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NN4 7HE

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Email: info.admin@wamitab.org.uk
www.wamitab.org.uk

Our Ref: LS/LEB/50/08

04 April 2017

Mr William James Lloyd
Pencefn Feeds Ltd
Pencefn Drysgol
Tregaron
Ceredigion
SY25 6NH

Application No. 29785

Dear Mr Lloyd

You are now registered for the MROC5 WAMITAB VQ, and your applicant number, which should be quoted in any correspondence with us, is shown above.

Enclosed you will find reference documentation, which gives you information about the services that WAMITAB provide, and this can be explained further by your assessment centre.

The Centre will be able to provide further information on the practicalities of the assessment process and the costs associated with assessment and verification. WAMITAB's web site is also a useful source of background information.

We wish you every success in your progress towards achieving the VQ. WAMITAB is available to provide support and advice if you so wish, and we can be contacted by telephone, fax and email.

If you have any queries that the Centre cannot deal with please do not hesitate to contact our staff at the WAMITAB office.

Yours sincerely



Chris James
Chief Executive Officer

Enc.

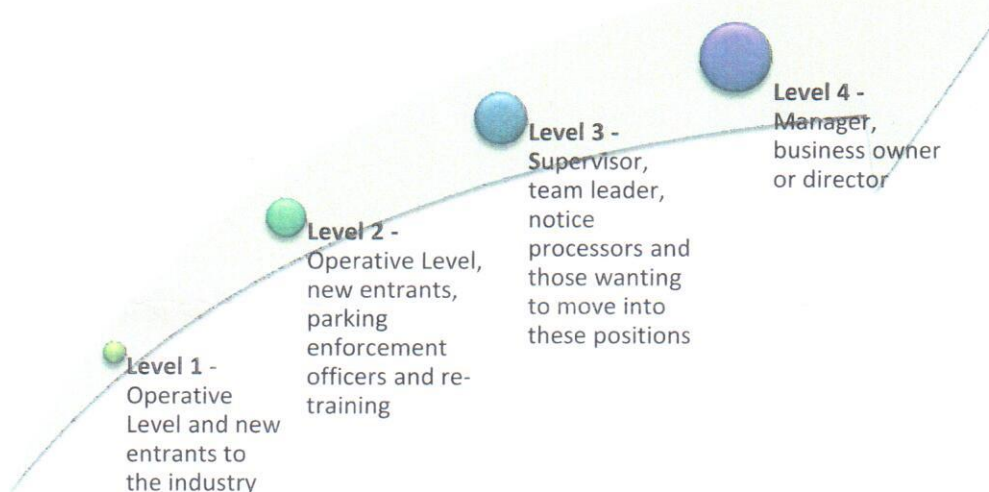
Welcome

Thank you for registering with WAMITAB

As the Awarding Organisation for your qualification, we are committed to ensuring that the learning experience you have is a positive one and that the qualification you achieve is right for you and/or your employer.

Taking a WAMITAB qualification is a positive step, and once you have completed it, we will support you to access the full range of qualifications for operatives, team leaders, supervisors and managers. We can assure you that all our qualifications are widely used and recognised by both government and industry. With our support and guidance, you can develop your career with quality qualifications which add value to your CV and your employer's business.

Your Qualification Journey



Enquiries

Safeguarding your learning experience

As your Awarding Organisation, we are responsible for safeguarding your learning experience. Should you have any questions or concerns at all regarding your qualification or Centre please do not hesitate to contact us.

For example, you can contact us to:

- Check that the service you received meets our Customer Care Code of Practice
- Report suspicious circumstances and concerns
- Report suspected malpractice/maladministration
- Understand opportunities available for progression
- Provide feedback on a Centre or qualification

** Copies of policy documents are available on request.*

WAMITAB

Peterbridge House,
3 The Lakes,
Northampton,
Northamptonshire, NN4 7HE



Telephone: 01604 231950
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Website: www.wamitab.org.uk



Talbot Training Services Ltd.

