

COMPANY BOOKING FORM

**Course: VRQ Level 3 Certificate in Waste & Resource Management
(4 Day Course)**

Company:
(Block capitals please)

Address:
.....
..... **Post Code:**

Contact Name: **Tel. No.**

Number of places: x **£1782.50 (£1550 +VAT - £232.50) = £..... Payment total**

(Please send a cheque for the above amount – we will send a receipted invoice by return)

Attendee Name(s):
.....
.....
.....

Please complete the separate delegate booking form for each person and return it with this form

Optional Unit – please ensure you confirm which Unit you wish to complete.

We cannot accept your booking if an optional unit is not ticked (tick as relevant to your waste licence and site activity) More details can be found on the Learning outcomes on our website.

Physical/Chemical **Biological** **Thermal**

Please indicate your preference for the training days/locations/dates in 2009

Venue Luton: Day 1 & 2: **6th & 7th January 2009** Day 3 & 4: **3rd & 4th February 2009**

Dietary Requirements: Please tick and let us know if you need any particular food for lunch i.e. vegetarian, gluten free

Notes:

1. On receipt of the booking form and payment, we will send delegates confirmation of the booking, with details of the training location. The cost of the course is £1550.00 + VAT (total £1782.50) per delegate.
2. Closing date for booking forms one month prior to the course start date.
3. Cancellations: 14 days notice is required by delegates wishing to cancel their course booking or no refund will be paid.
4. TRACKSS reserve the right to cancel or postpone the course if it is not adequately booked, and to cancel the delegates places if payment is not received 14 days prior to the commencement of the course.

Introduction:

The course content has been developed by TRACKSS as one of the routes to achieve competence under the Environmental Permitting Regulations 2007.

As a Vocationally Related Qualification (VRQ) – Level 3 is an intensive classroom based course covering topics required by the CIWM/WAMITAB Operator Competence Scheme in order to operate a waste or resource management facility. SERAC has been approved by WAMITAB to deliver this qualification.

Target audience:

Those personnel requiring a VRQ to operate a medium risk facility under the Regulations, or other personnel who require learning in the principle issues for managing a waste or resource management facility. The course is designed for current Managers and Supervisors of these facilities or those who will be undertaking this type of role. In order for delegates to be able to successfully undertake this course the participants need to have a minimum level of education and/or previous waste/resource management experience.

Aims:

- To achieve a Certificate in Wastes and Resource Management – Level 3 VRQ.
- Understand the relevant environmental, Health and Safety, government policy, legislation, permit compliance and technical issues.

Course content:

An overview of the six Units (five mandatory and one optional) is provided in our Award Overview. The optional Unit will be delivered at the end of the course with groups broken into the optional routes of Physical/Chemical, Biological, or Thermal Treatment.

The learning objectives and further details of the curriculum topics can be supplied on request or visit our website.

Teaching and Assessment Methods

The course is run over 4 days (0830 – 1830) – this will normally require delegates to stay overnight in order to complete the course work. Learning material is delivered via PowerPoint, group sessions, case studies, and exercises.

Delegates will for each Unit complete a scenario based written assessment based on the topics for that Unit. It is expected that the delegates will complete these at the session of each day, if not they should be capable of completion within one classroom week. However, there is a deadline that all papers should be submitted within 4 weeks of receiving them.

Following the course each delegate must also complete a work-based assignment (maximum of 3,000 words) designed to relate the knowledge gained to the candidate's permitted facility. For new or planned facilities the assignment can be written to relate knowledge to the draft planning / permit and working plan / operational procedures etc. for that facility. The assignment should be completed within 4 weeks of submitting the Assignment Approval Form.

The Unit scenarios and assignment are assessed independently from the tutor. A satisfactory pass must be achieved in all of these prior to the issue of the Certificate.