



LEVEL 4 HIGHER APPRENTICESHIP IN SYSTEMS & OPERATIONS MANAGEMENT



This qualification is designed to provide individuals working in management roles on waste sites with the skills to operate their site effectively.

Achievement of this qualification demonstrates competence by the learner to manage the resource management business effectively, ensuring that customers receive a reliable service delivered to a high standard.

The WAMITAB Level 4 Diploma in Systems and Operations Management is a flexible qualification that can be tailored to meet the requirements of specific job roles in the sector or within a particular organisation. Such as;

- Site Manager
- Supervisor
- Team Leader

People already working in relevant roles could be employed by local authorities, waste management companies or third sector (not-for-profit) organisations. This qualification will support the sector to overcome significant skills gaps as 65% of all new business start-ups in the energy production and utilities sector in 2009 were created in the waste management industry, giving an indication of the rapid growth this industry has experienced and the potential demand for this qualification in the future.



Course Delivery

To achieve this qualification, learners must complete a total of 15 units to achieve the qualification. Learners must complete all mandatory units. Learners must then complete one unit from each of the Option Groups B, C, D and E.

The mandatory units are designed to ensure that individuals have the knowledge and skills to manage an operational area, maintain health and safety, allocate work and maintain the quality of treatment processes.

The option groups cover implementing improvements to operations, managing the transfer of outputs and the disposal of residue, budgeting and site management.

(Please note: this qualification is not part of the CIWM/WAMITAB Competence Scheme)

Assessment and training will take place in the workplace and you will be supported by a training officer who has industry experience. Your training officer will visit you once per month for up to two hours and you will be given work to complete before your next assessment.

You will have an online e-portfolio which you will use to gather evidence. Work based assessments and observations will be carried out and you will be expected to produce products of work to demonstrate your competence.

Entry Requirements

If an apprentice has not already achieved Level 2 English and Maths they are expected to study for them and take the tests via our Essential skills program, which will develop and ultimately demonstrate the apprentices' ability to use Communication and Application of Number.

Employers see these skills as essential, and by holding this qualification apprentices are showing they have the ability to apply them in work situations.

Recommended time on programme

3 years.



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Mandatory Group A Units

| WAMITAB CODE | LEVEL | MANDATORY UNIT |
|--------------|-------|--|
| HSS6 | 3 | Conduct a health and safety risk assessment of the workplace |
| RA334b | 5 | Manage and plan an operational area within an organisation |
| MSCD6 | 4 | Plan, allocate and monitor work in own area of responsibility |
| MSCD2 | 5 | Work productively with colleagues and stakeholders |
| MSCD7 | 4 | Support learning and development within own area of responsibility |
| HSS1W | 3 | Ensure responsibility for actions to reduce risks to health and safety |
| RA3429 | 4 | Maintain protection of the environment in facilities used for the processing or storage of recyclables and other materials |
| WM86 | 4 | Monitor and maintain the quality of treatment processes in an Energy and Utilities Environment |
| MSCE8 | 4 | Manage physical resources |
| WM23 | 4 | Procedural compliance |
| WS05 | 5 | Provide leadership in area of responsibility |

Option Group B

| WAMITAB CODE | LEVEL | OPTION UNIT B |
|--------------|-------|---|
| RA3421 | 4 | Identify and implement improvements to recycling activities |
| WM9 | 4 | Manage improvements to waste management operations |

Option Group C

| WAMITAB CODE | LEVEL | OPTIONAL UNIT C |
|--------------|-------|--|
| WM87 | 4 | Manage the transfer of outputs and disposal of residues from treatment and recovery operations in the waste industry |
| WM21 | 4 | Manage the transfer of outputs and disposal of residues from biological treatment operations |

Option Group D

| WAMITAB CODE | LEVEL | OPTIONAL UNIT D |
|--------------|-------|---|
| MSCE1 | 5 | Manage a budget for own area or activity of work |
| WM90 | 4 | Managing finance in an Energy and Utilities Environment |



Option Group E

| WAMITAB CODE | LEVEL | OPTIONAL UNIT E |
|--------------|-------|---|
| WM24 | 4 | Manage and maintain effective systems for responding to emergencies |
| RA3420 | 3 | Manage systems for responding to emergencies during recycling activities |
| WM88 | 4 | Manage assets and the maintenance strategy in an Energy and Utilities environment |
| RA3424 | 4 | Control maintenance and other engineering operations for recycling activities |
| RA3427 | 4 | Award contracts for the supply of recycling activities |
| WM89 | 3 | Prepare for and facilitate an inspection visit at your organisation from regulatory bodies in an Energy and Utilities environment |
| WM10 | 3 | Generate and retain waste and resource management business |
| OP3 | 3 | Recruit people for your business |
| WM91 | 3 | Manage site bio-security and personal hygiene |