Technical specifications for

ILM Level 3

Certificate in Site Waste Management Planning and Implementation (8755)

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**Note:** This a qualification specific document and should always be read in conjunction with the Supporting Notes for ILM VRQs document available at [*www.i-l-m.com*](http://www.i-l-m.com)or from ILM Customer Services (*customer@i-l-m.com*)and the ILM Customer Handbook.

**Qualification Purpose and Aim**

**Who are these qualifications for?**

This qualification is designed to equip supervisors, foremen or managers with the skills and knowledge to develop, implement or improve site waste management plans (SWMPs) that comply with industry best practice and the law.

**Benefits for individuals**

* Comprehensive understanding of developing and writing SWMPs
* Know the law and responsibilities for compliance
* Step-by-step training to help you implement your SWMPs
* A nationally recognised qualification to prove experience gained.

**Benefits for employers**

* Help ensure compliance with latest legislation
* Benchmark knowledge against industry standards
* Support innovation and improvements to waste management practices
* Benefits for the environment and corporate social responsibility.

There are four units in this qualification. The first, *'Building an awareness of waste management'*, aims to give learners an understanding of the impact of waste management on the environment and their organisation. The remaining units provide comprehensive training in developing, writing and implementing site waste management plans.

**Progression Routes**

This qualification will provide progression opportunities to a range of qualifications such as:

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| **Level 3 Certificate in Site Waste Management Planning and Implementation** |
| * ILM Level 3 Diploma in Leadership and Management * ILM Level 4 Award in Leadership and Management * ILM Level 4 Certificate in Leadership and Management * ILM Level 4 Diploma in Leadership and Management |

**Qualification Specific Occupational Competency Requirements**

ILM VRQs are derived from the QCF Level Descriptors and are designed to develop learners knowledge, understanding and skills which are then assessed through a range of work related assessments. Centre tutors, assessors and internal verifiers are therefore required as a team to have a combination of appropriate competences in learning, assessment and internal quality assurance methodologies together with knowledge and experience of the cycle of advanced site waste management planning and implementation which meets both statutory and industry requirements. All units are mandatory.

The occupational requirements checklist cannot therefore be prescriptive and the evidence indicators are offered as guidance. Centre staff will only be expected to meet a range of the evidence indicators.

In conjunction with the specific occupational competency requirements listed below for the Level 3 Site Waste Management Planning and Implementation (SWMP & I) qualification, Centres should also refer to the generic occupational competency listed in the *Supporting Notes for ILM VRQs* document which is downloadable from the ILM website [*www.i-l-m.com/centres*](http://www.i-l-m.com/centres)

**Specific Occupational Competency Requirements for the Level 3 Site Waste Management Planning and Implementation**

|  |  |
| --- | --- |
| **Tutors Occupational Competence Requirements** | **Evidence Indicators** |
| Relevant and sufficient experience of advanced SWMP & I which meets statutory and industry requirements. | * Current (within the last three years) experience of advanced SWMP & I appropriate to the level and breadth of the mandatory units of the Level 3 Certificate in SWMP & I. |
| A thorough knowledge and understanding of advanced SWMP & I appropriate to the level and breadth of the mandatory units of the Level 3 Certificate in SWMP & I. | * A qualification relevant to advanced SWMP & I appropriate to the level and breadth of the mandatory units of the Level 3 Certificate in SWMP & I.   **or**   * Substantial knowledge and understanding of advanced SWMP & I appropriate to the level and breadth of the mandatory units of the Level 3 Certificate in SWMP & I. |
| Continuing Professional Development (CPD). | * Evidence of participation over the past three years in CPD relevant to the Level 3 Certificate in SWMP & I.   **or**   * Membership of a management institute or association appropriate to the level and subject areas of the qualification. |
| Knowledge, understanding and application of a range of teaching and learning methodologies relevant to the level and subject area of the Level 3 Certificate in SWMP & I. | * Hold a valid and recognised teaching/training qualification. **or** * Show evidence of current (within the last three years) experience of delivering training appropriate and relevant to the requirements of the Level 3 Certificate in SWMP & I. |

|  |  |
| --- | --- |
| Knowledge of ILM VRQ learning and assessment processes. | * Previous experience of delivery of ILM VRQ Level qualifications appropriate to the level and subject area of the qualification.   **or**   * Knowledge of the QCF Credit Framework and Level Descriptors appropriate to the level of the qualification.   **or**   * Planned CPD by centre. |

