



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



**National Competency Standards Level-4 for Environmental
Technology
“Environmental Technician”**



**National Vocational and Technical Training Commission (NAVTTTC),
Government of Pakistan**



**National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”**



ACKNOWLEDGEMENTS

National Vocational and Technical Training Commission (NAVTTTC) extends its gratitude and appreciation to representatives of business, industry, academia, government agencies, provincial TEVTAs, sector skill councils and trade associations who spared time and extended their expertise for the development of National Vocational Qualification for the trade of **Level-4 for Environmental Technology “Environmental Technician”**. This work would not have been possible without the technical support of the above personnel.

NAVTTTC initiated development of CBT&A based qualifications for 200 traditional / hi-tech trades under the Prime **Minister’s Hunarmand Pakistan Program**, focusing on Development & Standardization of 200 Technical & Vocational Education & Training (TVET) Qualifications. NAVTTTC efforts have received full support from the Ministry of Federal Education and Professional Training which highly facilitated progress under this initiative.

It may not be out of place to mention here that all the experts of Industry, Academia and TVET experts of TEVTAs, BTEs and PVTC work diligently for making this qualification worthy and error free for which all credit goes to them. However, NAVTTTC accepts the responsibility of all the errors and omissions still prevailing in the Qualification document.

It is also noteworthy that development of Skill Standards is a dynamic and ongoing process, and the developed skill standards needs periodic review and updating owing to the constant technological advancements, development in scientific knowledge, and growing experience of implementation at the grass root level as well as the demand of industry. NAVTTTC will ensure to keep the qualifications abreast with the changing demands of both national and international job markets.

Sajid Baloch
Executive Director (NAVTTTC)



National Competency Standards Level-4 for Environmental Technology
"Environmental Technician"



Table of Contents

1. Introduction	5
2. Purpose of the Qualification.....	6
3. Date of Validation	6
4. Date of Review.....	6
5. Codes of Qualifications	7
6. Members of Qualification Development Committee	8
7. Qualification Validation Committee	10
8. Entry Requirements	11
9. Regulation of the qualification and schedule of units	11
10. Generic Modules with respective levels	12
11. Summary of competencies	13
12. Qualification Levelling and Packaging	16
13. Detail of Qualifications and its Competency Standards	17
0712-EPT-1: Participate in field inspection and investigation	17
0712-EPT-2: Analyze Samples	19
0712-EPT-3: Perform Physical, Chemical and Biological Tests on Air, Water and Soil Samples	22
0712-EPT-4: Operate Equipment.....	25
0712-EPT-5: Inspect and maintain equipment.....	28
0712-EPT-6: Generate Operational and Maintenance report	31
0712-EPT-7: Manage Waste at Site.....	33



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



0712-EPT-8: Act as a liaison between Operational Staff and Management.....	35
0712-EPT-9: Assist the Supervisor in Cost Analysis related to Operations and Maintenance	37
0712-EPT-10: Assist in Regulatory Compliance and other Duties	39
1022-OHS-1: Apply Occupational Health, Safety and Environmental (OHS&E) Regulations	41
1022-OHS-2: Observe Work Place Ethics-II	44



National Competency Standards Level-4 for Environmental Technology “Environmental Technician”



1. Introduction

Climate change is already happening in the world today, and largely caused by human emissions of greenhouse gases. Changes to the earth's climate have included: warming of the atmosphere and oceans, reduced snow and ice, a rise in the level of the oceans, and changes in rainfall patterns and climate extremes. According to the latest research from the Intergovernmental Panel on Climate Change (IPCC), we have less than 11 years to make the transformation necessary to avoid the worst impacts of climate change. The level of carbon dioxide in the atmosphere would have to be cut by 45 per cent by 2030 to prevent global warming above 1.5°C. In other words, the threshold at which the worst impacts of climate change could be averted.

This Environmental Technology program will provide you with theoretical and practical knowledge to protect, conserve and preserve the environment with a career as an environmental technologist. The program will give you the skills and knowledge you need to work in the laboratory or field as an Environmental Technologist. You will work for the protection, conservation and preservation of our natural environment. The course applies the chemical, physical and biological sciences to environmental issues, and relates these issues to various possible career paths.

