**Section 1: Metal Recycling General Operative (MGRO)** Attainment: Level 2. Duration: 12-18months.

Working for companies of all sizes, from large multi-nationals to SMEs to family-run independents, the MGRO role will see an individual taking on a wide range of different tasks and responsibilities both outside on the yard and in an office-like environment. A team player, an MRGO will be charged with handling all types of equipment and will perform the many tasks undertaken in a metal recycling yard. MRGOs will identify different metals, sort and separate them into grades; ­over; 100+ different metallic material groups are regularly traded. Other tasks could involve processing End-of-Life Vehicles (ELV), Waste Electronic and Electrical Equipment (WEEE) and Large Domestic Appliances (LDA). The MRGO will develop a knowledge and appreciation of a wide range of processes, site administration, risk assessment as well as legislation relating to metal recycling. The MRGO will attain the skills to operate industry-specific and generic plant and equipment, such as a forklift truck, shear and cable strippers. Safety will form a key element of the MGRO’s role – they will be expected to work safely within a team to ensure materials are processed and handled in the correct and safest way.

**Entry Requirements**: Individual employers will set the selection criteria and specify the entry requirements applicable to the area of work. Typically, employers prefer individuals that already hold GCSE grades C or above in English and maths. However, apprentices without level 1 English and maths will need to achieve this level and take the test for level 2 English and maths prior to taking the end-point assessment.

Apprentices must complete all Core elements and select ONE of the additional options offered.

**Section 2 - Core Knowledge: The MRGO will develop an understanding of:**

* The MRGO role itself and how it fits into business and industry.
* Environmental policy and procedures applicable to site such as: Fire Prevention Plan, Environmental Action Plan, Monitoring, etc.
* Working in accordance with current legislation, regulations, codes of practice, including the Scrap Metal Dealers Act (SMDA).
* Handling and care of applicable industry-specific plant and machinery such as a shear.
* Acceptance of authorised/unauthorised waste, hazardous/non-hazardous materials, such as WEEE, inspection procedures, processing methods and supporting standard operating procedures.
* Industry-specific health and safety (H&S) procedures, including: Safe Systems of Work, COSHH, risk assessments, on-site incident reporting procedures.
* Handling requirements such as identification of materials, grades sorting, storage and quality control, grade identification and identification of stock.
* Key functional areas such as ELV, weighbridge operation, banksman systems, and an understanding of customers, visitors, colleagues along with individual requirements and restrictions
* Safe loading and unloading such as shipping, containers and heavy good vehicles
* Commercial implications of day-to-day business actions.

**Section 2: The Core Skills**

* The identification of H&S/Environmental issues and the ability to respond accordingly.
* The identification of metal grades, authorised/unauthorised wastes, hazardous/non-hazardous waste, their quality validation and commercial viability.
* The capability to correctly identify, sort and store materials in line with operating procedures, risk assessment and legislation, e.g. 1992 Manual Handling Regulations.
* The ability to maintain good housekeeping procedures, including machine and equipment care, alongside safely operating that machinery and equipment.
* The ability to communicate effectively with colleagues, engage important customers and respond to everyday site visitors
* The aptitude to identify and communicate potential for improvement aiding continuous improvement

**Section 2: The Behaviours**

* Consistently demonstrate integrity and behaviour that adheres to safety procedures and safe-working practices that are appropriate to the working environment.
* Behave in a collaborative manner.
* Respond proactively to changes.
* Have a commitment to ensure own personal development.
* A respect for the working environment, customers, plant and machinery
* A positive attitude to the working environment
* Remain flexible and adaptable to the needs of the business
* Problem solve – take action according to meet organisational procedures and policies.
* Prioritise working tasks and challenges, such as the appropriate process for loading and unloading.

**Section 2: Options**

**A. END-OF-LIFE VEHICLES**

**Knowledge**

* Understand the process of preparing ELV’s for depollution, including: safe storage pending depollution, checking vehicle details match presented documentation, determining the overall condition & requirements for depollution (air bags, A/C, LPG, hybrid, electric, complete /whole vehicle) plus the importance of identification & safe removal of concealed items e.g. gas cylinders.
* Explain the process for depolluting an ELV in accordance with the risk assessment, operating procedures and current legislation e.g. End of Life Vehicles Directive (latest version)

**Skills**

* Complete the process of preparing ELV’s for depollution in accordance with operating procedures, risk assessments and current legislation.
* Depollute an ELV in accordance with the risk assessment, operating procedures and current legislation e.g. End of Life Vehicles Directive (latest version)

**B. WEIGHBRIDGE**

**Knowledge**

* Comprehension of SMDA, particularly ID requirements, payment options and record keeping.
* Knowledge of waste acceptance procedures, duty of care requirements and relevant waste codes, and the process undertaken if potentially stolen/fraudulent material is presented
* Describe weighbridge operational processes from start up to emergency procedures as well as traffic management in accordance to site procedures, risk assessments and relevant legislation e.g. Road Traffic Act
* Know how to identify and place commercial value on different traded metallic groups and materials presented in any given load, including the evaluation of hazardous materials and potential handling costs.

**Skills**

* Follow weighbridge operational processes ensuring compliance with relevant site-specific procedures and legislative requirements e.g. SMDA (latest version), site permit and allowed waste types, Risk Assessments and Safe Working Procedures.
* Assess, validate and make a commercial decision on a variety of different loads.

**C. MATERIAL HANDLER (SPECIALIST EQUIPMENT)**

**Knowledge**

* Understand how best to operate specific specialist equipment including safe working loads and conditions and the requirement for pre-use and post use checks, maintenance schedules and servicing requirements.
* Attain a good understanding of specific risk assessments relevant to the equipment in conjunction with the general risk assessment for that area.

**Skills**

* Follow operational procedures to properly complete pre-use and post use checks, keep accurate records and report faults to the appropriate person.
* Demonstrate the safe and effective operation of specialist material handling equipment that requires Authorised Operator status or licence (excludes FLT) e.g. Baler, Shear, Crane, Container Loader, taking into account risk assessments and operating procedures.

**D. MATERIAL CLASSIFICATION**

**Knowledge**

* Explain why you would need to analyse the composition of different materials
* Know the importance of good record keeping, labelling and traceability of the samples and analysis
* Explain the process and procedures relating to sending samples to a lab for further analysis

**Skills**

* Identify the composition of different materials using available equipment, considering the importance of site based equipment calibration, interpreting results, standards and consistency of analysis and sources of error in the analytical process.
* Generate appropriate records, accurate labelling and send required samples for appropriate further analysis.

**E. WEEE WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT**

**Knowledge**

* Identify the relevant legislation and regulations appropriate to WEEE processing activities conducted on site including the WEEE Directive (latest version) in particular, the correct storage, handling and segregation of WEEE derived materials, PAS141, PAT Testing and Asset Tracking.
* Show a basic understanding of the hazardous properties of WEEE and the risks associated with them

**Skills**

* Visually inspect WEEE to identify if it is viable for re-use or repair by a technically competent person.
* Identify the hazardous components in various types of WEEE e.g. CRT or FPD
* Safely dismantle various types of WEEE considering such aspects as: the de-construction of the unit, selecting the most appropriate tools and safe separation of hazardous and non-hazardous materials
* Demonstrate the correct storage, handling and segregation of WEEE derived materials in accordance with operating procedures, risk assessments, COSHH and relevant legislation.

**Section 3: Review**

The Standard will be reviewed after three years or when a significant change is required.