|  |  |
| --- | --- |
| **Internal Verifiers and/or Centre Assessors Occupational Competence Requirements** | **Evidence Indicators** |
| Relevant and sufficient experience of advanced SWMP & I which meets statutory and industry requirements. | * Current (within the last three years) experience of advanced SWMP & I appropriate to the level and breadth of the mandatory units of the Level 3 Certificate in SWMP & I. |
| A thorough knowledge and understanding of advanced SWMP & I appropriate to the level and breadth of the mandatory units of the Level 3 Certificate in SWMP & I. | * A qualification relevant to advanced SWMP & I appropriate to the level and breadth of the mandatory units of the Level 3 Certificate in SWMP & I.   **or**   * Substantial knowledge and understanding of advanced SWMP & I appropriate to the level and breadth of the mandatory units of the Level 3 Certificate in SWMP & I. |
| Continuing Professional Development (CPD). | * Evidence of participation over the past three years in CPD relevant to the Level 3 Certificate in SWMP & I.   **or**   * Membership of a management institute or association appropriate to the level and subject areas of the qualification. |
| Knowledge, understanding and application of a range of assessment and/or internal quality assurance methodologies relevant to the level and subject area of the qualification units for which the centre is approved. | * Have a relevant qualification in assessment and/or internal quality assurance (e.g. TAQA or equivalent).   **or**   * Demonstrate clear and sufficient evidence of current (within the last three years) experience of assessment and/internal quality assurance appropriate and relevant to the level and subject area of the Level 3 Certificate in SWMP & I. |
| Knowledge of ILM VRQ learning and assessment processes. | * Previous experience of delivery of ILM VRQ Level qualifications appropriate to the level and subject area of the qualification.   **or**   * Knowledge of the QCF Credit Framework and Level Descriptors appropriate to the level of the qualification.   **or**   * Planned CPD by centre. |

**Qualification Structures and Details**

**ILM Level 3 Certificate in Site Waste Management Planning and Implementation**

|  |  |
| --- | --- |
| Qualification Accreditation No: | 600/5651/4 |
| Planned Operational Start Date: | 01/09/2012 |
| Registration End Date: | 31/08/2015 |
| Certification End Date: | 31/08/2018 |
| Credit Value: | 14 |
| Induction: | At least 2 hours |
| Tutorial Support: | Minimum 8 hours |
| Guided Learning Hours (GLH): | The overall guided learning hours for the programme depends on the specific units selected, combined with the additional induction and tutorial support cited above. |
| Duration: | To be completed in 3 years |
| Rules of Combination: | Learners are required to undertake all 4 mandatory units to gain 14 credits from units 200, 300, 301 and 302 in group 1 to achieve this qualification.  **Refer to the overview of units table.** |
| Assessments: | Criterion assessment applies to all units within this qualification (i.e. the learner must adequately evidence each assessment criterion). For further details see the ILM recommended Mark-Sheet for each unit. |

**Overview of Units**

**Group 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit Code** | **Unit Title** | **Level** | **CV\*** | **GLH\*\*** |
| 8755-200 | Building an Awareness of Waste Management | 2 | 2 | 9 |
| 8755-300 | Understanding Advanced Site Waste Management Plans | 3 | 1 | 3 |
| 8755-301 | Writing a Site Waste Management Plan | 3 | 5 | 7 |
| 8755-302 | Implementing a Site Waste Management Plan | 3 | 6 | 7 |

\*Credit Value

\*\* Guided Learning Hours

**Flexible Assessment – Alternative Ways of Assessing**

ILM provides ready-made assessment instruments/vehicles (e.g. assignment tasks) for every unit. **These are not mandatory.** Using ILM’s flexible assessment approach, centres can develop their own assessment instruments. Please note this does **not** include changing the criteria, just the method by which they are assessed.

There is a range of alternative methods (please refer to the ‘ILM Guide to assessing’, currently sections 6 and 7). It might be as minor as adjusting the ILM assignment task to contextualise it to a specific employer/situation. More significantly, a centre might use assessed presentations or professional discussions in order to reduce the writing requirement. However, before using a centre-developed assessment instrument, **you first need approval from your ILM Quality & Compliance Manager**.

Centres are also encouraged to combine the assessment of two or more units into an integrated assignment. This reduces the number of assessments and, with astute choice of units, integration can also reduce the amount of assessment. Any integrated assignment can also be assessed using an alternative method as above.

This of course has implications for the marks. When different sized units are integrated, especially from different levels, calculating marks for each assessment criterion is less than straightforward. Some Centres avoid this by using the separate ILM mark sheets. However this misses some of the benefits. Another option is to not use numerical marks at all and combine the mark sheets and simply mark each criterion as pass/refer.