The Environmental Technician duties include applying occupational health, safety and environmental (OHS&E) regulations at work place, participating in field investigation and inspection, analyze various environmental samples, operate various environmental equipment, generating reports, and assist in regulatory compliance and other duties.

Being conscious of the emerging trends in the market, National Vocational & Technical Training Commission (NAVTTTC) has developed competency standards in consultation with the stakeholders including academia, researchers, industry, chambers and TEVTAs for Level-4 Environmental Technology “Environmental Technician” under National Vocational Qualifications Framework (NVQF). The competency standard document has been designed to help trainees develop professional skills and facilitate them in targeting job market on national and international level especially Middle East.



***National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”***



2. Purpose of the Qualification

The purpose of this qualification is to set the highly professional standards for “Environmental Technician” in order to compete local and international job market. The specific objectives of developing these qualifications are as under:

- Empower the youth with globally required employable skills.
- Cater the immediate need of skilled workers in GCC countries
- Produce competitive Environmental Technician
- Improve the quality and effectiveness of the training and assessment for Environmental Technician

3. Date of Validation

The National Competency Standards Level-4 for Environmental Technology “Environmental Technician” has been validated by the Qualifications Validation Committee (QVC) members on 29th April, 2022 and will remain valid for ten years i.e. 28th April, 2032.

4. Date of Review

The National Competency Standards Level-2 for Environmental Technology “Environmental Technician” has been validated by the Qualifications Validation Committee (QVC) members on 29th April, 2022 and shall be reviewed after three years 29th April, 2025



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



5. Codes of Qualifications

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling and analyzing cross-nationally comparable statistics on education and training. ISCED codes for these qualifications are assigned as follows:

ISCED Classification	
Code	Description
0712-EPT (2)	National Competency Standards Level-2 for Environmental Technology “Environmental Services Attendant”
0712-EPT (3)	National Competency Standards Level-3 for Environmental Technology “Assistant Environmental Technician”
0712-EPT (4)	National Competency Standards Level-4 for Environmental Technology “Environmental Technician”
0712-EPT (5)	National Competency Standards Level-5 for Environmental Technology “Environmental Supervisor”



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



6. Members of Qualification Development Committee

The following members participated in the qualification development process at PITAC, Lahore.

Date: 14-03-2022 to 18-03-2022

S#	Name	Designation	Organization
1.	Mr. Muhammad Aasim	Assistant Director Coordinator	NAVTTC
2.	Mr. Aijaz Ahmed Zia	Data Annotation Specialist/ DACUM Facilitator	Pointivo (USA)
3.	Mr. Abdul Qayum Memon	Assistant Director Nomination from STEVTA	STEVTA
4.	Prof. Dr. Muhammad Hassan Mushtaq	Professor	EPPH, UVAS Lahore
5.	Dr. Furqan Awan	Lecturer	EPPH, UVAS Lahore
6.	Mr. Qais Raza	MSc Energy & Environmental Engineering Research Assistants	University of the Punjab
7.	Mr. Adeel Khan	Energy & Environmental Engineer Nomination from STEVTA	GPI Sachal, Karachi
8.	Mr. Naeem Ahmad	Quality Assurance Trainer and Auditor	Pak TIC Service Pvt. Ltd. Lahore
9.	Dr. Farzana Rashid	Professor	Lahore College for Women University (LCWU), Lahore



***National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”***



10.	Ms. Sheeba Bibi	CBT&A Expert	Bahria University, Islamabad
11.	Syed Abdulrehman Jaffery	MSc Energy & Environmental Engineering Research Assistants	University of the Punjab
12.	Mr. Abid Shah	PhD Environmental Sciences &Engineering Agronomist	Philip Morris Mardan Pakistan Ltd
13.	Mr. Hassaan Bin Saadat	Lecturer, Environmental Sciences	University of the Punjab



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



7. Qualification Validation Committee

The following members participated in the qualification development process at PITAC, Lahore.

