

Welcome

CIWN



Invest in sustainability, resource and waste management training from CIWM and you can be sure of the highest quality and measurable results. Many of our training courses provide the vital knowledge and understanding needed to make your waste and resource management more 'circular' and our team of education and training experts monitor and update our courses to ensure they include the latest legislation and best-practice advice.

We also have partnerships with specialists in various fields including the leading trade body ESA and sustainability experts Cloud Sustainability.

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 £117 membership fee*.

For help and advice

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 up-skill a group of employees in-house 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 from a wide range of online learning options for a cost-effective solution available 24/7.

For advice about choosing the right training course for you or your staff please contact our training team on 01604 823341 or email training@ciwm.co.uk

*Based on 2016 membership prices



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In-Company Training Courses



Highly effective in-company training tailored to your needs

As the leading provider of sustainability, resource and waste management training, we have extensive experience in delivering bespoke solutions to UK companies and global enterprises from a range of sectors, including construction, facilities management, local government and waste management.

How does in-company training work?

Any of our scheduled training courses can be delivered as an off-the-shelf product at your own premises, or we can customise a programme for you using training that will solve your business challenges, fill skills gaps and deliver return or investment. This option is perfect if you have a group of staff that need in-company training, or you would like to cover a specialist topic.

Choosing in-company sustainability, resource and waste management 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. We take the time to understand your company's learning needs to deliver a training solution that satisfies your business objectives.

What are the benefits of in-company training?

- cost-effective solution to training a number of employees
- the ability to cover a range of topic
- ability to incorporate your businesses own procedures and policies
- improves your team's skills and boosts their confidence
- reduces travel and accommodation costs
- direct access and advice from expert trainers
- courses tailored to your specific needs
- dates, times and locations to suit you
- equips employees with real solutions they can implement straight away.

Some of the clients we've worked with































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 Practical Waste Management

9 10

Introduction to the Management of Wastes and Resources



Gain a detailed introduction to sustainable resources and waste management in the UK, enhance your knowledge and get hands-on 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 hands-on experience to help you do your job. This course attracts delegates from a wide range of organisations 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-today 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 sector and those who need to understand UK waste policy.

Fee

Member: £1,116 + VAT
Non-Member: £1,395 + VAT

CPD: 18 hours

Course Dates 2017 Northampton 28 – 30 Mar 20 – 22 Jun 14 – 16 Nov

More dates and to book online: www.ciwm.co.uk/training



Members

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

Fee includes

All course materials 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

Bookings and advice **01604 823341**

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 unique course is based around learning from real-life scenarios, presentations and discussion with highly respected experts working in senior waste management roles. Featuring site visits and presentations from more than 10 industry experts, this course is continually updated to reflect changing legislation and policy and strategy, such as the circular economy.

What's in it for me?

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

- demonstrate knowledge of how your waste management role fits into the sector as a whole
- develop a broad insight into industry operations, legislation, regulation and enforcement
- understand key elements of a variety of different waste management options
- appreciate how extended producer responsibility and a circular economy approach to resource efficiency impacts on the industry.

Who should attend?

This course is perfect for new starters in waste and resources who are keen to understand the industry as a whole. For those working in the sector for some time it provides an opportunity to stay up-to-date and hear about the latest issues and challenges currently affecting the industry. Its seminar delivery style provides an opportunity to question the experts in a variety of fields.

Fee

Member: £1,116 + VAT
Non-Member: £1,395 + VAT

CPD: 18 hours

Course Dates 2017

Northampton 25 – 27 April 11 – 13 Jul 10 – 12 Oct

More dates and to book online: www.ciwm.co.uk/training

Members

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

Fee includes

All course materials 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

If you require a broader introduction why not consider the Introduction to Waste and Resources course (see page 9).

More dates and to book online – visit www.ciwm.co.uk/training

Hazardous Waste Courses

Develop your expertise in recognising and managing hazardous wastes

Hazardous Waste Regulations 12
Hazardous Waste Classification and Coding 13
Management of Hazardous Waste 14

Bookings and advice **01604 823341**

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 waste must ensure it causes no damage or harm. This course explains which wastes are classified as hazardous and provides upto-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: £399.20 + VAT Non-Member: £499 + VAT

CPD: 6 hours

Course Dates 2017

Northampton

21 Feb

6 June

6 Sep

5 Dec

More dates and to book online: www.ciwm.co.uk/training

CIWM & environmental services association

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

Fee includes

All course materials plus:

Refreshments and lunch



In-company option available

See page 6

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 very 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 (a Scotland specific version of this course is also available). 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.

