

Wastewater Treatment Technician

Template for mapping portfolio evidence to the Water Process Technician Standard

Version 2.1 (November 2019)

Candidate Name

Please complete this document to identify the key pieces of evidence in your portfolio which you believe best show your competence in the areas of the standard listed below. Please provide 3 pieces of evidence in the boxes for both knowledge and performance. For the different process units completed there should be evidence from each unit against each area of the standard.

ANNEX 1 must also be completed to show the details of the people who have been involved in witnessing evidence or work completed within your portfolio. Please complete the table provided.

Standard Criteria	Performance evidence portfolio reference number	Knowledge evidence portfolio reference number
1. Knowledge and application of relevant health and safety, environmental and industry standards and regulations, policies and procedures.		
2. Knowledge and application of water industry operations and maintenance practices, processes and procedures in wastewater treatment.		
3. Use theory and principles to undertake fault finding, testing and analysis on specific equipment, instruments and IT systems and interpret the results to implement effective solutions.		
4. Drive vehicles equipped with tools and materials to other sites as required.		
5. Complete reports and ensure records are maintained for audit and reporting purposes.		



Standard Criteria	Performance evidence portfolio reference number	Knowledge evidence portfolio reference number
6. Work with focus and clear purpose in all weather conditions, covering 24/7 operations, sometimes working alone and safely adapt working methods to reflect changes in working environments.		
7. Use wastewater treatment theories and principles to ensure processes are maintained at optimum performance including units listed below		
WWTTC03 Wastewater Flows and hydraulics		
8. Operate and maintain process control equipment and instrumentation		
9. Operate and maintain sewage treatment and pumping station (sewerage) systems and associated equipment, including control systems including units listed below		
WWTTC02 Sewage pumping station operations		
10. Control the operations on your sites: a) using knowledge of design specifications b) to ensure Environmental Quality Standards for effluent discharge and air quality are met c) to ensure compliance with H&S policies including work in confined spaces including units listed below		
WWTTC01 Wastewater compliance and performance monitoring		
WWTTC09 Odour management (knowledge only)		
11. Monitor and maintain wastewater treatment processes including screening, grit removal, settlement, biological treatment and sludge treatment including units listed below		
WWTTC04 Screening and grit removal		
WWTTC05 Primary settlement operations		
WWTTC06 Fixed Film Biological Treatment		
WWTTC07 Activated Sludge Process		
WWTTC08 Sludge storage, Treatment and transportation		

Standard Criteria	Performance evidence portfolio reference number	Knowledge evidence portfolio reference number
12. Implements emergency procedures and carries out process stream and full treatment works shutdown as required by routine planned maintenance, other situations and emergencies including unit listed below		
WWTTC10 Incident Support		
13. Organise and control maintenance operations on treatment works equipment		
List a minimum of one optional unit completed below		
Behaviours		
SB1 Accept ownership and responsibility for your work whilst maintaining self-discipline, motivation and working in a professional manner at all times		
SB2 Work well with other people to accomplish activities safely and on time and meet customer requirements		
SB3 Deliver a polite, courteous, professional service to customers, colleagues and members of the public		
SB4 Be risk aware showing the desire to reduce risks through monitoring and checking information and strict compliance with appropriate rules, demonstrating:		
a) Situational awareness		
b) Concentration on task		
SB5 Undertake work in a way that contributes to personal development		
SB6 As required, undertake standby duties to provide 24 hr cover to the network, or carry out operations that can only take place outside normal working hours (Out of hours / Emergency working)		

Standard Criteria	Performance evidence portfolio reference number	Knowledge evidence portfolio reference number
SB7 Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact (Effective and efficient use of resources)		
SB8 Accept, allocate and supervise technical and other tasks		
SB9 Be aware of the needs and concerns of others, especially where related to diversity and equality		
SB10 Undertake work in a way that contributes to sustainable development		
SB11 Exercise responsibilities in an ethical manner		

Additional Comments (if required)

Received by mentor /
Assessor Name

Date

