




	Occupational Qualification Document			
Occupational Code	Qualification Title	NQF Level		
524901	Occupational Certificate: Paper and Packaging Collector	3		
	Name	Email	Phone	Logo
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QUALIFICATION DETAILS

Qualification Title: Occupational Certificate: Paper and Packaging Collector

Occupational Code: 524901

Quality Assuring Body: Quality Council for Trades and Occupations (QCTO)

Sub Framework: Occupational Qualifications Sub-Framework

Field: Field 06 - Manufacturing, Engineering and Technology

Subfield: Environmental Relations

NQF Level: 3

Credits: 143

Originator/Development Quality Partner (DQP):

Originating Provider/Assessment Quality Partner (AQP):

Qualification Type: Occupational Certificate

Registered qualifications and or learning programmes to be replaced:

- None

RATIONALE

Recycling generally is viewed within government as a opportunity for job creation. The paper sector recognised that to accelerate job creation, small businesses, run by entrepreneurs had to be created so that those businesses could create jobs. The PRASA Entrepreneurship Course was initiated to encourage collectors of recycling materials to improve their status from that of collector to Entrepreneur running his or her own micro or small business.

The purpose of this qualification is to provide the learner with the necessary education and skills in respect of Paper Recycling as well as Introductory Business Training via a short course for potential entrepreneurs so that they can venture into the business environment as an SMME. The focus is on education and training as a means of establishing SMMEs and promoting a culture of recycling; to promote job creation by providing attendees with the necessary skills and training to start their own small business; to create efficiency in the collection, recycling and disposal of waste paper; to ensure best practice in recycling through educational work and technical support and to ensure that good quality paper is recovered

This training is linked to special projects as it will enhance skills development and support implementation of the sector skills plan. It will address issues such as poverty alleviation (this includes assisting municipalities to fight poverty) and job creation.

The shared purpose of this qualification is to assess and recognise workplace skills acquired without the benefit of formal education and training for those who have been operating as a collector for a long time and for new entrants to effectively participate in the business of paper and packaging collector.

Learners who are assessed as competent against this qualification will be competent to act as business owners (small business), manage and organise resources, plan and market their

businesses, sort, collect and distribute recyclable material on Recycling projects focused on Materials collections of paper, plastic, metal cans, plastic bottles and glass in the packaging industry. Learners will be able to manage small recycling businesses i.e. understand, direct and coordinate pre-project planning; understand general contract documentation; implement administrative systems and be able to co-ordinate, direct and guide activities in their SMME subcontracts in a safe and cost-effective manner.

This qualification represents a specific context of management, i.e. materials recycler (paper and packaging collector, in this case the larger part of the life cycle of recycling and packaging industry. The qualification contributes to the development of a professional community of Materials Recyclers (Paper and Packaging Collector) in the Paper and Packaging Industry. The contribution to The National Skills Development Strategy is the key developmental interface between learners and new competencies to be achieved.

Its contribution to socio-economic transformation is that learners would be able to undergo RPL-assessment and thereby receive recognition for previous learning and experience. The employability and career prospects of learners can therefore be enhanced by this qualification.

PURPOSE

The purpose of this qualification is to prepare a learner to operate as an/a Materials Recycler

A Materials Recycler Establish micro, small and medium sized business operations through the salvaging of materials from industrial commercial and private establishments and re-selling the materials.

A qualified learner will be able to:

- Collect, sort and transport recyclable materials
- Establish a micro business for the effective collection and sale of recyclable materials
- Build a small business employing other collectors

RULES OF COMBINATION

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- 524901009-KM-01, Recycling as a business, NQF Level 1, Credits 3
- 524901009-KM-02, Entrepreneurial and Small Business Operations, NQF Level 1, Credits 4
- 524901009-KM-03, Legal and regulatory requirements, NQF Level 2, Credits 2
- 524901009-KM-04, Environment, Energy Efficiency and Ethics, NQF Level 2, Credits 2
- 524901009-KM-05, Supply Chain in the Paper and Packaging Recycling Environment, NQF Level 3, Credits 10

- 524901009-KM-06, Supply Chain Operations in a Paper and Packaging Recycling Environment, NQF Level 3, Credits 5
- 524901009-KM-07, Supply Chain Workflow in a Paper and Packaging Collection Environment, NQF Level 3, Credits 5
- 524901009-KM-08, Introduction to the Paper and Packaging Recycling industry, NQF Level 3, Credits 3
- 524901009-KM-09, Business Essentials, NQF Level 3, Credits 5
- 524901009-KM-10, Maintenance of tools, equipment and materials, NQF Level 3, Credits 5

