

 HSEC Services		Health, Safety & Environmental Compliance Services Limited Integrated Management System	
Document Title: Joining Instructions VRQ - Online		Mandatory Guidance CPD / Professional Update	
1.Document Number	J0001	2. Relevant Documents	
3.Target Audience	Customers / Centre Staff / IQA / Candidates / Tutor / Trainer	4.Version Number	005
5.Latest Document Review Date:	07/07/2022	6.Next Document Review Date:	07/07/2023
7.Developed By	B.Saville		

Welcome

Welcome and thank you for choosing, Health, Safety & Environmental Compliance Services Limited.

Please see below joining instructions, for the CIWM (WAMITAB) Level 4 Certificate in Waste and Resource Management VRQ qualification.

Please ensure you read these instructions in full, prior to joining your chosen online course.

- ✓ **Delegate(s):** John Sully
- ✓ **Booking / Unique Learner number:** H00559S
- ✓ **Course:** Level 4 Certificate in Waste and Resource Management – VRQ
- ✓ **Optional Unit(s):** VRQ410 – Principles and practices of managing an inert landfill

Note: Depending on the number of optional units selected by Delegates, the most popular optional unit(s) will be delivered on course day 5, with all other optional units being scheduled to run on additional course days. Optional units take ½ a day each to deliver.

- ✓ **Course Date(s):** 12th, 13th and 14th of June & 13th and 14th of July (Standard Split Course) 2023
- ✓ **Venue:** Online
- ✓ **Starting At:** 09:00
- ✓ **Finishing At:** 16:00

If there are any queries regarding this booking, or if you would like to talk to us about further training requirements, please do not hesitate to contact us on 01502 712209 or email info@hsecservices.co.uk.

Please do be aware that if payment is overdue to Health, Safety & Environmental Compliance Services Limited, we regretfully reserve the right to refuse attendance on any course, until the overdue amount is settled in full.

Yours sincerely,

B. Saville

Ben Saville
Centre Manager

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1.Course Details

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The VRQ is a taught and tested qualification and is an ideal way of gaining the appropriate qualification, as the Delegate is taught everything they require!

The end result is the same - a CIWM (WAMITAB) Level 4 award, but by doing the VRQ you will have confidence, know the laws and regulatory powers, be able to make important site decisions based on actual knowledge. You will leave the course enlightened, knowledgeable and above all confident to run a permitted waste site.

The course material is delivered online via power point presentation; however, this will not be death by power point, this will be a live, interactive and fun learning process, with various exercises, question and answer sessions and much more!

You will sit through the 5 "Mandatory units" of the award, covering Health & Safety, Environmental Protection, Sustainable Waste and Resource Management, Legislation and Non-Legislative factors. You will then sit your optional unit(s) which are specific to the permitted facility in which you are looking to operate.

After the course, you will complete a question paper for each of the "Mandatory Units" and then a question paper for each "Optional Unit" you have selected. These are to be completed in your own time away from the course at work or at home, providing additional flexibility.

Once completed, they are to be submitted to admin@hsecservices.co.uk.

Once you have completed a question paper, we advise you leave it for a period ideally one day, and then review your answers! Then get them submitted for marking, as feedback on the first submission is vital and will allow you to learn from potential mistakes or issues, which otherwise might be replicated throughout the process.

Once your questions have been submitted to the centre, we will then send them to the Trainer for review, prior to them being sent to the Marker.

As the name suggests, he / she will then mark your question papers, against the standard set out by the awarding body CIWM (WAMITAB).

If your questions don't meet the standard, we will return them to you along with the feedback from the Marker.

You will then be required to review and make the required amendments to any question(s), which the Marker has highlighted as not reaching the standard required.

If you get to a third submission, we will then organise for you to speak to the course presenter to re explain elements and point you in the right direction.

Those purchasing our standard or premium packages, will also have access to additional support through either a tablet or laptop, which is yours to keep after the course.

The device is pre-loaded with 100's of guidance documents on health and safety, planning, waste management and the environment, as well as a range of knowledge videos.

These materials can be used in order to continue to research and learn during and after the course, while also acting as the ideal on-site reference tool, when carrying out your daily duties!