What's in it for me?

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

- 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 working knowledge need to have completed the Hazardous Waste Regulations course prior to undertaking this course – see page 12.

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Member: £525 + VAT Non-Member: £420 + VAT

CPD: 6 hours

Course Dates 2017

Northampton Scotland (Special Waste course)
22 Feb 25 May

7 June 1 Nov

7 Sep 6 Dec

More dates and to book online: www.ciwm.co.uk/training

Nembers

Receive a **20**%

discount on scheduled course prices

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Fee includes

All course materials plus:

Refreshments and lunch



In-company option available

See page 6

Bookings and advice **01604 823341**

More dates and to book online – visit www.ciwm.co.uk/training

Bookings and advice **01604 823341**



Management of Hazardous Waste



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

Overview

If you need to understand the nature and main hazards associated with the handling and management of industrial hazardous waste, this course provides a sound understanding of the legal requirements involved 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 able to:

- 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
- 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
- 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.

Fee

Member: £399.20 + VAT Non-Member: £499 + VAT CPD: 6 hours

Course Dates 2017

Northampton 8 Jun 7 Dec

More dates and to book online: www.ciwm.co.uk/training

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

Fee includes

All course materials plus:

Refreshments and lunch



In-company option available

See page 6

Waste Legislation Courses

Understand waste legislation regulations and how they apply to you

"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 a lot differently and the role we play to ensure we don't have a negative impact on the environment."

Ballast Phoenix

Waste Legislation Essentials (England, Wales and Scotland)

16

Bookings and advice **01604 823341**





Learn all 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.

Fee

7 Nov

Member: £399.20 + VAT Non-Member: £499 + VAT CPD: 2 hours

Course Dates 2017

Northampton	Wales	Scotland
24 Jan	19 April	24 May
9 May	21 September	31 Oct
8 Aug		

More dates and to book online: www.ciwm.co.uk/training



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

Fee includes

All course materials plus:

Refreshments and lunch



In-company option available

See page 6

Landfill Management Courses

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

Practical Aspects of Landfill Gas and Groundwater Monitoring

Practical Management and Control of Landfill Gas

Leachate Management and Treatment 20

Bookings and advice **01604 823341**

Practical Aspects of Landfill Gas and Groundwater Monitoring



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: £839.20 + VAT Non-Member: £1,049 + VAT CPD: 12 hours

Course Dates 2017

Northampton

16 – 17 May

14 - 15 Nov

More dates and to book online: www.ciwm.co.uk/training

CIWM & environmental services association

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

Fee includes

All course materials plus:

Day 1: Accommodation, lunch and dinner

Day 2: Breakfast and lunch



In-company option available

See page 6

Practical Management and Control of Landfill Gas



Learn how to best 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 scenarios. 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 those aspects of landfill gas that you are responsible for, including best practice design, installation, operations and monitoring
- compare a full range of different landfill gas management and treatment systems and infrastructure and 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 a wide range of people 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: £839.20 + VAT Non-Member: £1,049 + VAT CPD: 12 hours

Course Dates 2017

Northampton 23 – 24 May

21 – 22 Nov

More dates and to book online: www.ciwm.co.uk/training



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

Fee includes

All course materials plus:

Day 1: Accommodation, lunch and dinner

Day 2: Breakfast and lunch



In-company option available

See page 6

New

Coming soon -Closed Landfill course looking at managing closed landfill from the perspective of achieving a stable landform and potentially profitable end use.

Bookings and advice **01604 823341**

More dates and to book online - visit www.ciwm.co.uk/training

Bookings and advice **01604 823341**



Leachate Management and Treatment



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 both the design and commissioning of more than 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.