Total number of credits for Knowledge Modules: 44

Practical Skill Modules:

- 524901009-PM-01, Develop a basic business plan for a micro recycling business, NQF Level 1, Credits 3
- 524901009-PM-02, Obtain agreement to access recyclable materials, NQF Level 1, Credits 3
- 524901009-PM-03, Maintain basic business records for a micro recycling business, NQF Level 1, Credits 2
- 524901009-PM-4, Establish and prepare for storage of different materials, NQF Level 2, Credits 10
- 524901009-PM-05, Transport activities of paper and packaging material, NQF Level 2, Credits 5
- 524901009-PM-06, Manage collection, quality, sorting at source, packaging and delivery of recyclable material, NQF Level 2, Credits 10
- 524901009-PM-07, Plan and prepare for collection of recyclable material, NQF Level 3, Credits 10
- 524901009-PM-08, Consult with different industries of recyclable materials, NQF Level 3, Credits 10
- 524901009-PM-09, Manage and organise resources, NQF Level 3, Credits 5

Total number of credits for Practical Skill Modules: 58

This qualification also requires the following Work Experience Modules:

- 524901009-WM-01, Exposure to the business processes within the micro recycling environment, NQF Level 1, Credits 11
- 524901009-WM-02, Process and procedures for managing the collection and distribution of recyclable material, NQF Level 2, Credits 10
- 524901009-WM-03, Process and procedure of planning and preparing recyclable paper and packaging material, NQF Level 3, Credits 10
- 524901009-WM-04, Process and procedure of sorting and packaging of recyclable material for sale, NQF Level 03, Credits 10

Total number of credits for Work Experience Modules: 41

ENTRY REQUIREMENTS

- NQF Level 1

EXIT LEVEL OUTCOMES AND ASSOCIATED ASSESSMENT CRITERIA

- **Exit Level Outcome 1**

Earn a living from collecting and selling recyclable materials

Associated Assessment Criteria

- Recyclable materials are identified accurately and the risks associated in collecting and handling these materials are described;
- The processes for sorting the materials are described and the potential value adding of correctly packing the materials is explained;
- Basic financial record keeping is correctly applied;
- The need for and fundamental principles of marketing within the context of generating consistent revenue is explained

- **Exit Level Outcome 2**

Co-ordinate a re-cycling collection operation making use of a few operators working in collaboration to improve the efficiency of revenue generation

Associated Assessment Criteria

- Planning and preparation for the collection of recyclable materials are applied according to industry norms;
- The procedure for establishing and the preparation for the storing of different materials are according to industry requirements;
- Transportation activities of paper and packaging materials in the industrial, commercial and private sectors are according to business requirements.

- **Exit Level Outcome 3**

Build a small business through capitalizing on the potential opportunities offered by collecting and re-selling recyclable materials

Associated Assessment Criteria

- Consultation with relevant industries regarding different recyclable materials are complied with;
- Management of recyclable materials and organizational structures in the collection operation are according to industry norm

INTERNATIONAL COMPARABILITY

This International Comparability study was undertaken to examine the Materials Recycler (Paper and Packaging Collector) qualification, in terms of the level of qualification, duration and contents of the related curriculum offered in other countries and whether a similar qualification is offered. If offered, at what level, similarities and differences thereof.

The purpose is to facilitate the development of a meaningful learning path and its associated curriculum incorporating both theoretical and practical skills, which will ensure compatibility, comparability and compliance with international qualification specification and regulation.

A preliminary literature review considered as many countries as possible. It was found that no country offers a qualification like the one envisaged here. Australia has a similar name and code, but there are no tasks listed and it is not offered as a qualification nor there are prescribed international standards.

Countries included in the final comparability review were Australia and New Zealand. In Africa, and UK the materials recycler or collector is integrated into waste management. Although no codes or formal training were offered, both countries could not differentiate waste management from recycling, and there were no codes allocated for this stream either.

