



CIWM

TRAINING



# Resource and Waste Management Courses 2019 Training Brochure



environmental  
services  
association



# Welcome



CIWM



environmental  
services  
association

The resource and waste management sector is diverse and needs people with a wide range of skills, and technical knowledge. It is also a dynamic and fast moving sector where lifelong learning is important because of evolving social expectations, changing technology, policy and legislation, and compliance requirements.

As the leading professional body, CIWM has a comprehensive training offering for individuals and companies alike, from scheduled courses on key regulatory and operational topics through to tailored packages to meet specific needs. Our training products keep pace with the latest thinking, incorporating resource efficiency and circular economy principles.

Our portfolio is relevant to waste producers too. With sustainable waste management; environmental performance, and resource productivity and efficiency become increasingly important to most professions and supply chains. CIWM has experience in providing in-house training packages for many different sectors, from the energy industry through to universities and manufacturing.

So whatever your training and skills needs, come and talk to us.

CIWM have partnerships with the leading trade body ESA and awarding organisation WAMITAB.

All CIWM Members save 20% on scheduled courses. If you are not already a Member you may wish to join as an affiliated Member before booking your training as the saving on the course fee may be more than the £123 Membership fee\*.

\*Based on 2018 membership prices

## Our Delivery Methods

Whether you're looking for individual training courses, in-company and bespoke solutions or e-learning options, CIWM provides engaging, high-quality training to support you and your team.



**Scheduled Courses** – perfect for individuals and small groups, our scheduled courses run throughout the year at a variety of locations, giving you a great deal of flexibility and choice.



**In-company Training** – for organisations looking to close skills gaps and develop employees, whilst meeting business objectives, CIWM's in-company training is the perfect option. Our scheduled training courses can be delivered as an off-the-shelf product at your own premises, or we can design a tailored training programme for you.



**E-learning** – for individuals, teams or even a whole workforce, choose online learning options for a cost-effective solution available 24/7.



Ask the  
Experts

**Deciding on the right training is an important decision, and CIWM are here to help. We can arrange a free consultation to discuss your personal development and business objectives, and how we can help you to achieve them.**

**For advice please contact our training team on 01604 823342 or email [training@ciwm.co.uk](mailto:training@ciwm.co.uk).**





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Some of the clients  
we've worked with



# In-Company Training Courses

**As the leading provider of sustainability, resource and waste management training, we have extensive experience in delivering tailored solutions to UK companies and global enterprises from a range of sectors.**

## How does in-company training work?

We take the time to understand your company's learning needs, using our wide range of course content to deliver a training solution that satisfies your business objectives. Any of our scheduled training courses can be delivered at your own premises, or we can customise a programme for you to cover a specialist subject, solve a particular business challenge, fill skills gaps and deliver return on investment.

Choosing in-company training will give you access to one-to-one advice and support from our expert tutors who have years of hands-on experience in their field.

## The benefits

Varied  
Convenient  
Flexible  
Tailored  
Cost-effective  
Solutions  
Advice  
Skills  
Business-focused  
Expertise  
Confidence

Number of companies who've recently benefitted from CIWM in-company training

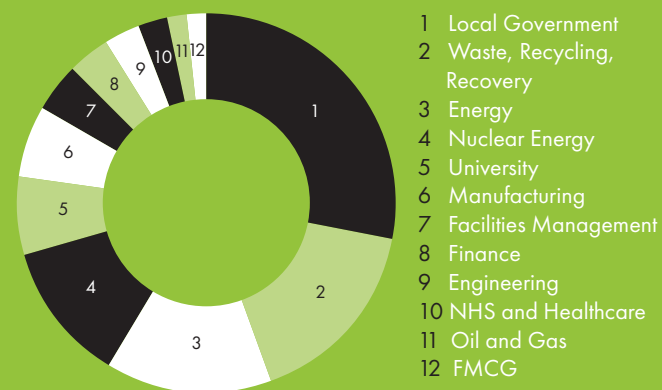
97

Percentage of companies who agree that CIWM courses offer value for money

82%

(source 2015 CIWM training survey)

## Sectors that benefit from CIWM in-company training



To find out more about tailored in-company training for your team, call **01604 823338**

## Who would benefit from in-company training?

Any organisation looking to provide high quality, flexible training to meet their business and professional development objectives. Our expert team can create tailored training for any role from those new to waste through to the most experienced waste professionals.

## Examples of previous in-company course topics

- Waste Legislation for Auditors
- Dangerous Substances & Explosives Atmospheres Regulations (DSEAR)
- Managing Closed Landfill Sites
- Managing Healthcare Wastes
- Waste Awareness for Cleaning Staff
- Understanding Duty of Care in Universities
- The Importance of Waste Data in Local Authorities
- Managing Waste Contractors and Monitoring Contracts
- Hazardous Waste Management and Regulations
- PAS110
- Waste Segregation at Household Waste Recycling Centres
- Duty of Care
- Waste Management Fundamentals
- Duty of Care and Waste Auditing
- Waste Strategy and Circular Economy

## Testimonials

For more detail on these case studies, and work we have completed with clients in your sector, please contact the training team on **01604 823338**.

### West Sussex County Council

Duration: 13 days over 8 months  
Format: Blended learning (online, classroom, work based)  
Topics covered: Duty of Care, waste data, managing contracts, waste legislation and landfill management

Feedback:  
"I was trying to achieve something more than 'just training'- CIWM embraced this concept and delivered throughout."

### Cummins Ltd

Duration: 1 day  
Format: Classroom  
Topics covered: Waste legislation, hazardous wastes, Duty of Care

Feedback:  
"New ideas were generated on how to improve existing onsite systems and staff were also upskilled in the importance of developing a robust waste management system."

### Ballast Phoenix

Duration: 1 day  
Format: Classroom  
Topics covered: Duty of Care

Feedback:  
"The course has helped me understand the duty of care process a lot better, from site level to management and operational levels."