Bookings and advice **01604 823341**

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: £839.20 + VAT
Non-Member: £1,049 + VAT

CPD: 12 hours

Course Dates 2017

22 - 23 Mar 19 - 20 Sep

More dates and to book online: www.ciwm.co.uk/training



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

Fee includes

All course materials plus:

Day 1: Accommodation, lunch and dinner

Day 2: Breakfast and lunch



In-company option available

See page 6

More dates and to book online – visit www.ciwm.co.uk/training

Compliance Courses

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

Duty of Care	22	
Environmental Permitting and Exemptions	23	
Environmental Permitting Operators Certificate		
Continuing Competence Pre-Test Refresher		
Introduction to PAS 110 and End of Waste Criteria	26	

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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.

Fee

Member: £399.20 + VAT Non-Member: £499 + VAT

CPD: 6 hours

Course Dates 2017

Northampto

25 Jan 10 May

9 Aug

8 Nov

More dates and to book online: www.ciwm.co.uk/training

CIWM & environmental services association

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

Fee includes

All course materials plus

Refreshments and lunch



In-company option available

See page 6

New

Coming soon -Scottish Duty of Care course

Environmental Permitting and Exemptions



Get the knowledge you need to select the most appropriate type of permit for your site or activity, understand the exemptions that may apply, and appreciate the key requirements of the application process.

Overview

If you're considering starting a waste activity or involved in waste applications for new or existing activities 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

- 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 be of benefit to 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 includes

course prices

Receive a 20%

discount on scheduled

All course materials plus

Refreshments and lunch



In-company option available

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CIWM Solving environmenta services association

See page 6

Fee

Member: £399.20 + VAT
Non-Member: £499 + VAT

CPD: 6 hours

Course Dates 2017
Northampton

28 Feb 4 Jul 18 Oct

Bookings and advice **01604 823341**

More dates and to book online - visit www.ciwm.co.uk/training

Bookings and advice **01604 823341**



Environmental Permitting Operators Certificate (EPOC)



Fee includes

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. This proves that you are technically competent and know how to comply with your waste facilities' environmental permit and waste regulations.

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 and have an awareness of mitigation and how you can avoid or reduce the risk
- 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 initial 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

£875 + VAT CPD: 12 hours

Course Dates 2017

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7 - 8 Feb 18 - 19 Jan 6 - 7 Jun 30 - 31 Oct 22 - 23 Feb 11 - 12 Jul 3 - 4 May 28 - 29 Mar 15 - 16 Aug 20 - 21 Jun 5 - 6 Sep 4 -5 May 19 - 20 Sep 22 - 23 Nov

More dates and to book online: www.ciwm.co.uk/training

Coming soon -**Waste Fires** Prevention

Did you know that new EA guidance states that if you manage a specified waste facility you are legally required to have a fire prevention plan in place? Our new course will give you the skills you need to create your fire prevention plan and understand how to implement, monitor and manage this plan on your site.

Continuing Competence **Pre-Test Refresher**



Stay up-to-date and demonstrate your competence with this practical workshop.

Overview

In accordance with the CIWM/WAMITAB Operator Competence Scheme, anyone classed as the technically competent person for a permitted waste facility in Enaland and Wales is required to demonstrate that they have kept up to date on key issues by passing a Continuing Competence Test every two years. This interactive one-day workshop will help you prepare for the test.

What's in it for me?

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

- identify relevant and recent changes in regulations and guidance
- be prepared for your Continuing Competence test
- refresh your understanding of key issues relevant to all who operate permitted waste facilities in England and Wales
- understand all three sections within the generic test: Legislation, Environment Protection and Health and Safety.

Who should attend?

Anyone classed as the technically competent person for a permitted waste facility in England and Wales.

To find out more and register your interest contact our training team on:

training@ciwm.co.uk or call 01604 823341



Receive a 20% discount on scheduled course prices





In-company option available

See page 6

Bookings and advice **01604 823341**

More dates and to book online - visit www.ciwm.co.uk/training

Bookings and advice **01604 823341**





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 PAS 110 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 PAS 110, 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 PAS 110 compliance; and consultants assisting operators to become certified.

Fee

Member: £280 + VAT Non-Member: £350 + VAT CPD: 3 hours

Course Dates 2017
Northampton

23 Feb

More dates and to book online: www.ciwm.co.uk/training

CIWM & environmental services association Members

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

Fee includes

All course materials plus:

Refreshments and lunch



In-company option available

See page 6

Specialist Waste Courses

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

More dates and to book online – visit www.ciwm.co.uk/training

Bookings and advice **01604 823341**



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Undertaking a Waste Audit



Learn how to design and deliver a waste audit and use the data collected to produce a plan that will ensure effective waste management and compliance with legislation.