Many industry sectors in Australia and New Zealand are defined in terms of an Australian and New Zealand Standard Industrial Classification (ANZSIC) that is relevant to the industry. There is no ANZSIC code for the recycling sector. There are ANZSIC codes for the waste sector that are likely to capture some recycling sector participants, however these codes cannot be used as a mechanism to define the recycling sector as they are neither exclusive to or exhaustive of the recycling sector. Recycling in these countries is often associated with recycling companies and not individuals. In Australian study, the following was found:

The Materials Recycler with a code 6219-11 and the following description:

Salvages materials from industrial, commercial and private establishments for resale. (Description similar to ours) there was no level and tasks defined, their Specialisations included

- Automotive dismantler,
- Bottle Dealer and
- Waste Recycler.
- No data was given for minimum requirements

There were no tasks listed and no proof of level or qualification that was offered. This was not specific to materials collector, but as part of waste management and recycling.

Conclusion

It is evident from this study that South Africa is leading in the formalisation of recycling and training of individual collectors in the Paper and Packaging Industry and small businesses that are entering this stream, who will then contribute to growth and development of the economy of South Africa.

Many countries including those mentioned above do not separate recycling of paper and packaging from waste management and that recycling as part of waste management is mostly operated by big companies situated in urban cities.

INTEGRATED ASSESSMENT

Integrated formative assessment:

The skills development provider will use the curriculum to guide them on the stipulated internal assessment criteria and weighting. They will also apply the scope of practical skills and applied knowledge as stipulated by the internal assessment criteria. This formative assessment leads to entrance into the integrated external summative assessment.

Integrated summative assessment:

An external integrated summative assessment, conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this qualification. The external integrated summative assessment will focus on the exit level outcomes and associated assessment criteria.

RECOGNITION OF PRIOR LEARNING

RPL for access to the external integrated summative assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record.

RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

ARTICULATION

Horizontal articulation is possible to:

National Certificate: Pulp and Paper Operations, NQF Level 3;

Vertical Articulation is possible to:

Further Education and Training Certificate: Small Business Advising (Information Support), NQF Level 4.

NOTES

Qualifying for external assessment:

To qualify for an external assessment, learners must provide proof of completion of all required modules by means of statements of results and work experience.

To obtain the full qualification the FLC will be required. The first two, part qualification will not require competence in the FLC.

Additional legal or physical entry requirements:

None

Criteria for the accreditation of providers

Accreditation of providers will be done against the criteria as reflected in the relevant curriculum on the QCTO website.

The curriculum title and code is: 524901001: Materials Recycler

This qualification encompasses the following trades as recorded on the NLRD:

- This is not a trade

Part Qualifications

SAQA ID	Curriculum Code	Title	NQF Level	Credits
	524901009#01	Self-employed re-cycling materials collector	1	26
	524901009#02	Collaborative Recycler	2	46
	524901009#03	Small re-cycling business owner	3	78

Part Qualification 1:

Title:

Self-employed re-cycling materials collector, NQF Level 1, Credits 26

Purpose:

Create a financial income through the collection, sorting and re-selling of re-recyclable materials.

Applicable Modules (Rules of Combination)

Knowledge Modules:

- 524901009-KM-01, Recycling as a business, NQF Level 1, Credits 3
- 524901009-KM-02, Entrepreneurial and Small Business Operations, NQF Level 1, Credits 4

Total number of credits for Knowledge Modules: 7

Practical Skill Modules:

- 524901009-PM-01, Develop a basic business plan for a micro recycling business, NQF Level 1, Credits 3
- 524901009-PM-02, Obtain agreement to access recyclable materials, NQF Level 1, Credits 3
- 524901009-PM-03, Maintain basic business records for a micro recycling business, NQF Level 1, Credits 2

Total number of credits for Practical Skill Modules: 8

This qualification also requires the following Work Experience Modules:

- 524901009-WM-01, Exposure to the business processes within the micro recycling environment, NQF Level 1, Credits 11

Total number of credits for Work Experience Modules: 11

ENTRY REQUIREMENTS

- This is an open access qualification, there are no educational entry requirements

EXIT LEVEL OUTCOMES

Part Qualification Exit Level Outcome

Earn a living from collecting and selling recyclable materials

Associated Assessment Criteria

- Recyclable materials are identified accurately and the risks associated in collecting and handling these materials are described;
- The processes for sorting the materials are described and the potential value adding of correctly packing the materials is explained;
- Basic financial record keeping is correctly applied;
- The need for and fundamental principles of marketing within the context of generating consistent revenue is explained

ARTICULATION

Horizontal

- General Education and Training Certificate: Construction, NQF Level 1

Vertical

- Collaborative Recycler, NQF Level 2,

Part Qualification 2:

Title:

Collaborative Recycler, NQF Level 2, Credits 46

Purpose:

Coordinate the activities of a small group of re-cyclers in order to optimise the collection and sale of materials for re-cycling purposes.