### Suez

Duration: 1 day  
Format: Classroom  
Topics covered: DSEAR

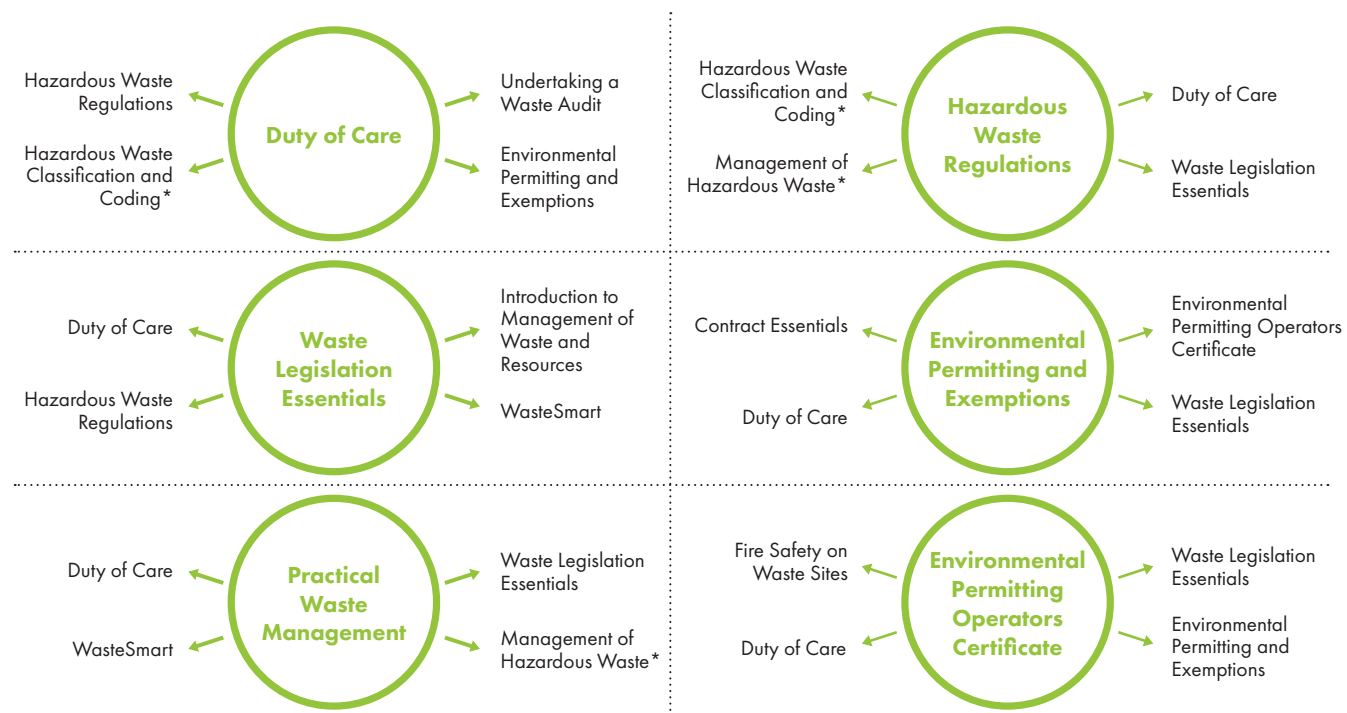
Feedback:  
"The training was exactly what we asked for and extremely well delivered. What could have been a very dry subject was put over in an informative and engaging manner that stimulated the interest of all involved."

To find out more about tailored in-company training for your team, call **01604 823338**

# A Smart Approach To Training

When planning your waste and resource management training requirements, we recommend a strategic approach considering a range of topics, rather than booking one course at a time. Some companies choose to have one person attend multiple courses and other companies choose to spread knowledge of key sector topics across the team. Whichever approach you choose, CIWM can support you through expert training advice and cost-effective course packages - call us to find out about our latest training offers!

**Below we've highlighted courses which complement each other and are often booked together.**



\*A working knowledge of hazardous waste regulations is required to attend this training. If you do not have this please also consider our Hazardous Waste Regulations training, which is always scheduled to run prior to the Hazardous Waste - Classification and Coding.

**Get in touch to discuss how we can help you plan your training on 01604 823342**

# WasteSmart Certificate

**WasteSmart is a unique training programme, developed by CIWM in consultation with other leading organisations in the sector, to help employees improve resource use, cut waste, comply with waste regulations and improve environmental performance.**

There are two levels; **Foundation** for anyone who is required to understand the core elements of waste management and **Advanced** for those who need to lead a change in an organisation's waste management approach. For those who want to move from Foundation to Advanced we have the WasteSmart upgrade module. We have course options available to cover legislation for Scotland, Wales, England, Northern Ireland and the Republic of Ireland.\*

## Learning Options

WasteSmart is available as classroom learning from our network of WasteSmart Centres and, for in-house training, direct from CIWM. The Foundation level is also available via online learning.

Approved trainers deliver the WasteSmart course after assessment and approval by CIWM. To find your regional centre and to search for course dates go to:

[www.ciwm.co.uk/wastesmart](http://www.ciwm.co.uk/wastesmart).

For details of how to achieve **WasteSmart Foundation** through online learning go to **page 38**.

**Do you have multiple people who need training? Either call CIWM to discuss an in-company course, or contact one of our WasteSmart Centres directly.**

\*The learning options are not the same for all regions, contact us to discuss how we can meet your needs. Delegates who successfully pass the assessment achieve a certificate supported by CIWM, the Environment Agency, Environmental Services Association, Defra and WRAP.

	Online	Classroom
<b>England</b>	<b>F</b>	<b>F&amp;A</b>
<b>Scotland</b>	<b>F</b>	<b>F&amp;A</b>
<b>Northern Ireland</b>	<b>F</b>	<b>F&amp;A</b>
<b>Wales</b>	<b>F</b>	<b>F&amp;A</b>
<b>Republic of Ireland</b>	<b>F</b>	<b>F&amp;A**</b>

**F:** Foundation    **A:** Advanced    **\*\*** Available soon

## Become a WasteSmart centre



Wastesmart centres can provide Wastesmart training and assessments to their own employees and to external clients. With set-up fees starting from just £1,000, get in touch today and discuss the application process and how you can offer WasteSmart.



Bookings and advice **01604 823342**

More dates and to book online – visit [www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)



# Introductory Courses

**Gain a comprehensive introduction to resource and waste management**

“The training has helped to underpin the knowledge and experience that the team already had and the course content is now used on site on a daily basis”

**Amey**

Introduction to the Management of Wastes and Resources

11

Practical Waste Management

12

## Introduction to the Management of Wastes and Resources



**CIWM** **esa** environmental services association

Members

Receive a **20%** discount on scheduled course prices

**Gain a detailed introduction to sustainable resources and waste management in the UK, enhance your knowledge and get practical experience you can apply directly to your role.**

### Overview

This comprehensive three-day course will give you an understanding of the broad scope of the waste and resources management sector and practical experience to help you do your job. This course attracts delegates from both local authorities and private sectors, creating the perfect opportunity to pick up ideas and best practice examples from both tutors and practitioners working in a variety of settings.

### What's in it for me?

By the end of this course you will be able to:

- apply your understanding of resource and waste management systems, waste composition, industry best practice and national waste strategies in your day-to-day work
- contribute to your organisation's compliance with waste legislation including Duty of Care responsibilities and hazardous waste management
- compare the options available for the prevention, recovery, reuse, treatment and disposal of waste and resources throughout the whole management system

- appreciate the role of waste and resources management in sustainable development and conservation of resources now, and in the future, embracing the circular economy.

### Who should attend?

This course is for anyone new to the waste and resources sector, those currently dealing with their organisation's waste and resources, and anyone wishing to develop or change their career. It is particularly relevant to those in the local authority and private sectors and those who need to understand UK waste policy.