Overview

With the growing focus on environmental performance and ever increasing costs for collection and disposal of waste, it's crucial that businesses get the right skills to be able to reduce waste, increase recycling and ultimately cut costs. This course will give you the necessary skills needed to produce an effective waste audit and achieve these aims in your own organisation.

What's in it for me?

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

- apply the skills to plan and deliver an appropriate waste audit in your own organisation
- evaluate data from a waste audit and identify key findings
- identify opportunities for improving your existing waste management systems and strategies
- spot non-compliance and cost saving opportunities.

Who should attend?

This course is perfect for all waste producers and particularly individuals who are responsible for implementing a waste audit in their own organisation.

Fee

Member: £399.20 + VAT Non-Member: £499 + VAT CPD: 6 hours

Course Dates 2017

Northampton 16 Mar

28 Jun 19 Oct

More dates and to book online: www.ciwm.co.uk/training

Members

Receive a 20% discount on scheduled course prices

Fee includes

All course materials plus

Refreshments and lunch



In-company option available

See page 6

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 40.

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.

Fee

Member: £399.20 + VAT Non-Member: £499 + VAT CPD: 6 hours

Course Dates 2017

Northampton 15 Mar 27 Sep

More dates and to book online: www.ciwm.co.uk/training



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

Fee includes

All course materials plus

Refreshments and lunch



In-company option available

See page 6

Bookings and advice **01604 823341**

More dates and to book online - visit www.ciwm.co.uk/training

Bookings and advice **01604 823341**



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 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 thirdparty waste facilities.

Who should attend?

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

Fee

Member: £1,400 + VAT Non-Member: £1,750 + VAT CPD: 18 hours

Register your interest email training@ciwm.co.uk or call 01604 823341

CIWM & environmental services association

Receive a 20% discount on scheduled course prices





In-company option available

See page 6

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 parts 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.

Fee

Member: £1,116 + VAT
Non-Member: £1,395 + VAT
CPD: 18 hours

Register your interest email **training@ciwm.co.uk** or call **01604 823341**



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





In-company option available

See page 6

Bookings and advice **01604 823341**

More dates and to book online - visit www.ciwm.co.uk/training

Bookings and advice **01604 823341**



E-learning Courses

The CIWM e-Learning Hub houses all of our online courses in sustainability, waste and resources, allowing you and your teams to access training 24/7.



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Introduction to Managing Healthcare Waste



Interactive introduction to the safe and best practice management of healthcare waste.

Overview

This 40 minute module draws on guidance provided by the Department of Health on the Safe Management of Healthcare Waste. It translates this information in a highly visual, interactive and engaging way to help you understand what actions you must take to meet your best practice and legislative requirements, as outlined within this auidance.

What you will learn

The course provides an introduction to healthcare waste segregation requirements and how to use the colour-coded system to correctly segregate different healthcare wastes to ensure they are treated or disposed of appropriately. The module also introduces the concepts of sustainable waste management and looks at why management of waste according to the waste hierarchy is important to consider when handling healthcare wastes.

Who is this course for?

The module provides a fantastic foundation for anyone with healthcare waste management responsibilities, including those working in hospitals, surgeries, dental practices, pharmacies, residential homes and veterinary practices. It would be especially useful for those with operational responsibilities.

Assessment: **Yes** Certificate: **Yes**

Duration/CPD: **40 minutes**Legislation: **England and Wales**

Fee

Member: £16 + VAT
Non-Member: £20 + VAT



Receive a **20%** discount on e-learning course prices



View the full range of e-learning courses and book at ciwmhub.ciwm.co.uk



Bookings and advice **01604 823341**



Best Practice Management of Healthcare Waste



Gain a comprehensive understanding of sustainable healthcare waste management.

Overview

This online learning module draws on guidance provided by the Department of Health on the safe management of healthcare waste. It translates this information in a highly visual, interactive and engaging way to help you understand what actions you need to meet your best practice and legislative requirements, as outlined within this guidance.

