list-style-type: none"> • Completed an environmental audit on site • Evaluated compliance with legislation
<p>Make arrangements for continual improvement</p> <p>Develop an action plan to include recommendations for improvement</p> <p><i>(min 5 marks from 10 available)</i></p>	<ul style="list-style-type: none"> • Developed an action plan to include recommendations for improvement
<p>Know the requirements for security measures</p> <p>Provide sufficient security measures on site to prevent illegal disposal of waste from site</p> <p><i>(min 2 marks from 4 available)</i></p>	<ul style="list-style-type: none"> • Provided sufficient security measures on site to prevent illegal disposal of waste from site
<p>By submitting I confirm that this assessment is my own work</p>	

MARK SHEET: M3.53 IMPLEMENTING A SITE WASTE MANAGEMENT PLAN

Centre Number:		Centre Name:		
Learner Registration No:		1. Learner named below confirms authenticity of submission. 2. ILM uses learners' submissions – on an anonymous basis – for assessment standardisation. By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed. However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: <input type="checkbox"/>		
Criteria	Strengths	Areas for Improvement	Assr mark	QA mark
Make provision for material storage <ul style="list-style-type: none"> Demonstrated adequate arrangements are in place for material storage to minimise risk of damage 			/10 marks (min 5)	
Make provision for waste disposal <ul style="list-style-type: none"> Demonstrated adequate arrangements are in place for waste disposal from site (e.g. segregate) Established signage as required 			/10 marks (min 5)	
Communicate the SWMP to staff working for, and on behalf of, the organisation <ul style="list-style-type: none"> Ensured the SWMP is available to all who work on site Communicated the requirements of the SWMP 			/10 marks (min 5)	
Train relevant staff on requirements of the SWMP <ul style="list-style-type: none"> Ensured the SWMP is included in the site induction Provided additional training as needed to ensure all work on site is carried out within the terms of the SWMP 			/10 marks (min 5)	
Reduce, re-use, recycle and recover waste where practicable <ul style="list-style-type: none"> Recorded waste disposed of from site, including waste description (inc. EWC), volume, destination, waste management option, and demonstrated this waste has been reduced, re-cycled and recovered where practicable 			/16 marks (min 8)	

Regularly review the SWMP					
<ul style="list-style-type: none"> Compared progress against targets Revised the plan on a regular basis 				/14 marks (min 7)	
Evaluate legal compliance on site					
<ul style="list-style-type: none"> Completed an environmental audit on site Evaluated compliance with legislation 				/16 marks (min 8)	
Make arrangements for continual improvement					
<ul style="list-style-type: none"> Developed an action plan to include recommendations for improvement 				/10 marks (min 5)	
Know the requirements for security measures					
<ul style="list-style-type: none"> Provided sufficient security measures on site to prevent illegal disposal of waste from site 				/4 marks (min 2)	
Assessor's decision			Quality assurance use		
Total marks	Outcome (circle as applicable)	Total marks	Outcome (circle as applicable)		
Total 50 + overall, AND minimum in each section	PASS/REFERRAL	Total 50 + overall, AND minimum in each section	PASS/REFERRAL		
Section referral if applicable:		Date of IQA check:			
Name of assessor:		Name of IQA:			
Assessor signature and date:		IQA signature:			
ILM EV signature:		Date externally verified (where applicable):			