Applicable Modules (Rules of Combination)

Knowledge Modules:

- 524901009-KM-01, Recycling as a business, NQF Level 1, Credits 3
- 524901009-KM-02, Entrepreneurial and Small Business Operations, NQF Level 1, Credits 4
- 524901009-KM-03, Legal and regulatory requirements, NQF Level 2, Credits 2
- 524901009-KM-04, Environment, Energy Efficiency and Ethics, NQF Level 2, Credits 2

Total number of credits for Knowledge Modules: 11

Practical Skill Modules:

- 524901009-PM-4, Establish and prepare for storage of different materials, NQF Level 2, Credits 10
- 524901009-PM-05, Transport activities of paper and packaging material, NQF Level 2, Credits 5

- 524901009-PM-06, Manage collection, quality, sorting at source, packaging and delivery of recyclable material, NQF Level 2, Credits 10

Total number of credits for Practical Skill Modules: 25

This qualification also requires the following Work Experience Modules:

- 524901009-WM-02, Process and procedures for managing the collection and distribution of recyclable material, NQF Level 2, Credits 10

Total number of credits for Work Experience Modules: 10

ENTRY REQUIREMENTS

- This is an open access qualification, there are no educational entry requirements

EXIT LEVEL OUTCOMES

Part Qualification Exit Level Outcome

Co-ordinate a re-cycling collection operation making use of a few operators working in collaboration to improve the efficiency of revenue generation

Associated Assessment Criteria

- Planning and preparation for the collection of recyclable materials are applied according to industry norms;
- The procedure for establishing and the preparation for the storing of different materials are according to industry requirements;
- Transportation activities of paper and packaging materials in the industrial, commercial and private sectors are according to business requirements.

ARTICULATION

Horizontal

- Waste Recycler, NQF Level 2

Vertical

- Small re-cycling business owner, NQF Level 3

Part Qualification 3:

Title:

Small re-cycling business owner, NQF Level 3, Credits 78

Purpose:

To establish and build a small business that can sustainably operate within the re-cycling environment.

Applicable Modules (Rules of Combination)

Knowledge Modules:

- 524901009-KM-05, Supply Chain in the Paper and Packaging Recycling Environment, NQF Level 3, Credits 10
- 524901009-KM-06, Supply Chain Operations in a Paper and Packaging Recycling Environment, NQF Level 3, Credits 5
- 524901009-KM-07, Supply Chain Workflow in a Paper and Packaging Collection Environment, NQF Level 3, Credits 5
- 524901009-KM-08, Introduction to the Paper and Packaging Recycling industry, NQF Level 3, Credits 3
- 524901009-KM-09, Business Essentials, NQF Level 3, Credits 5
- 524901009-KM-10, Maintenance of tools, equipment and materials, NQF Level 3, Credits 5

Total number of credits for Knowledge Modules: 33

Practical Skill Modules:

- 524901009-PM-07, Plan and prepare for collection of recyclable material, NQF Level 3, Credits 10
- 524901009-PM-08, Consult with different industries of recyclable materials, NQF Level 3, Credits 10
- 524901009-PM-09, Manage and organise resources, NQF Level 3, Credits 5

Total number of credits for Practical Skill Modules: 25

This qualification also requires the following Work Experience Modules:

- 524901009-WM-03, Process and procedure of planning and preparing recyclable paper and packaging material, NQF Level 3, Credits 10
- 524901009-WM-04, Process and procedure of sorting and packaging of recyclable material for sale, NQF Level 03, Credits 10

Total number of credits for Work Experience Modules: 20

ENTRY REQUIREMENTS

- NQF Level 1

EXIT LEVEL OUTCOMES

Part Qualification Exit Level Outcome

Build a small business through capitalizing on the potential opportunities offered by collecting and re-selling recyclable materials

Associated Assessment Criteria

- Consultation with relevant industries regarding different recyclable materials are complied with;
- Management of recyclable materials and organizational structures in the collection operation are according to industry norm

ARTICULATION

Horizontal

- Infrastructure Maintenance Worker, NQF Level 3

Vertical

- Community Conservationist, NQF Level 4