56, Glanville Gardens,

Kingswood,

Bristol,

BS15 9WU

03.04.17

Dear William,

Welcome to your WAMITAB qualification and management award. We are delighted that you have asked Talbot Training Services to support you through this process.

Very soon, you will receive a letter from WAMITAB confirming your registration and giving you your candidate registration number, please retain this letter for future use.

I have enclosed an induction pack for your attention, please would you read the introduction/induction letter and if the details are correct sign at the bottom. There are then three forms for you to complete.

Please complete all of the induction activities and give them to me on my first visit. I'll be making contact to book in the first assessment visit soon.

We look forward to working with you.

Yours sincerely,

Gary Campbell
Campbell

Talbot Training Services Ltd.

Introduction to Your WAMITAB Qualification.

WAMITAB is the acronym for the Waste Management Industry Training and Advisory Board. They have two functions, one is to advise Central Government and Local Authorities on current and future trends within the Waste Industry, the other is as an awarding body for all Waste related qualifications. You have been selected by your employer to work towards one of the key Level 4 WAMITAB management qualifications.

WAMITAB qualifications may be viewed as professional development and as evidence of your organisation's desire to improve your managerial knowledge and value or they may be part of the mandatory requirement for evidence of a technically competent manager to support an Environmental Agency Permit. Frequently however, the qualification that you have been selected for fulfils both functions; your organisation needs a technically competent person with a qualification and they have identified you as that person.

Your qualification is set at Level 4 which is equivalent to the first year at University. You will find that this is one of the least stressful ways of gaining a highly valued and widely recognised management qualification.

Introduction to Talbot Training Services Ltd.

Talbot Training Services have provided a wide range of training, assessment and advice to the Waste Management Industry for over 15 years. We work with waste transfer stations, end of life vehicle organisations, anaerobic digestion facilities, landfill sites, waste to energy businesses, civic amenity sites, waste processing plants and many more branches of our industry to improve safety, efficiency, profitability, legal compliance and to support staff development.

The Process

You will gain your qualification by putting together a portfolio that records evidence of your technical competence. There is no examination and there are no tests to sit. We work together to find evidence of your knowledge, experience, skill and ability and present this in a portfolio to prove that you are a technically competent person and have earned the qualification. Evidence will be collected in the most appropriate methods; professional discussions, written statements, observation of you at work, assessment activities, documents etc.

The time taken to meet the needs of the qualification and put together your portfolio will depend upon the time and effort you put in, your own levels of knowledge and the support you receive from your organisation.

We will need to meet several times at your permit site and spend many hours building the evidence; between visits, Gary will be setting you various tasks such as locating documents, carrying out research and writing assignments. Visits will be about 4-5 weeks apart and last 3-5 hours.

Please locate three key documents and have them ready for Gary's first visit:

Your EA Permit

Your site Planning Consent

Your Site Working Plan (you may refer to it as the Management Plan or Business Plan)

The assessor allocated to you will be Gary Campbell contactable on talbottrainingservices@live.co.uk or 07944387125

Please sign and date this document and give it to Gary on his first visit.

Candidate Signature:

Date:

Talbot Training Services Ltd.

INDUSTRY EXPERIENCE

Please write below a brief account of your experience in the waste Management field, including the names of your employers and a short description of the sites on which you have worked. Include details of any previous training relevant to your job.

[illegible]

CANDIDATE'S SIGNATURE:

DATE:

ASSESSOR'S SIGNATURE:

DATE:

Talbot Training Services Ltd.

ORGANISATIONAL CHART

Please provide a simple version of your management structure. Show your own position and outline (if possible) the responsibilities of your staff. Name each member of staff as these names may appear in your evidence.

CANDIDATE'S SIGNATURE:

DATE:

ASSESSOR'S SIGNATURE:

DATE:

Talbot Training Services Ltd.

ORGANISATION DETAILS

Please write below a brief description of the organisation for whom you work. Include such information as size, volumes passing through, waste streams handled and a brief description of the permit site you work in.

[illegible]

CANDIDATE'S SIGNATURE: _____

DATE:

ASSESSOR'S SIGNATURE: _____

DATE: