

# Water 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 water 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.		
6. Work with focus and clear purpose in all weather conditions, covering 24/7 operations,		

Standard Criteria	Performance evidence portfolio reference number	Knowledge evidence portfolio reference number
sometimes working alone and safely adapt working methods to reflect changes in working environments.		
7. Control and monitor the operations on your sites; a) using knowledge of design specifications, b) to ensure Drinking Water Quality Standards are met , c) to ensure compliance with H&S policies including work in confined spaces, risk assessments and checking method statements including units listed below		
a) Using knowledge of design specifications.		
b) To ensure Drinking Water Quality Standards are met.		
c) To ensure compliance with H&S policies including work in confined spaces, risk assessments and method statements		
<b>WTTC03</b> – Water quality monitoring for process control		
8. Monitor and maintain water treatment processes e.g. chemical dosing, filtration and disinfection including units listed below		
<b>WTTC01</b> - Raw water services operations		
<b>WTTC06</b> - Disinfection processes		
<b>List Optional units completed below – minimum of two (one must be a filtration unit)</b>		
9. Operate, control and maintain process control equipment and instrumentation		
10. Use water treatment theories and principles to ensure processes are maintained at optimum performance including units listed below		
<b>WTTC05</b> - Works design flows and hydraulics		

Standard Criteria	Performance evidence portfolio reference number	Knowledge evidence portfolio reference number
<b>WTTC07</b> - Distribution system protection		
<b>WTTC08</b> - Control Treated water storage points		
11. 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		
<b>WTTC02</b> - Plant shutdown and restart		
12. Organise and control maintenance operations on treatment works equipment including unit listed below		
<b>WTTC04</b> – Maintenance of monitoring equipment		
<b>Behaviours</b>		
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		

Standard Criteria	Performance evidence portfolio reference number	Knowledge evidence portfolio reference number
normal working hours (Out of hours / Emergency working)		
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



## Annex 1

Please complete the table below to show the details of all people who have witnessed your work or signed off any of the documents in your e-portfolio. Add additional lines if required

Persons whose name and signature appear within this log:-

Name	Role, position & contact number	Signature