**Book online and save 5%**

### Fee

Member Standard Rate: **£1,175 + VAT**

Non-Member Standard Rate: **£1,475 + VAT**

**This course contributes to CPD**

### Course Dates 2019

Northampton

26 - 28 Feb

2 - 4 Jul

19 - 21 Nov

More dates and to book online:  
**[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**

### Fee includes

All course materials and certification plus:

**Day 1:** Accommodation, lunch and dinner

**Day 2:** Accommodation, breakfast, lunch and dinner

**Day 3:** Breakfast and lunch

In-company option available



### Sectors that choose this course

- Local Authorities
- Waste and Resources
- Regulators

Bookings and advice **01604 823342**

More dates and to book online – visit **[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**

## Practical Waste Management



**Gain a comprehensive and up-to-date introduction to waste and resource management in the UK; a practical overview presented by experts from across the waste and resource sector.**

### Overview

This course will set the scene for waste and resource management in relation to current policy, strategy, and key legislation. It introduces the concept of circular economy and explores the various aspects of the waste hierarchy which are brought to life through a series of activities, workshops and two informative site visits.

### What's in it for me?

By the end of the course you will be able to:

- understand the essential role of the UK waste and resource industry
- appreciate the role of the regulator and how effective communication can change behaviour
- be equipped to embed Circular Economy principles in your own workplace
- gain an overview of the essential workings of an MRF, End of Life Vehicle Site, and Energy from Waste site (depending on the sites visited)
- update your knowledge on key industry topics including the waste hierarchy, extended producer responsibility, recycling collections, thermal treatment, landfills, and biological treatment
- create your own Circular Economy action plan.

### Who should attend?

This course is perfect for new starters in the waste and resources industry in addition to waste producers, manufacturers or designers looking for an understanding of the key aspects of improving wastes and resource management. The opportunity to question expert speakers from a variety of fields makes this a fantastic introductory course, which will leave you fully equipped and confident to tackle waste management in your own business and implement changes that ensure you are working sustainably.

**Book online and save 5%**

### Fee

Member Standard Rate: **£1,175 + VAT**

Non-Member Standard Rate: **£1,475 + VAT**

**This course contributes to CPD**

### Course Dates 2019

Northampton

2 - 4 Apr

15 - 17 Oct

More dates and to book online:  
**[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**



Members

Receive a **20%** discount on scheduled course prices

### Fee includes

All course materials and certification plus:

**Day 1:** Accommodation, lunch and dinner

**Day 2:** Accommodation, breakfast, lunch and dinner

**Day 3:** Breakfast and lunch

In-company option available



**See page 6**  
or call **01604 823338**

**Sectors that choose this course**

- Regulators
- Local Authorities
- Professional Services

# Hazardous Waste Courses

**Develop your expertise in recognising and managing hazardous wastes**

Hazardous Waste Regulations	14
Hazardous Waste - Classification and Coding	15
Management of Hazardous Waste	16



## Hazardous Waste Regulations



**Gain a detailed understanding of regulations governing the wastes that are classified as hazardous and get up-to-date advice on how to comply with the regulations.**

### Overview

Any organisation that is involved in producing, storing, collecting, transporting, recycling or disposing of hazardous wastes must ensure it causes no damage or harm. This course explains which wastes are classified as hazardous and provides up-to-date advice on how to comply with the regulations.

### What's in it for me?

By the end of this course you will be able to:

- accurately complete a hazardous waste consignment note and understand the consignment note procedure
- understand the specific regulations relating to the management of hazardous wastes
- appreciate the difference in the regulations for the different nations of the UK
- advise others of the effect of the regulations on operational activities for waste producers, carriers and waste management sites
- identify the impact of hazardous waste regulations on operational activities for producers, carriers and waste sites.

### Who should attend?

This course is relevant to anyone responsible for dealing with or producing hazardous waste.

### Fee

Member Standard Rate: **£420 + VAT**  
Non-Member Standard Rate: **£526 + VAT**  
**This course contributes to CPD**

### Course Dates 2019

Northampton  
12 Feb  
8 May  
17 Sep  
3 Dec

More dates and to book online:  
**[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**



Members

Receive a **20%** discount on scheduled course prices

### Fee includes

All course materials and certification plus:  
Refreshments and lunch

In-company option available



See page 6  
or call **01604 823338**

### Sectors that choose this course

- Resource and Waste
- Manufacturers
- Regulators
- Construction

Bookings and advice **01604 823342**

More dates and to book online – visit **[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**

## Hazardous Waste: Classification and Coding



**Develop the skills you need to correctly classify the different types of hazardous waste and make sure you're up-to-date with the latest regulations.**

### Overview

This course is based on guidance developed by all four UK waste regulators and is therefore suitable for anyone within any of the four countries of the UK (in Scotland this course is called Special Waste: Classification and Coding). If you deal with hazardous wastes and need to ensure you are classifying them correctly and assigning the appropriate codes, this is the perfect course for you. This course has been fully updated to include changes to EU Regulations in 2018 and WM3 updates.

### What's in it for me?

By the end of this course you will:

- have a working knowledge of the legislation and guidance governing the coding and classification of hazardous wastes – including the latest WM3 guidance
- be able to use the relevant data sources to classify hazardous waste
- understand what you need to assess Persistent Organic Pollutants (POPs)
- understand how and when to use the new hazard classes, categories and statement codes.

### Who should attend?

Anyone classifying and coding hazardous wastes, including producers, operators of waste treatment or disposal facilities; and waste carriers and brokers.

The course assumes a working knowledge of the Hazardous Waste Regulations and the hazardous waste consignment procedure. All delegates who do not have this knowledge need to complete the Hazardous Waste Regulations course – see page 14.

### Fee

Member Standard Rate: **£443 + VAT**  
Non-Member Standard Rate: **£555 + VAT**  
**This course contributes to CPD**

### Course Dates 2019

Northampton  
13 Feb  
9 May  
18 Sep  
4 Dec

Bookings and advice **01604 823342**

More dates and to book online – visit **[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**



Members

Receive a **20%** discount on scheduled course prices

### Fee includes

All course materials and certification plus:  
Refreshments and lunch

In-company option available



See page 6  
or call **01604 823338**

### Sectors that choose this course

- Resource and Waste
- Manufacturers
- Facilities Management





## Management of Hazardous Waste



**Understand the hazards associated with managing and handling hazardous wastes to ensure safe, effective and legally compliant practice.**

### Overview

This course provides a sound understanding of the legal requirements involved (with the handling and management of industrial hazardous wastes) and will enable you to identify suitable options for the management of industrial hazardous wastes.

### What's in it for me?

By the end of this course you will:

- be confident in using the various definitions and classifications of hazardous wastes
- understand the main hazards and risks associated with the management of industrial hazardous wastes, including its production, treatment and disposal
- be able to provide practical advice on the requirements and options for managing hazardous wastes
- understand the range of technical options available for the effective management of industrial hazardous wastes
- know how to advise others of the main controls on the transport of hazardous waste.

### Who should attend?

This course is relevant to a wide audience including technical staff and managers from waste producing companies and waste contractors, environmental regulators, insurance risk assessors and waste brokers.

The course assumes a working knowledge of the Hazardous Waste Regulations and Hazardous Waste Classification and Coding. All delegates who do not have this knowledge need to complete the Hazardous Waste Regulations and Hazardous Waste Classification and Coding courses – see pages 14 & 15.

### Fee

Member Standard Rate: **£420 + VAT**  
Non-Member Standard Rate: **£526 + VAT**  
**This course contributes to CPD**

### Course Dates 2019

Northampton  
14 Feb  
5 Dec

More dates and to book online:  
[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)



### Members

Receive a **20%** discount on scheduled course prices

### Fee includes

All course materials and certification plus:  
Refreshments and lunch

In-company option available



See page 6  
or call **01604 823338**

### Sectors that choose this course

- Resource and Waste
- Manufacturers
- Education

**Book online and save 5%**

# Waste Legislation Courses

**Understand waste legislation, regulations and how they apply to you**

Waste Legislation Essentials  
(England, Wales and Scotland)

18

## Waste Legislation Essentials (England, Wales and Scotland)



Learn the essentials to ensure you are complying with the relevant waste legislation in England, Scotland or Wales.

### Overview

There are three separate courses designed to focus on the legislation in England, Scotland or Wales. The course addressing the legislation in England will highlight the differences in the devolved nations, dependent upon the course delegates' interests and geographic coverage. The courses addressing the legislation in Scotland and Wales will focus on these devolved nations only. These courses are an excellent first step in understanding waste legislation in the UK.

### What's in it for me?

By the end of this course you will be able to:

- understand the key issues in relation to waste definition
- appreciate your legal obligations in relation to waste management and implement these back in your workplace
- identify the essential elements of hazardous/special waste controls.

### Who should attend?

This course is ideally suited to anyone who handles waste, whether as a waste producer, waste carrier or waste management company. It is suitable for anyone who needs to be aware of a range of complex legislation relevant to wastes and resource management.

Book  
online  
and save  
5%

### Fee

Member Standard Rate: **£420 + VAT**

Non-Member Standard Rate: **£526 + VAT**

**This course contributes to CPD**

### Course Dates 2019

Northampton

29 Jan

14 May

3 Sep

27 Nov

(These dates are for English versions)

More dates and to book online:

**[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**



Members

Receive a **20%**  
discount on scheduled  
course prices

### Fee includes

All course materials and  
certification plus:

Refreshments and lunch

In-company  
option  
available



See page 6  
or call **01604 823338**

### Sectors that choose this course

- Resource and Waste
- Energy
- Local Authorities

## Landfill Management Courses

Develop skills in monitoring,  
managing and controlling landfill  
gas, leachate and groundwater

Practical Aspects of Landfill Gas and Groundwater Monitoring .....	<b>20</b>
Practical Management and Control of Landfill Gas .....	<b>21</b>
Leachate Management and Treatment .....	<b>22</b>
Landfills: Closure, Aftercare .....	<b>23</b>



## Practical Aspects of Landfill Gas and Groundwater Monitoring



Receive a **20%** discount on scheduled course prices

**Learn how to accurately monitor gas and groundwater in line with legislative requirements, including hands-on practice with monitoring equipment.**

### Overview

This course is essential for those involved in the environmental monitoring of gas and groundwater at landfills or contaminated sites. Over two days you will learn landfill gas sampling techniques, how to ensure you collect reliable data, safety procedures and how to use and maintain landfill gas monitoring equipment.

### What's in it for me?

By the end of this course you will be able to:

- safely sample, monitor and obtain data on landfill gas and groundwater
- understand monitoring requirements and procedures and choose appropriate monitoring techniques
- use and maintain monitoring equipment
- understand the data collected in order to make decisions and take action.

### Who should attend?

This course has been designed for operators, contractors, developers or regulators, including environmental technicians and health and safety personnel. It will also benefit anyone requiring a comprehensive understanding or practical experience of obtaining reliable data.

### Fee

Member Standard Rate: **£885 + VAT**  
Non-Member Standard Rate: **£1,110 + VAT**  
**This course contributes to CPD**

### Course Dates 2019

Northampton  
5 - 6 Mar  
24 - 25 Sep

More dates and to book online:  
**[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**

Book online and save 5%

### Fee includes

All course materials and certification plus:

**Day 1:** Accommodation, lunch and dinner  
**Day 2:** Breakfast and lunch

In-company option available



See page 6 or call **01604 823338**

### Sectors that choose this course

- Resource and Waste
- Regulators
- Local Authorities

Bookings and advice **01604 823342**

More dates and to book online – visit **[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**

## Practical Management and Control of Landfill Gas



Receive a **20%** discount on scheduled course prices

**Learn how best to manage and control landfill gas from landfill industry professionals.**

### Overview

The course follows a logical sequence of formally taught sessions, informal group discussions and tutor-supported exercises based on real landfill gas management examples. It gives both technical and non-technical employees a sound level of theory, together with practical experiences and case study examples directly related to their work activities.

### What's in it for me?

By the end of this course you will be able to:

- understand how and why landfill gas is produced, what effects it can have on the natural and built environment and best practice in managing the gas
- confidently, safely and cost-effectively manage and control landfill gas, including best practice design, installation, operations and monitoring
- compare a full range of different landfill gas management and treatment systems and infrastructure in order to understand their application and opportunities
- appreciate the implications of the regulatory and legal framework and how to remain compliant.

### Who should attend?

This course is suitable for those who have responsibility for design, installation, management and regulation of landfill gas control systems, and anyone who requires an in-depth and clear understanding of the technical and managerial issues. Past attendees have included site and system managers, monitoring technicians, engineers, treatment system operatives, site managers, specialist services providers, enforcement officers and planners.

### Fee

Member Standard Rate: **£885 + VAT**  
Non-Member Standard Rate: **£1,110 + VAT**  
**This course contributes to CPD**

### Course Dates 2019

Northampton  
9 - 10 July

More dates and to book online:  
**[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**

Book online and save 5%

### Fee includes

All course materials and certification plus:

**Day 1:** Accommodation, lunch and dinner  
**Day 2:** Breakfast and lunch

In-company option available



See page 6 or call **01604 823338**

### Sectors that choose this course

- Regulators
- Local Authorities
- Resource and Waste

Bookings and advice **01604 823342**

More dates and to book online – visit **[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**

## Leachate Management and Treatment



Receive a **20%** discount on scheduled course prices

**Gain a comprehensive understanding of how leachate is generated, its chemical characteristics and how it can be treated consistently, reliably and safely.**

### Overview

This is a very practical two-day course that features a visit to a nearby closed landfill site with on-site leachate treatment. It is presented by experts who have been responsible for the design and commissioning of over 100 leachate treatment plants in the UK and overseas, advising landfill operators in the public and private sectors and drafting most of the UK government guidance on leachate management and treatment during the last 25 years.