Because we have remote access to the information provided, as we update or add any guidance, videos and other information, you will have direct access to a huge resource of updated information at your fingertips, which you also use in your daily role either managing or supervising a waste management facility.

Once the Marker is satisfied that all of your unit questions papers have met the standard, they will then be passed to an internal Moderator, who will check responses to questions align with the standard and that the Moderator agrees with decisions made by the Marker.

Once he / she is satisfied, the work will then be passed to an external Moderator, who will check that the questions align with the standard and that the external moderator agrees with the decisions made.

After this process we can then claim your certificate!

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Predicted Schedule (Depending on the number of optional units selected, the most popular optional unit(s) will be delivered on course day 5, with all other optional units being scheduled to run on additional course days. Optional units take ½ a day each to deliver).

Day 1

- ✓ 0845 – 0945 : Registration / Induction
- ✓ 0945 – 1245 : VRQ303 Principles of sustainable waste and resource management
- ✓ 1245 – 1630 : VRQ402 Environmental protection in the waste and resource management industry

Day 2

- ✓ 0845 – 0900 : Registration
- ✓ 0900 – 1245 : VRQ402 Environmental protection in the waste and resource management industry
- ✓ 1245 – 1630 : VRQ401 Health and safety in the waste and resource management industry

Day 3

- ✓ 0845 – 0900 : Registration
- ✓ 0900 – 1130 : VRQ401 Health and safety in the waste and resource management industry
- ✓ 1130 – 1630 : VRQ404 Legislation for the operation of a waste management facility

Day 4

- ✓ 0845 – 0900 Registration
- ✓ 0900 – 1245 VRQ404 Legislation for the operation of a waste management facility
- ✓ 1245 – 1630 VRQ405 Stakeholder communication and other non-legislative factors affecting the waste and resource management industry

Day 5

- ✓ 0845 – 0900 : Registration
- ✓ 0900 – 1630 : Optional Units

Note: Depending on the number of optional units selected by Delegates, the most popular optional unit(s) will be delivered on course day 5, with all other optional units being scheduled to run on additional course days. Optional units take ½ a day each to deliver.

Please see below the full list of Mandatory Units, and Optional Units.

Mandatory Units

Ofqual Code	Title	Level	WAMITAB Unit Code
M/617/2098	Health and safety in the waste and resource management industry	4	VRQ401
T/617/2099	Environmental protection in the waste and resource management industry	4	VRQ402
D/617/2100	Principles of sustainable waste and resource management	4	VRQ403
H/617/2101	Legislation for the operation of a waste management facility	4	VRQ404
K/617/2102	Stakeholder communication and other non-legislative factors affecting the waste and resource management industry	4	VRQ405

Optional Units

Ofqual Code	Title	Level	WAMITAB Unit Code
M/617/2103	Principles and practices of managing a physical treatment processing facility	4	VRQ406
T/617/2104	Principles and practices of managing a biological treatment processing facility	4	VRQ407
A/617/2105	Principles and practices of managing a thermal treatment processing facility	4	VRQ408

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F/617/2106	Principles and practices of managing land remediation activities	4	VRQ409
J/617/2107	Principles and practices of managing an inert landfill	4	VRQ410
L/617/2108	Principles and practices of managing a mechanical biological treatment facility	4	VRQ411
R/617/2109	Principles and practices of managing an end of life vehicle facility	4	VRQ412
J/617/2110	Principles and practices of managing a metals recycling facility	4	VRQ413
F/618/1159	Principles and practices of managing a hazardous waste storage facility	4	VRQ414
T/618/1160	Principles and practices of managing land spreading activities	4	VRQ415

2.Guidance

We have produced and provided below, some links to some "How to" videos to assist with a range of tasks, from joining your chosen course to submitting question papers for marking.