What you will learn

Module 1: An introduction to the different types of healthcare waste and how to correctly classify them.

Module 2: Introduction to Best Practice Waste Management of Healthcare Waste.

- best practice waste management including the drivers and benefits of sustainable waste
- the importance of waste segregation, including a review of the colour-coded system and how you can use this to manage your healthcare waste.

Module 3: Healthcare Waste and Legislation. This module covers the legislation that exists for the management of waste and what you need to ensure you comply with it.

Who is this course for?

This course is aimed at anyone in England and Wales who is involved in the management of healthcare waste, including those working in hospitals, surgeries, dental practices, pharmacies, residential homes and veterinary practices.

Assessment: Yes Certificate: Yes Duration/CPD: 4 hours Legislation: England and Wales

Member: £79 + VAT Non-Member: £99 + VAT



Receive a 20% discount on e-learning course prices





Embedding Sustainable Procurement



Learn how to embed sustainability considerations into your procurement processes.

Overview

Split into bite-sized chunks, Embedding Sustainable Procurement is interactive and easy to use.

It guides you, step-by-step, through the UK Government's Sustainable Procurement Flexible Framework and BS8903 and it will help you achieve the 'Embed' Level of this framework or Level 2.

What you will learn

The course is made up of 6 modules.

Module 1: Introducing Sustainable Procurement

Module 2: The importance of people in the procurement process

Module 3: Policy, Strategy and Communication

Module 4: Procurement Process

Module 5: Supplier Engagement

Module 6: Measurements and Results

Who is this course for?

Anyone who is interested in, or able to influence, sustainability and procurement in your organisation including procurement and sustainability staff, devolved purchasers, budget managers, contract managers and senior managers.

Certificate Yes Duration/CPD: 6 hours Legislation **UK**

Member: £79 + VAT



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View the full range of e-learning courses and book at ciwmhub.ciwm.co.uk



Non-Member: £99 + VAT

Bookings and advice **01604 823341**

More dates and to book online – visit www.ciwm.co.uk/training

Bookings and advice **01604 823341**



First Steps in Carbon Management



Understand the core principles of climate change, carbon management and carbon legislation.

Overview

This course provides a comprehensive introduction to carbon management in the UK and will help you begin the process of establishing carbon management policy to help you reduce energy costs and improve your energy and carbon performance.

What you will learn

This course is made up of 6 modules:

Module 1: Introduction to the Principles of Climate Change

Module 2: Introduction to Carbon Management and Carbon Legislation

Module 3: The Business Case for Carbon Management

Module 4: Establishing your Carbon
Management Team

Module 5: Undertaking your Initial Carbon Audit

Module 6: Establishing your Policy and Identifying Quick Wins

Who is this course for?

Anyone who needs a comprehensive introduction of carbon management including those with technical, operational and facilities management responsibilities, specific carbon management responsibilities, senior managers involved with the implementation of carbon management plans at a strategic level or anyone with an interest, involvement, or ability to influence carbon management within an organisation.

Certificate: **Yes**Duration/CPD: **4.5 hours**Legislation: **UK**

Fee

Member: £79 + VAT
Non-Member: £99 + VAT

CIWM & environmental services association

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Journey of Waste: 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/CPD: **2 hours**Legislation: **UK**

re

Member: £100 + VAT Non-Member: £125 + VAT



Receive a **20%** discount on e-learning course prices



View the full range of e-learning courses and book at ciwmhub.ciwm.co.uk

"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

Bookings and advice **01604 823341**

More dates and to book online - visit www.ciwm.co.uk/training

Bookings and advice **01604 823341**



ResourceAware



A concise introduction to managing waste, water and energy efficiently.

Overview

Resource Aware has been developed by Cloud Sustainability in partnership with the leading bodies in the waste, water and energy industries including: CIWM, the Future Water Association and the Energy Institute. This course combines three modules to provide an ideal introduction into waste, water and energy.

What you will learn

Waste Aware

Explore 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

Energy Aware

Get an insight into energy consumption and management and the impact this has on costs in the workplace. Create a customised, actionable checklist of behaviour changes and smart technology decisions that you can take away and implement

Water Aware

Get an introduction to best practice in using water and minimising water waste and the benefits of good practice in water use and management.