### What's in it for me?

By the end of this course you will be able to:

- explain the basic principles of leachate generation
- identify the key contaminants within leachate and the risks that they pose
- cite the most commonly adopted treatment processes and systems in the UK and overseas
- understand the various options for procurement of leachate treatment plants and the key engineering constraints and construction issues that need to be considered.

### Who should attend?

This is suitable for technical staff working in landfill site operations, or design and regulation, with day-to-day responsibility for the monitoring of leachate generated by landfills, or the operation, monitoring or regulation of leachate treatment facilities.

### Fee

Member Standard Rate: **£885 + VAT**  
Non-Member Standard Rate: **£1,110 + VAT**  
**This course contributes to CPD**

**Course Dates 2019**  
TBC

More dates and to book online:  
**[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**

**Book online and save 5%**

### Fee includes

All course materials and certification plus:

- Day 1:** Accommodation, lunch and dinner  
**Day 2:** Breakfast and lunch

**In-company option available**



**See page 6**  
or call **01604 823338**

### Sectors that choose this course

- Regulators
- Local Authorities
- Resource and Waste

## Landfills: Closure, Aftercare and Economy



Receive a **20%** discount on scheduled course prices

### Overview

Gain an understanding of the core areas underpinning attainment of environmental stabilisation and closure and an overview of post closure management principles. Go on to explore possible end-use solutions with the potential for a positive economic return on investment.

### What's in it for me?

By the end of this two-day course you will be able to:

- identify landfill closure constraints including health, safety and legal issues
- interpret key in-situ processes relating to gas, hydrology and geotechnical issues within a closed landfill
- identify requirements for the closure plan and requirements for proof of stabilisation
- identify key requirements for post-closure management of sites
- prioritise potential options for site development including understanding risks and requirements for monitoring and the due diligence process
- evaluate opportunities for maximising economic returns from a closed landfill.
- the course provides guidance and experience derived from relevant projects and activities such as: ACUMEN; current regulator strategy and guidance; industry best practice and development regulation and planning guidelines.

### Who should attend?

This course is suitable for professionals involved in, or responsible for, the management of closed landfills (either historically, recently closed or sites about to close), as well as anyone considering a closure plan or seeking to attain a cost-effective solution to the complex requirements of landfill site closure.

If your goal is to transform the costly liabilities of a closed landfill to a revenue-generating new development or end-use, then this course will highlight potential opportunities and how to implement them.

### Fee

Member Standard Rate: **£885 + VAT**  
Non-Member Standard Rate: **£1,110 + VAT**  
**This course contributes to CPD**

**Course Dates 2019**  
**Northampton**  
26 - 27 Mar  
6 - 7 Nov

More dates and to book online:  
**[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**

**Book online and save 5%**

### Fee includes

All course materials and certification plus:

- Day 1:** Accommodation, lunch and dinner  
**Day 2:** Breakfast and lunch

**In-company option available**



**See page 6**  
or call **01604 823338**

### Sectors that choose this course

- Local Authorities
- Resource and Waste



# Compliance Courses

## Learn to comply with waste legislation, Duty of Care and environmental permits

"The course was well-presented and went into great detail about the responsibilities of waste holders & carriers. It's made me think about duty of care and the role we play differently, to ensure we don't have a negative impact on the environment."

**Ballast Phoenix**

Duty of Care	<b>25</b>
Environmental Permitting and Exemptions	<b>26</b>
Environmental Permitting Operators Certificate	<b>27</b>
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## Duty of Care



**Gain essential knowledge to ensure you control the management of waste and comply with your waste Duty of Care obligations.**

### Overview

Duty of Care legislation applies to every business in the UK that produces, handles or controls waste. If your organisation is a licensed waste business or produces controlled waste then you have strict waste 'duty of care' obligations. That means you and any of your staff involved in the transport, handling, treatment, control or disposal of waste need to understand your responsibilities, how to comply with waste legislation, the waste code of practice and how to avoid waste crime.

### What's in it for me?

By the end of this course you will be able to:

- comply with your waste duty of care, current waste legislation and the statutory code of practice
- complete the required documentation, including waste transfer notes and waste audits
- appreciate your role and that of others in directing how waste is managed and controlled.

### Who should attend?

This course is ideal for anyone involved in the production, transport, handling, treatment, control or disposal of waste that needs to understand their duty of care responsibilities and how to comply with waste legislation and the waste code of practice.

**Book online and save 5%**

### Fee

Member Standard Rate: **£420 + VAT**

Non-Member Standard Rate: **£526 + VAT**

**This course contributes to CPD**

### Course Dates 2019

Northampton

30 Jan  
15 May  
4 Sep  
28 Nov

More dates and to book online:  
**[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**

**CIWM** **esa** environmental services association

**Members**

Receive a **20%** discount on scheduled course prices

### Fee includes

All course materials and certification plus:

Refreshments and lunch

**In-company option available**



**See page 6**  
or call **01604 823338**

**Sectors that choose this course**

- Energy
- Manufacturing
- Transport
- Resource and Waste

Bookings and advice **01604 823342**

More dates and to book online – visit **[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**

## Environmental Permitting and Exemptions



### Members

Receive a **20%** discount on scheduled course prices

### Fee includes

All course materials and certification plus:

Refreshments and lunch

In-company option available



See page 6 or call **01604 823338**

### Sectors that choose this course

- Resource and Waste
- Professional Services
- Construction

- identify appropriate guidance and templates to produce supporting documents as part of applications
- have an awareness of key permit requirements and guidance relevant to ensuring compliance with waste permits.

### Who should attend?

This course is designed for anyone who may be considering starting a waste activity and needs to know more about the application requirements and processes. The course will also benefit anyone who is involved in waste applications for new or existing activities for either themselves or on behalf of waste operators and who needs to understand the processes or requires an update.

### Fee

Member Standard Rate: **£420 + VAT**

Non-Member Standard Rate: **£526 + VAT**

**This course contributes to CPD**

### Course Dates 2019

Northampton

7 Mar

21 Nov

Book online and save **5%**

### Overview

Applying for a waste management permit? Involved in making waste permit applications? You are legally required to hold the correct environmental permit. Our Environmental Permitting and Exemptions course will equip you with the essential knowledge you need to select the most appropriate level of permit for your site or activity and greatly increase your chances of getting your application accepted first time.

### What's in it for me?

By the end of this course you will be able to:

- identify how key legislation relates to the requirements for waste environmental permits
- know the differences between a standard rules (tier 2) and a bespoke (tier 3) permit and how to identify which may apply to your activity
- identify when transfer, variation and surrender applications may also be required
- understand the relevant parts of the application forms and other information required when submitting applications under the Environmental Permitting Regime.

Bookings and advice **01604 823342**

More dates and to book online – visit [www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)

## Environmental Permitting Operators Certificate (EPOC)



Become a 'technically competent person' to manage a waste site.