Date: 25-04-2022 to 29-04-2022

S#	Name	Status in Committee	Organization
1.	Mr. Muhammad Aasim	Assistant Director Coordinator	NAVTTC
2.	Mr. Aijaz Ahmed Zia	Data Annotation Specialist/ DACUM Facilitator	Pointivo (USA)
3.	Ms. Sumbal Ayaz	Co-DACUM Facilitator	Abacus Consultation
4.	Engr. Kifayatullah	HOD Representative B-TEVTA	GPI Khanozia
5.	Mr. Mushtaq Ahmed	Director M&E	P-TEVTA
6.	Engr. Rizwan Ahmed	Assistant Director (AA&R)	P-TEVTA
7.	Prof. Dr. Muhammad Hassan Mushtaq	Professor	EPPH, UVAS Lahore
8.	Mr. Adeel Khan	Energy & Environmental Engineering	Nomination from STEVTA
9.	Mr. Naeem Ahmed	Auditor	Pak TIC Services Pvt. Ltd Lahore
10.	Dr. Farzana Rashid	Professor	Lahore College for Women, (LCWU) Lahore



**National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”**



11.	Syed Adbul Rehman Jaffery	MSc Energy & Environmental Engineering Research Assistants,	University of the Punjab
12.	Mr. Shaukat Ali Rana	Deputy Controller	PBTE
13.	Mr. Hassaan Bin Sadat	Lecturer Environmental Sciences	University of the Punjab

8. Entry Requirements

The entry requirement for National Competency Standards Level-4 for Environmental Technology “Environmental Technician” is:

1. A person having Level 4 Environmental Technology Certificate of Assistant Environmental Technician

9. Regulation of the qualification and schedule of units

Not Applicable



***National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”***



10. Generic Modules with respective levels

- Health and Safety

LEVEL 2

- Digital Skills

LEVEL 3

- Soft Skills

LEVEL 4



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



11. Summary of competencies

Sr No	Competency Standards	Occupation	NVQ F Level	Category	Estimated Contact Hours			Cr Hr
					Th	Pr	Total	
Level 4								
1	Apply Occupational Health, Safety and Environmental (OHS&E) Regulations	Environmental Technician	4	Generic	20	90	110	11
2	Observe Work Place Ethics-II		4	Generic	20	60	80	8
3	Participate in field inspection and investigation		4	Technical	25	135	160	16
4	Analyze various Environmental Samples		4	Technical	25	135	160	16
5	Perform Physical, Chemical and Biological Tests on Air, Water and Soil Samples		4	Technical	21	129	150	15
6	Operate various Equipment related to Environmental Technology		4	Technical	21	129	150	15
7	Inspect and maintain equipment		4	Technical	20	60	80	8



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



8	Generate Operational and Maintenance Report		4	Technical	20	60	80	8
9	Manage Waste at Site		4	Technical	15	45	60	6
10	Act as a liaison between Operational Staff and Management		4	Technical	24	36	60	6
11	Assist the Supervisor in Cost Analysis related to Operations and Maintenance		4	Technical	14	36	50	5
12	Assist in Regulatory Compliance and other Duties		4	Technical	15	45	60	6
	Total			240	960	1200	120	
	Percentage (%)			20	80			

Proposed Course Duration: 12 Months

Estimated Contact Hours: 1200 Hours

Estimated Credit Hours: 120 Hours



National Competency Standards Level-4 for Environmental Technology
"Environmental Technician"



OCCUPATIONS AND LEVELS DESCRIPTOR

Level 2



Level 3



Level 4



Level 5



Sr. #	Occupations	No of Modules/CS	Level	Occupation Credit Hours	Training duration
1.	Environmental Services Attendant	7	2	60	6 Months
2.	Assistant Environmental Technician	7	3	60	6 Months
3.	Environmental Technician	12	4	120	12 Months
4.	Environmental Supervisor	9	5	120	12 Months



National Competency Standards Level-4 for Environmental Technology
"Environmental Technician"



12. Qualification Levelling and Packaging

Level 4

(Environmental Technician)

1. Apply Occupational Health, Safety and Environmental (OHS&E) Regulations
2. Observe Workplace Ethics-II
3. Participate in field investigation and inspection
4. Analyze Samples
5. Perform Chemical, Physical and Biological Tests on Air, Water and Soil Samples
6. Operate Equipment
7. Inspect and maintain equipment
8. Generate Operational and Maintenance Report
9. Manage Waste at Site
10. Act as a liaison between Operational Staff and Management
11. Assist the Supervisor in Cost Analysis related to Operations and Maintenance
12. Assist in Regulatory Compliance and other Duties



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



13. Detail of Qualifications and its Competency Standards

A. Technical Competency Standards

0712-EPT-1: Perform field inspection and investigation

Overview

This competency standard will provide knowledge and skills required for field inspection and investigation.

Competency Units	Performance Criteria
CU1. Prepare for inspection	<i>Trainee must be able to:</i> P1. Prepare for the field survey P2. Identify and count cases (present and past) P3. Consider previous incidental history
CU2. Perform field survey	P1. Identify research goals and objectives P2. Decide on the type of method P3. Identify hazards in the field P4. Conduct the survey and gather responses P5. Tabulate and orient the data in terms of time, place, and person
CU3. Draft Survey report	P1. Follow the standard format for Survey report P2. Provide suggestions for implementation and evaluation of control and prevention measures P3. Generate Survey report

Knowledge & Understanding



**National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”**



Trainee must be able to know and understand:

- Define the term “ Field Survey “
- Explain types of hazards
- Explain how to conduct field survey
- Describe the control measures for different hazards
- Describe how to prepare a checklist for field survey
- Describe how to generate field inspection and investigation report

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

S. No.	Items
1.	Computer system
2.	Microsoft Office
3.	Multimedia
4.	PPEs
5.	Survey checklist
6.	First aid kit
7.	AV aids

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Conduct incident investigation with team using standard format



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



0712-EPT-2: Analyse various Environmental Samples

Overview

This competency standard will provide knowledge and skills required to analyze various environmental samples.

Competency Units	Performance Criteria
CU1. Perform sample tracking	<i>Trainee must be able to:</i> P1. Identify sample required P2. Collect sample in specific container P3. Label the samples P4. Preserve sample as prescribed condition
CU2. Perform tests on various samples	P1. Select equipment required for test P2. Prepare sample for analysis P3. Identify methods required for specific characterisation P4. Conduct desired analysis according to SOPs P5. Prepare stock solution of different concentrations P6. Prepare serial dilution
CU3. Record the results	P1. Take readings of the analysis P2. Perform the analysis in replicate to evaluate the data P3. Take mean value of results
CU4. Prepare the analysis report	P1. Collect data P2. Perform appropriate calculation as per Standard method



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



	P3. Interpret the result in appropriate method P4. Generate report P5. Ensure retention time of report
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Knowledge & Understanding

Trainee must be able to know and understand:

- Define the term ‘Analysis’
- Describe how to collect samples from different environment
- Enlist different equipment required for sampling
- Explain the procedure of sample tracking
- Describe the term “sample handling”
- Enlist the sample pretreatment procedures
- Describe the working of pH meter
- Describe how to check sample pH
- Enlist different methods for sample preservation and storage
- Describe how to generate the report of results
- Describe how to conduct report on research

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

S. No.	Items
1.	Computer system



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



2.	Microsoft Office
3.	Internet
4.	Practical manuals
5.	pH meter
6.	Vials/ Containers
7.	Glassware/Plastic ware
8.	Thermometer
9.	Barometer
10.	Labeling tapes
11.	Bunsen burners

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform tracking and analysis of the provided sample



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



0712-EPT-3: Perform Physical, Chemical and Biological Tests on Air, Water and Soil Samples

Overview

This competency standard will provide knowledge and skills required to perform physical, chemical and biological tests on air, water and soil samples.

Competency Units	Performance Criteria
CU1. Perform physical tests	P1. Select the equipment required for the tests P2. Prepare reagents required to conduct experiments P3. Perform experiment to find water pH, turbidity, TDS, TSS, density etc. P4. Conduct experiment to find out soil color, texture, structure, particle size, bulk density and soil permeability P5. Conduct experiment to measure the PM by using Air Sampler
CU2. Perform chemical tests	Trainee must be able to: P1. Prepare chemical reagents required for test P2. Select the appropriate equipment for the test P3. Perform test to measure Chemical Oxygen Demand (COD) P4. Perform tests to measure the concentration of different heavy metals in air/water/soil
CU3. Perform biological tests	P1. Prepare reagents required to conduct experiments P2. Select equipment required for test



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



	P3. Conduct experiment to measure Biological Oxygen Demand (BOD) P4. Perform the experiment to identify the microorganisms in air/water/soil
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Knowledge & Understanding

Trainee must be able to know and understand:

- Enlist different chemicals required in environmental lab experiments
- Explain different experiments to perform analyses of air
- Explain different experiments to perform analyses of water
- Explain different experiments to perform analyses of soil
- Describe procedure for performing experiments on various equipment

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

S. No.	Items
1.	Computer system
2.	PPEs
3.	Operating manuals/Protocols for air analysis
4.	Operating manuals/Protocols for water analysis
5.	Operating manuals/Protocols for soil analysis
6.	Microscopes
7.	Test tubes/vials
8.	Petri dish
9.	Glassware/Plastic ware
10.	Bunsen burners



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



11.	Colony counter
12.	Incubator
13.	Autoclave
14.	Chemical reagents
15.	Thermometer
16.	pH meter
17.	Fume hood/Laminar flow
18.	Auger
19.	Sieves
20.	CO _x /SO _x /NO _x meter
21.	Filter papers of different grades

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Conduct various experiments for Air/Water/Soil analysis



National Competency Standards Level-4 for Environmental Technology
"Environmental Technician"



0712-EPT-4: Operate various Environmental Equipment

Overview

This competency standard will provide knowledge and skills required to operate various equipment related to environmental technology.

Competency Units	Performance Criteria
CU1. Select equipment for Physical, Chemical and Biological analysis	<i>Trainee must be able to:</i> P1. Select equipment required for water analysis P2. Select different equipment required for soil analysis P3. Select different equipment for air analysis
CU2. Check operations of equipment	P1. Check performance of the equipment P2. Follow Original Equipment Manufacturer (OEM) guidelines P3. Ensure the calibration of equipment
CU3. Operate equipment safely	P1. Use PPEs to ensure safety P2. Follow the safety guidelines associated with equipment P3. Disinfect the glassware/equipment as per requirement P4. Operate equipment for required test/analysis P5. Store equipment safely appropriately after use



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



Knowledge & Understanding

Trainee must be able to know and understand:

- Define the term ‘Equipment’
- Describe the operational manuals/SOPs for each equipment
- Explain working of different equipment required for air analysis
- Explain working of different equipment required for water analysis
- Explain working of different equipment required for soil analysis
- Define autoclave and explain its working

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

S. No.	Items
1.	Computer system
2.	Microsoft office
3.	pH meter
4.	Stop watch
5.	Separation sieves
6.	Soil push probe
7.	Bucket auger
8.	Hammer probe
9.	Oven
10.	Furnace
11.	Soil moisture tester
12.	Spectrophotometer
13.	Chemical reagents



National Competency Standards Level-4 for Environmental Technology
"Environmental Technician"



14.	Glassware/Plastic ware
15.	Conductivity meter
16.	Dissolved Oxygen (DO) meter
17.	CO/CO ₂ meter
18.	Filter papers
19.	SO _x meter
20.	NO _x meter

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Demonstrate working of available equipment required for environmental technology



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



0712-EPT-5: Inspect and maintain equipment

Overview

This competency standard will provide knowledge and skills required for inspection and maintenance of equipment related to environmental technology.

Competency Units	Performance Criteria
CU1. Conduct Inspection of equipment	Trainee must be able to: P1. Identify the equipment P2. Identify equipment issues through inspections according to standard operating procedure. P3. Detect damage or fault in equipment (if any) P4. Separate the faulty equipment
CU2. Check calibration of equipment	P1. Determine the status of calibration P2. Compare equipment measurement with standard value P3. Check SOPs of Calibration P4. Request for equipment calibration P5. Label the calibrated equipment
CU3. Rectify the faults and damages (if any)	P1. Identify any minor and major faults in equipment P2. Repair minor faults through servicing and maintenance P3. Prepare a requisition for repairing of equipment's major fault servicing



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



CU4. Ensure preventive and corrective maintenance	P1. Schedule and perform regular inspections of equipment P2. Conduct regular cleaning of equipment P3. Lubricate moving parts to reduce friction P4. Adjust controls for optimal performance and energy efficiency P5. Repair and replace any defective equipment parts
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Knowledge & Understanding

Trainee must be able to know and understand:

- Describe equipment maintenance
- Differentiate between preventive and corrective maintenance
- Describe how to inspect equipment
- Describe how to check if an equipment needs calibration

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

S. No.	Items
1.	Computer system
2.	Microsoft Office
3.	PPEs
4.	Toolbox
5.	Deadweights



***National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”***



6.	Equipment (Environmental Technology)
7.	Operational and maintenance manuals

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform maintenance of the provided equipment.



