

Open Awards Qualification Unit



Form OAQU

This unit forms part of a regulated qualification. Click [here](#) to view qualifications.

1 Unit Details

Unit Title:	Dispatch Recyclables and other Materials
QAC Code:	A/506/3178
Level:	Level 1
Credit Value:	5
Minimum GLH:	50

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Identify and dispatch recyclables and other materials in line with procedures and practices	1.1 Select, wear and use correct personal protective equipment in accordance with approved procedures and practices
	1.2 Identify and prepare the recyclables and other materials to be dispatched
	1.3 Make sure that information needed by the recipient is available
	1.4 Follow approved procedures and practices to carry out the handover of recyclable and other materials
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment and materials
	2.2 Report unsafe plant, equipment and hazardous situation to the correct person
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment

	2.5	Resolve routine problems within own area of responsibility
	2.6	Refer matters outside own responsibility to correct person
3. Work in a manner which underpins effective performance	3.1	Demonstrate vigilance for potential risks and hazard
	3.2	Demonstrate awareness of the effects of own actions
4. Understand the regulations, procedures and requirements for recycling	4.1	Describe the main responsibilities for both the employer and employee under the "Health and Safety at Work etc. Act 1974"
	4.2	Explain the procedures for handling hazardous materials
	4.3	State the organisational accident and incident recording and reporting procedures
5. Know how to maintain a safe working environment	5.1	State the types of personal protective equipment and clothing needed, when and how they must be used, cleaned and stored after use
	5.2	Describe the organisational and regulatory requirements of reporting accidents and incidents
6. Know how to despatch recyclable and other materials	6.1	Explain the instructions for preparing recyclables and other materials to be dispatched
	6.2	Explain how to identify non-compliance of recyclables and other materials being dispatched
	6.3	Describe the nature and hazards of recyclable materials
	6.4	Describe the approved procedures and practices for dispatching recyclables and other materials
	6.5	Explain the documentation and recording procedures for dispatching recyclables and other materials
	6.6	State the methods of communication with colleagues and others when dispatching recyclables and other materials