### Overview

Operators are required to ensure they have appropriate technically competent managers on site in accordance with an 'approved scheme'. The EPOC course will enable you to gain an Environmental Permitting Operators Certificate as part of the CIWM/WAMITAB operator Competence Scheme. This demonstrates that you are technically competent and know how to comply with your waste facilities' environmental permit and waste regulations, for some low risk activities and can provide underpinning knowledge for further qualifications.

### What's in it for me?

By the end of this course you will be able to:

- identify potential environmental impacts from wastes and resource facilities
- have an awareness of mitigation and how you can avoid or reduce the environmental risks
- understand key environmental legislation relevant to operating wastes and resource management facilities
- identify your responsibilities and appropriate actions in a range of potential scenarios to comply with the environmental permitting regulations
- identify hazardous waste and the basic requirements of consignment.

### Who should attend?

This course may be suitable if you are setting up a waste facility and need to demonstrate technical competence in England or Wales. Attendees are usually applying for an environmental permit from the Environment Agency or Natural Resources Wales to set up a new site. It is also relevant for anyone who wants a better understanding of how to comply with environmental permits and waste regulations.

Those who pass the assessment on this course can use the certificate as their qualification for competence at a 'low risk tier' site. It can also be used to show competence for 12 months for those applying for a 'medium' or 'high risk' (non-landfill) permit whilst they work towards the appropriate qualification from CIWM/WAMITAB Operator Competence Scheme.

### Fee includes

All course materials and certification plus:

Refreshments and lunch

In-company option available



See page 6 or call **01604 823338**

Book online and save **5%**

### Fee

Member Standard Rate: **£925 + VAT**

Non-Member Standard Rate: **£1,160 + VAT**

**This course contributes to CPD**

### Course Dates 2019

Northampton

23 - 24 Jan

12 - 13 Mar

10 - 11 Apr

1 - 2 May

26 - 27 Jun

17 - 18 Jul

7 - 8 Aug

18 - 19 Sep

23 - 24 Oct

13 - 14 Nov

Bolton

5 - 6 Feb

22 - 23 May

2 - 3 Oct

4 - 5 Dec

### Sectors that choose this course

- Resource and Waste
- Transport
- Construction
- Manufacturing

Bookings and advice **01604 823342**

More dates and to book online – visit [www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)



# Introduction to PAS110 and End of Waste Criteria



Learn how to ensure the digestate output from anaerobic digestion and biogas production meets the end of waste specification to be used as a biofertiliser.

## Overview

This course provides a comprehensive understanding of the criteria for quality digestate output and the conditions under which it can be utilised as a product and not a waste material.

## What's in it for me?

By the end of this course you will be able to:

- use BSI's PAS110 specifications and end of waste criteria to ensure the digestate output from your anaerobic digestion and biogas production is safe to be used as a biofertiliser
- identify the key features of PAS110, the AD quality protocol (ADQP) and SEPA positioning statement
- understand how the certification scheme works
- implement a quality management system with hazard analysis and critical control points (HACCP)
- keep the required records for compliance with biofertiliser policy.

## Who should attend?

This course is relevant for a wide audience including: operators of AD plants; farmers and agricultural companies using digestate biofertiliser, food waste producers supplying an AD plant; regulators responsible for PAS110 compliance; and consultants assisting operators to become certified.

Register your interest:  
email [training@ciwm.co.uk](mailto:training@ciwm.co.uk)  
or call **01604 823338**



## Members

Receive a **20%** discount on scheduled course prices

## Fee includes

All course materials and certification plus:

Refreshments and lunch

This course is offered as an in-company option

See page 6 or call **01604 823338**

## Sectors that choose this course

- Energy
- Recycling and Waste

# Specialist Waste Courses

Choose from a range of specialist courses in resource and waste management

Undertaking a Waste Audit	30
Contract Essentials	31
Management of Wastes and Resources (Oil and Gas)	32
Enforcing Environmental Legislation	33
Fire Safety on Waste Sites	34



## Undertaking a Waste Audit



**Think about waste in your organisation; if it is not managed correctly, the true cost can affect the business performance, profitability and reputation. Are you responsible for implementing an internal waste audit for your company or do you need to know the process for implementation?**

### Overview

Building on a basic understanding of the waste hierarchy, Duty of Care and basic waste legislation, this practical scenario-based course helps identify how you can understand your organisation's waste and whether it can be managed more effectively, identifying areas for improvement for its management regarding legal compliance, financial and environmental costs.

### What's in it for me?

By the end of this course you will be able to:

- measure your organisation's waste
- know how to plan and deliver an audit of your waste arisings
- know how to evaluate data from an internal waste audit and identify key findings
- identify areas for improvement relating to non-compliance and/or cost savings.

### Who should attend?

Waste producers and anyone who needs to know how to identify waste arisings and resulting improvements in their own organisation's waste and resource management.

All delegates need to have a basic understanding of the waste hierarchy; this can be achieved by completing the WasteSmart Foundation Certificate prior to attending.

### Fee

Member Standard Rate: **£420 + VAT**  
Non-Member Standard Rate: **£526 + VAT**

**This course contributes to CPD**

### Course Dates 2019

Northampton  
4 Apr  
26 Nov

More dates and to book online:  
**[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**



### Members

Receive a **20%** discount on scheduled course prices

### Fee includes

All course materials and certification plus:

Refreshments and lunch

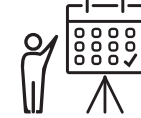
In-company option available



See page 6  
or call **01604 823338**

**All delegates need to have a basic understanding of the waste hierarchy; this can be achieved by completing the WasteSmart Foundation Certificate prior to attending. See page 9.**

## Contract Essentials



**Learn how to apply the waste industry standard contract to meet your exact needs and manage your ongoing supplier contract relationship.**

### Overview

This course is vital for anyone involved in managing and procuring contracts and those tendering for public and private sector work. Gain a detailed understanding of how to procure more efficient contracts whilst learning how sufficient planning can help move your waste up the hierarchy.

### What's in it for me?

By the end of this course you will be able to:

- collaborate with others to procure a contract
- avoid potential risks in waste contracts
- adapt the industry standard waste contract to meet your needs
- control how premises and assets are managed, including environmental permits
- manage any TUPE requirements
- deal with disputes, termination and payments.

### Who should attend?

This course is ideal for anyone who prepares or works with waste contracts from public, private or voluntary sector organisations.

This course was updated in 2018 to include Indemnities with Risk and profit share.

### Fee

Member Standard Rate: **£420 + VAT**  
Non-Member Standard Rate: **£526 + VAT**  
**This course contributes to CPD**

### Course Dates 2019

Northampton  
19 Mar  
17 Oct

More dates and to book online:  
**[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)**



### Members

Receive a **20%** discount on scheduled course prices

### Fee includes

All course materials and certification plus:

Refreshments and lunch

In-company option available



See page 6  
or call **01604 823338**

**Sectors that choose this course**

- Local Authorities
- Resource and Waste
- Professional Services



## Management of Wastes and Resources (Oil and Gas)



Learn how to apply best practice and OGP guidelines to handling and managing waste from upstream oil and gas production.