Who is this course for?

This course is suitable for anyone who needs an awareness of the importance of waste, waster and energy management and is ideal as an introduction level module for all staff in all organisations.

Certificate: Yes Duration/CPD: 90 minutes

Legislation: **UK**

Member: £79 + VAT Non-Member: £99 + VAT







CIWM (environmental services association)

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View the full range of e-learning courses and book at ciwmhub.ciwm.co.uk

"ResourceAware course is valuable for those that are totally new to the field. The content flows well from one section to the next and the interactive element keeps the participants engaged."

Dr Alexander Mifsud, Centre of Environmental Education and Research, University of Malta

WasteAware



Introduction to best practice and sustainable waste and resource management.

Overview

WasteAware is a highly interactive course that 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 within the law

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/CPD: 30 minutes Legislation: **UK**

Fee

Member: £32 + VAT Non-Member: £40 + VAT



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More dates and to book online – visit www.ciwm.co.uk/training

Bookings and advice **01604 823341**



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/CPD: 3 hours

Legislation: **UK**

Fee

Member: £104 + VAT
Non-Member: £130 + VAT

*There is a short multi-choice test at the end of the course with a pass mark of 77%. Delegates who successfully pass the assessment can download a certificate supported by CIWM, the Environment Agency, Environmental Services Association, Defra and WRAP.







More dates and to book online - visit www.ciwm.co.uk/training







Receive a **20%**discount on e-learning
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 classroombased course through our network of centres.

To find out more and enquire about becoming a WasteSmart centre or trainer yourself visit: www.wastesmart.uk.com

Introduction to Materials Recovery Facilities



Learn what happens to waste at a materials recovery facility (MRF).

Overview

We all know that it is important to recycle our waste, but what happens to it and how is it processed when taken to a materials recovery facility (MRF).

What you will learn

This course will explain what a MRF is, its main function and purpose, along with an introduction to standard operating components through video and a number of animations.

Who is this course for?

This course is aimed at anyone who wishes to know the main processes of a MRF. It is also ideally suited to anyone who has completed the WasteAware module (see page 39).

This course would be ideal as an induction course for those about to start working at a MRF or waste professionals wishing to expand their knowledge.

Certificate: **Yes**

Duration/CPD: **20 minutes** Legislation: **N/A**

Fe

Member: £12 + VAT Non-Member: £15 + VAT



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Bookings and advice **01604 823341**

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Bookings and advice **01604 823341**



Introduction to Sustainability and Corporate Social Responsibility



Understand the core concepts and principles of sustainability and corporate social responsibility (CSR).

Overview

This course provides a perfect introduction to sustainability and CSR to help engage, inform and inspire you and your workforce.

What you will learn

You will learn about the three pillars of sustainability: environment, economy and society. You will also learn how businesses can respond to, and benefit from, sustainability and CSR and how the agenda has developed globally and in the UK. The module introduces key definitions and concepts, such as "One Planet Living" and "Natural Capital".

Who is this course for?

This module is ideal for raising awareness about sustainability and CSR throughout your organisation. It is suitable for all new staff (as part of induction), sustainability champions, senior managers and other key focus groups and stakeholders.

Certificate: **Yes**Duration/CPD: **30 Minutes**Legislation: **N/A**

Fee

Member: £16 + VAT Non-Member: £20 + VAT

More dates and to book online: www.ciwm.co.uk/training

CIWM & environmental services association Members

Receive a **20%** discount on e-learning course prices





Waste Expert Learn



Subscribe to a comprehensive suite of constantly updated learning modules.

Overview

Waste Expert Learn is a one year online learning subscription to a comprehensive suite of learning modules. The Learn subscription doubles up as an encyclopaedia and reference platform for sustainable waste management which is constantly being evolved. You are also given a free four week subscription to the full Waste Expert platform which can be used to monitor and report on waste management performance, including compliance with legislation.