Videos

Video Name:	HW2 - 1 PDF Editing
About:	This video will explain, how to edit a PDF to allow you to add comments as well as signatures to the required documentation, prior to sending them to the centre for marking.
Link:	HSEC "How to" Video - HW2 - 1 PDF Editing Video

Video Name:	HW2 - 2 Saving and Submitting a Question Paper
About:	This video will explain, how to save a word document as a PDF in order to submit your completed question papers for marking.
Link:	HSEC "How to" Video - HW2 - 2 Saving and Submitting a Question Paper

Video Name:	HW2 - 3 How to Join Your Online Course
About:	This video explains how to access and use the features within the online platform "Zoom" used to deliver your chosen online qualification or training.
Link:	HSEC "How to" Video - HW2 - 3 How to Join Your Online Course

Documents

File Name:	Delegate VRQ Guidance
About:	This document covers a range of topics from general questions with answers; how to submit a question paper for marking, saving documents as PDF's and how to make amendments to question papers. You can find a hard copy of this document, in section 2 of your portfolio.
Link:	HSEC0281 - Delegate VRQ Guidance V010 21042021

3.Attendance

You will receive an email from us containing information on the course to include a website link and password to join your chosen course; a few days prior to the course start date.

We will be using both Zoom and Gotomeeting to deliver the training. Zoom will be the primary platform used and we have provided a "How to" video in section 2 of these instructions, for those who have never used this platform.

Gotomeeting, will be used as backup should there be any technical issues with the Zoom platform, caused through additional useage during the COVID-19 outbreak. A "How to" video is in the process of being produced for this platform, however if you have any technical issues, please contact the centre (See Section 6).

4. Equipment



You will receive a parcel containing all the course materials and equipment required to achieve your qualification, through our trusted courier DHL.

This will be delivered to a prearrange location, either home, work or another suitable location.

Your parcel will contain a portfolio, which includes Learner guidance, slides for all of the mandatory units as well as your chosen optional unit(s).

It will also contain hard copies of the question papers for each unit, to allow you to make notes while the information is still fresh in your mind.

It will also provide an opportunity to look through the questions, at which point you can also ask the trainer questions if you are unsure.

Those purchasing our standard or premium packages, will also have access to additional support through either a tablet or laptop, which is yours to keep after the course.

The device is pre-loaded with 100's of guidance documents on health and safety, planning, waste management and the environment, which can be used to not only continue to research and learn in order to achieve the award, but it's also the ideal on-site resource when carrying out your daily duties!

5. Prerequisites

It is very important that any Delegate understands the course objectives and complies with the course prerequisites before attending the course, in order to gain maximum value from the training.

Details of the prerequisites for this course are as follows:

Registration and course timings

The online training room will be open from 08:45. You should aim to join the training at 08:45 to allow for any technical issues and to allow time to ensure you are ready to start your chosen course.

Courses will start promptly at 09:00. There will be plenty of breaks through the day to include a lunch break around 12:30. The course will finish at approx. 16:00 each day.

Depending upon the course content, the presenter may require the course to start and finish at different times on subsequent course days (if any).

Depending on the number of optional units selected, the most popular optional unit(s) will be delivered on course day 5, with all other optional units being scheduled to run on additional course days. Optional units take ½ a day each to deliver.

Cancellation and Other Instructions

We reserve the right to change course schedules, change course content, discontinue courses, limit class size and cancel courses in which event we will notify you 10 days prior to the course start date.

Identification

The Centre will require you to provide a copy of a photographic form of identification, in order to register you with the awarding body CIWM (WAMITAB). This will be requested in a separate email and should be password protected before being returned to the centre.

If you do not have any form of photographic identification, please contact the Centre.

Security

The online training rooms will be secure, with access restricted to only Health, Safety & Environmental Compliance Services Limited employee's / contractors.

The online training rooms will be password protected; you will be provided this password via email along with a link to join your chosen course.

Mobile Phones

Mobile phones are permitted during online courses / training providing they remain on silent and use is kept to a minimum; and is not disruptive. Should the presenter feel the use of mobile phones is being disruptive and is having an impact on the course and people's ability to learn, you will be asked to turn your phone off or leave the online training.

Health, Safety & Environmental Compliance Services Limited will not be held liable for any cost's incurred for any Delegate who has been asked to leave a course, due to being disruptive and or abusive to other Delegates or Centre employee's or contractors.

Dress code

Business Casual / casual for all online courses / training provided.

6.Centre Contact

Should you have any issues or wish to discuss anything with the centre, please contact us on the following:

Email: admin@hsecservices.co.uk

Phone: 01502 712209

A member of the team will be available at all times; to assist you with every aspect of the course, and completion of your chosen qualification.



HSEC Services

PROVIDING A BESPOKE WASTE MANAGEMENT EXPERIENCE