### Overview

Are you involved with producing, handling and managing resources and wastes from upstream oil and gas (exploration/drilling) either on or off shore? This three-day course is designed to explore good practice and globally relevant legislation/conventions and is therefore relevant to a worldwide audience.

### What's in it for me?

By the end of this course you will be able to:

- discuss the importance of the management of resources and wastes and the relationship to sustainable development
- identify your duties and responsibilities in managing resources and wastes and the potential consequences of getting it wrong
- explain the principles of the waste hierarchy and identify opportunities to apply it to oil and gas waste streams and company procedures
- appreciate the different ways of classifying waste and the importance of generating an appropriate description

- understand the potential hazards posed by resources and wastes during their collection, storage, transport and treatment
- know the benefits of conducting checks on third-party waste facilities.

### Who should attend?

Anyone involved in producing, handling or managing wastes and resources from upstream oil and gas (exploration/drilling) either on or off shore.


### This course contributes to CPD

Register your interest - email [training@ciwm.co.uk](mailto:training@ciwm.co.uk) or call **01604 823338**

  environmental services association  
Members

Receive a **20%** discount on scheduled course prices



This course is offered as an in-company option 

See page 6 or call **01604 823338**

Sectors that choose this course  
- Oil and Gas

Bookings and advice **01604 823342**

More dates and to book online – visit [www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)

## Enforcing Environmental Legislation



Gain the essential knowledge and skills to be successful in enforcing environmental legislation.

### Overview

This three-day training course includes practical advice and real-life examples for carrying out essential enforcement procedures including: recognising offences, taking enforcement action, investigation and prosecution. The course has been designed to give an overview of all aspects of the role and can be tailored to suit the specific needs of the client.

### What's in it for me?

By the end of this course you will be able to:

- describe the current relevant legislation, the powers officers have and the enforcement options available
- recognise offences and take appropriate basic enforcement action such as warnings, issuing statutory notices and gathering appropriate evidence to assist in an investigation for a prosecution
- carry out simple interviews in your investigations and understand the rules governing an investigation for a prosecution

- run an investigation, prepare a prosecution file and have the necessary skills to give evidence in court.

### Who should attend?

This is an essential course for existing and new enforcement officers working in an environmental enforcement role.

### This course contributes to CPD

Register your interest - email [training@ciwm.co.uk](mailto:training@ciwm.co.uk) or call **01604 823338**


Bookings and advice **01604 823342**

More dates and to book online – visit [www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)

  environmental services association  
Members

Receive a **20%** discount on scheduled course prices



This course is offered as an in-company option 

See page 6 or call **01604 823338**

Sectors that choose this course  
- Local Authorities



# Fire Safety on Waste Sites: Two Day Course



Delivered over two non-consecutive days by experienced CIWM trainers, the course will provide an opportunity to identify options for fire protection and information needed for a Fire Prevention Plan.

## Overview

**Day 1:** Focuses on generic fire prevention and fire risk assessments for waste facilities.

**Day 2:** Considers how the Fire Risk Assessment is used to aid the production of the Fire Prevention Plan. Explores the link between how you manage your waste and resources site effectively to prevent waste fires or ensure they can be dealt with in ways to prevent harm to human health, the environment and property.

## What's in it for me?

By the end of this course you will be able to:

- identify key legislation and guidance relevant to fire prevention for waste facilities
- explain key principles of fire risk assessment and identify how they relate to a Fire Prevention Plan (FPP)
- explore options for how to comply with FPP requirements using latest guidance, including WISH guidance and EA guidance (as appropriate)
- be aware of the need for an appropriate justification when a FPP may be contrary to the Environmental Regulators guidance
- know what to consider when creating the plan for your site including the restrictions of your site and your fire risk assessment

- how to ensure that the FPP can be implemented and monitored effectively on site.

## Who should attend?

Anyone responsible for fire safety and developing or implementing a FPP for a permitted waste facility.

## Course Certificate

To be awarded the course certificate, attendees must complete both days of the course, pass the day one assessment, complete the assignment and pass the post course assessment.

Book  
online  
and save  
5%

## Fee

Member Standard Rate: **£610 + VAT**

Non-Member Standard Rate: **£765 + VAT**

**This course contributes to CPD**

## Course Dates 2019

Northampton

21 and 28 March

5 and 12 Nov



Members

Receive a **20%**  
discount on scheduled  
course prices



In-company  
option  
available



See page 6  
or call **01604 823338**

Sectors that choose  
this course

- Resource and Waste
- Local Authorities
- Professional Services

# E-learning Courses

CIWM e-Learning allows you and your team to access training 24/7. We also run educational webinars, perfect for underpinning your learning and development



Waste Legislation Essentials	36
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WasteSmart Certificate	38





## Waste Legislation Essentials



**Understand your legal requirements and ensure you are compliant.**

### Overview

This innovative e-learning course provides a truly interactive way of examining the key requirements set out by a number of pieces of prominent UK waste management legislation.

### What you will learn

The course will help you to understand some of your key legal obligations in relation to waste management and the associated compliance documentation you need to complete. The course 'journeys' focus on four common waste streams that will allow you to learn about a wide variety of waste management legislation in practice: packaging waste, waste electrical and electronic equipment (WEEE), hazardous waste and food waste.

### Who is this course for?

The course provides an introduction to waste management legislation and assumes no previous knowledge or experience. As it looks at responsibilities throughout the waste management

chain it is relevant to anyone who produces, carries or treats waste, particularly those with compliance related responsibilities. The course will also be useful to consultants new to waste management and legislation and to anyone needing a refresher.

Assessment: **Yes**  
Certificate: **Yes**  
Duration: **2 hours**  
Legislation: **UK**  
**This course contributes to CPD**

### Fee

Member Standard Rate: **£105.50 + VAT**  
Non-Member Standard Rate: **£132 + VAT**

**Book online and save 5%**



### Members

Receive a **20%** discount on scheduled course prices



View the full range of e-learning courses and book at [www.ciwm.co.uk/e-learning](http://www.ciwm.co.uk/e-learning)

*"The course has helped me to understand the EWC codes system much better, as well as key elements required for each transfer of waste from our site."*

Health & Safety, Quality and Environmental Manager

### Sectors that choose this course

- Facilities Management
- Resource and Waste
- Local Authorities

Bookings and advice **01604 823342**

More dates and to book online – visit [www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)

## WasteAware



**Introduction to best practice and sustainable waste and resource management.**

### Overview

WasteAware provides a fantastic introduction to best practice waste and resource management.

### What you will learn

This course explores how to improve waste management in a number of different settings, by applying the waste hierarchy and other key resource efficiency and circular economy principles.

It also considers how you should be segregating, handling and storing different waste materials to maximise your values as resources, reduce costs and remain compliant.

### Who is this course for?

The course is aimed at anyone who wants a clear introduction to best practice and sustainable waste and resource management.