What you will learn

The e-learning covers the core principles of waste management, helping you and your staff become self-sufficient experts. You and your colleagues will learn about all aspects of waste management, based around nine core themes:

- What is Waste? the definitions, identification and classification of different waste streams
- Basic Principles an overview of the principles and concepts of sustainable waste and resource management, such as the waste hierarchy and zero waste

- Legislation and Regulation key pieces of waste legislation, why they exist and who regulates them
- Waste Management Policy and Strategy the benefits of an effective waste management policy and strategy and what these documents should include
- The Cost of Waste Management the true cost of waste management, including waste charges and recommendations on how to reduce costs
- Effective Contractor Management how to get the best value from your waste contractors
- Hazardous Waste Management how to categorise and manage hazardous wastes
- Construction, Demolition and Excavation Waste – how to manage these specialist waste streams.

Assessment: **Yes** Certificate: **Yes**

Duration: 12 month subscription

Leaislation: UK

Fee

£149 + VAT

The subscription price is for a single user for a year.



Receive a **20%** discount on e-learning course prices



View the full range of e-learning courses and book at ciwmhub.ciwm.co.uk

Additional features

With this subscription you'll also have access to the following additional benefits:

- Ask the Expert ask our reallife professionals questions about your waste management issues and get a helpful response.
- Your Documents your own online document store containing a range of guidance documents and a framework for building your compliance, data and financial records.

Bookings and advice **01604 823341**

More dates and to book online - visit www.ciwm.co.uk/training

Bookings and advice **01604 823341**



CIWM MEMBERSHIP

Access the wide range of benefits CIWM membership offers

Becoming a member of CIWM offers you of host of opportunities whether you join as ar individual or an organisation. We support you whatever you are looking for.

For resource and waste professionals we help your career with a formal Chartered qualification, ensuring your knowledge and skills are current and recognising you achievements

Belonging to the leading professional institution for resource management gives you access to a network of over 5,000 professionals. Whether you are looking to access the CIWM library and information service, ask questions of our technical experts, or attend conferences, seminars an award ceremonies, CIWM is here to help.

Stay up to date with all the important industry news and developments

 receive the weekly CIWM News Online email covering the important issues and alerting you to key information relevant to your role

- each month a copy of the CIWM
 Journal will be posted to you, packed with insight and information from experts working across the sector.
- receive the unique quarterly MVO magazine (Municipal Vehicle Operator and Plant Review).

Access a huge resource of technical expertise

- talk to our technical team to get expert advice and support on a whole range of resource and waste related subjects
- attend a Special Interest Group (SIG) to discuss issues and solutions with likeminded professionals.

Contribute to the future of our industry

- participate at a CIWM conference or Regional Centre event
- write a feature for the CIWM Journal or Journal Online website.

Build your network of contacts with similar interests

- meet other professionals who can help you in your work and career
- access the CIWM member area on our website to join one of CIWM's online communities

Share ideas and best practice with other members in your region

 join in meetings and activities organise by one of the 10 CIWM Regional Centres.

Develop your skills and expertise

- attend a wide range of training courses and leading industry events
- get access to member-only webinars

Enjoy savings

- save up to 20% on a wide range of CIWM accredited training courses
- Save up to 20% on CIWM conference places.

HOW TO BECOME A MEMBER

To find out more about joining CIWM today email membership@ciwm.co.uk, visit www.ciwm.co.uk/membership or call 01604 620426

ESA MEMBERSHIP

We are delighted to also offer ESA members a 20% discount on all of our scheduled training courses.

To find out more about the ESA and the additional benefits you can receive by becoming a member please visit www.esauk.org call 0207 824 8882 or email info@esauk.org



Recording CPD is vital in embedding learning and demonstrating professional development.

Who should undertake CPD?

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 is included as part of a Member's CPD activities.

What counts as CPD?

Any activity where learning takes place counts towards CPD, from external conferences and training courses to internal development and mentoring.

How do I record my 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

If you have any questions about CPD contact the education and training team on 01604 620426 or email education@ciwm.co.uk

ACADEMIC AND WORK-BASED QUALIFICATIONS

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

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

www.ciwm.co.uk/qualifications





BOOKING AND ADVICE

How to book a course

If you'd like advice or support on your personal development or have a question about any of our courses our training team would love to hear from you.

Scheduled courses

Call: 01604 823341
Email: training@ciwm.co.uk
Book online: www.ciwm.co.uk/training

In-company courses

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E-learning courses

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Book online:www.ciwmhub.ciwm.co.uk







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