Certificate: **Yes**  
Duration: **30 minutes**  
Legislation: **UK**  
**This course contributes to CPD**

### Fee

Member Standard Rate: **£37 + VAT**  
Non-Member Standard Rate: **£48 + VAT**

**Book online and save 5%**



### Members

Receive a **20%** discount on scheduled course prices



View the full range of e-learning courses and book at [www.ciwm.co.uk/e-learning](http://www.ciwm.co.uk/e-learning)

### Sectors that choose this course

- Retail
- Resource and Waste
- Professional Services

Bookings and advice **01604 823342**

More dates and to book online – visit [www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)



## WasteSmart Certificate



**Understand environmental legislation and the financial impacts of managing waste.**

### Overview

This foundation course will provide you with the knowledge and understanding necessary to make astute and efficient waste-related decisions, whilst increasing sustainability and improving performance.

#### The content is covered over 5 modules:

- Module 1 – Waste as a resource
- Module 2 – The environmental impact of waste
- Module 3 – The costs of managing waste
- Module 4 – Understanding and applying the waste hierarchy
- Module 5 – Legislation and ensuring compliance

### What you will learn

The course will provide you with the knowledge and understanding to prevent wastes arising from workplace activities and contribute to improving the management of wastes that are unavoidable. You'll gain confidence in dealing with waste correctly and receive recognition for dealing with waste sustainably. Ultimately this course will demonstrate your commitment to legal compliance and to operating sustainably and reducing your waste costs.

### Who is this course for?

Anyone who generates, handles or manages waste within your organisation. It is also suitable for students who wish to complement academic learning with a professional certificate.

Assessment: **Yes\***

Certificate: **Yes**

Duration: **3 hours**

Legislation: **UK**

**This course contributes to CPD**

### Fee

Member Standard rate: **£110 + VAT**

Non-member Standard rate: **£138 +VAT**

\*There is a short multi-choice test at the end of the course with a pass mark of 77%.

**Book  
online  
and save  
5%**



### Members

Receive a **20%** discount on scheduled course prices

*"WasteSmart is not just a simple waste management course concentrating on waste when it is produced. It covers environmental impacts and the whole life cycle which will surely open your minds to waste as a resource."*

Waste Development  
Manager, Sodexo

**The WasteSmart training programme can also be delivered as a classroom-based course through our network of centres.**

**To find out more about the course and becoming a WasteSmart centre or trainer yourself see page 9.**

Bookings and advice **01604 823342**

More dates and to book online – visit [www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)





# CIWM MEMBERSHIP

## Membership that keeps you in the picture

With over 150,000 professionals working in resources and waste management in the UK, CIWM recognises that this makes for a diverse sector which embodies a range of qualifications and experience levels.

Our membership options offer a whole host of benefits tailored not only to provide you with the tools you need to expand your knowledge, but also to boost your career.

### As a CIWM member you can:

- **Stay informed**  
Receive news, insights and information from our Member Newsletter, CIWM Journal, MVO magazine and CIWM technical publications
- **Enjoy exclusive discounts**  
Save 20% on selected CIWM conferences, training courses, seminars and events
- **Invest in yourself**  
Gain qualifications and access opportunities for professional development
- **Learn and develop**  
Get access to technical advice, training and education courses
- **Network**  
Meet like-minded professionals through events organised by your local CIWM centre and via the New Member Network.

Whether you're new to the sector or have a wealth of experience, CIWM has a membership option for you.

**Join today at**  
[www.ciwm.co.uk/member](http://www.ciwm.co.uk/member)  
or call 01604 620426

# AFFILIATED ORGANISATIONS

## Make a statement of excellence

Becoming a CIWM Affiliated Organisation makes a powerful statement about your commitment to excellence in sustainable resource management. By pledging to follow our Affiliated Organisation Code of Conduct, you are demonstrating to customers and regulators that you are serious about achieving and upholding the highest levels of professionalism and compliance.

### As an Affiliated Organisation you can:

- **Demonstrate your commitment**  
Use the CIWM Affiliated Organisation logo, certificate and Code of Conduct to show your dedication to the sector
- **Enjoy exclusive discounts**  
Save up to 10% on CIWM advertising, training and events, plus 15% on recruitment advertising on [ciwmjobs.co.uk](http://ciwmjobs.co.uk)
- **Invest in your team**  
Nominate two or more employees in your organisation for individual Affiliate membership
- **Learn and develop**  
Get access to technical advice, training and education courses
- **Assign a coordinator**  
Nominate an employee to liaise with your dedicated CIWM account manager and ensure news, insights and information are shared with the rest of your business.

**Join today to start enjoying the many benefits of this exclusive affiliation.**  
Call 01604 620426 or email [sales@ciwm.co.uk](mailto:sales@ciwm.co.uk).

### ESA member?

We're delighted to also offer ESA members a 20% discount on scheduled training courses. Find out more about the ESA at [www.esauk.org](http://www.esauk.org)

# CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

CIWM actively encourages all those who work in waste and resource management, in any industry, to complete and record CPD.

## Top tips for CPD

1. Take some time each year to plan CPD for yourself and your team. Consider all learning methods and if you would like some advice or support get in touch with CIWM to talk about your needs.
2. Any activity where learning takes place counts towards CPD, from external conferences and training courses to internal development and mentoring. Look out for our free webinars in 2019 that also count towards CPD.
3. CIWM Members and Fellows are required to demonstrate a minimum of 30 hours of CPD over a 12-month period, covering a range of related topics. It is also now a requirement that an element of health and safety and circular economy is included as part of a Member's CPD activities.
4. Don't forget to record your CPD. CPD can be recorded in the members' section of the website. Alternatively you can download a CPD spreadsheet here: [www.ciwm.co.uk/ciwm/development](http://www.ciwm.co.uk/ciwm/development)

Remember; completing and recording CPD is vital in embedding learning and demonstrating professional development.

**If you have any questions about CPD contact the professional development team on 01604 620426 or email [education@ciwm.co.uk](mailto:education@ciwm.co.uk)**

## ACADEMIC AND WORK-BASED QUALIFICATIONS

For anyone considering an academic qualification, CIWM works with key universities to accredit specialist resource and waste management qualifications.

For more information about the range of accredited courses currently available and other work-based qualifications visit

**[www.ciwm.co.uk/qualifications](http://www.ciwm.co.uk/qualifications)**



# BOOKING AND ADVICE

## How to book a course

If you'd like advice on professional development for yourself and your team, or have a question about any of our courses, we would love to hear from you.

### Scheduled courses

Call: 01604 823342

Email: [training@ciwm.co.uk](mailto:training@ciwm.co.uk)

Book online: [www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)

### In-company courses

For more information on how in-company training can benefit your business, call 01604 823338

### E-learning courses

Call: 01604 823342

Email: [training@ciwm.co.uk](mailto:training@ciwm.co.uk)

Book online: [www.ciwm.co.uk/e-learning](http://www.ciwm.co.uk/e-learning)







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[www.ciwm.co.uk/training](http://www.ciwm.co.uk/training)



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