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



0712-EPT-6: Generate Operational and Maintenance report

Overview

This competency standard will provide knowledge and skills required to prepare operational and maintenance report.

Competency Units	Performance Criteria
CU1. Collect data for report	<i>Trainee must be able to:</i> P1. Identify sources for data collection P2. Follow SOPs for data collection P3. Plan an approach and methods P4. Collect data
CU2. Generate operational report	P1. Collect operational data P2. Draft the report P3. Get it verified from supervisor
CU3. Generate maintenance report	P1. Collect maintenance data P2. Draft the report P3. Get it verified from supervisor

Knowledge & Understanding

Trainee must be able to know and understand:

- Describe how to generate operation and maintenance reports for equipment.



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

S. No.	Items
1.	Computer system
2.	Microsoft Office
3.	Equipment operational manuals
4.	Equipment maintenance manuals
5.	Equipment (Environmental Technology)
6.	Toolbox

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Generate operational and maintenance report of given equipment



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



0712-EPT-7: Manage Waste at Site

Overview

This competency standard will provide knowledge and skills required to manage waste at site.

Competency Units	Performance Criteria
CU1. Characterize the final waste	<i>You must be able to:</i> P1. Understand the composition of waste. P2. Sort the generated waste (Fabric waste, Chemical waste, Paper waste, etc.) at workplace P3. Maintain record of reusable materials
CU2. Dispose off the final waste	<i>You must be able to:</i> P1. Arrange waste material for disposal P2. Plan green waste management practices

Knowledge & Understanding

Trainee must be able to know and understand:

- Define the term ‘Waste’
- Describe different categories and classification of waste
- Describe different ‘waste management techniques’
- Describe the term ‘3R’s’
- Explain waste disposal methods



National Competency Standards Level-4 for Environmental Technology
"Environmental Technician"



Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

S. No.	Items
1.	PPEs
2.	Waste containers
3.	Labeling tapes/markers
4.	Waste collection tools

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Apply waste management techniques at desired site



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



0712-EPT-8: Act as a liaison between Operational Staff and Management

Overview

This competency standard will provide knowledge and skills required to act as a bridge between operational and top management.

Competency Units	Performance Criteria
CU1. Communicate effectively with team	Trainee must be able to: P1. Use team communication channels P2. Practice effective listening P3. Communicate feedback P4. Act as a bridge between senior and junior staff
CU2. Attend meetings with the management	P1. Discuss the meeting agenda with the supervisor P2. Communicate purpose of meeting with team P3. Record minutes of meeting
CU3. Assist in resolving team issues	P1. Record the issues discussed in meeting P2. Assist top management in finding out correction plans for relevant issues P3. Assist in implementing the correction plan

Knowledge & Understanding

Trainee must be able to know and understand:

- Define the term ‘communication’
- Enlist 7C’s of communication



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



- Define the term ‘active listening’
- Describe the importance of team communication in an organization

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

S. No.	Items
1.	Computer system
2.	Microsoft Office
3.	Internet
4.	Printer
5.	Scanner
6.	AV aids

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Forward the draft minutes of meeting to supervisor via email.



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



0712-EPT-9: Assist the Supervisor in Cost Analysis related to Operations and Maintenance

Overview

This competency standard will provide knowledge and skills required to perform cost analysis for operations and maintenance.

Competency Units	Performance Criteria
CU1. Keep the record of operational costs	Trainee must be able to: P1. Enlist the operational activities P2. Identify costs and benefits of operational procedures P3. Estimate costs and benefits of operational activities P4. Assign a monetary value to the costs and benefits P5. Compare costs and benefits
CU2. Keep the record of maintenance cost	P1. Enlist the maintenance activities P2. Identify costs and benefit of maintenance procedures P3. Make a list of costs and benefits P4. Assign a monetary value to the costs and benefits P5. Compare costs and benefits
CU3. Forward the cost analysis data to the Supervisor	P1. Compile the data for operational and maintenance cost analysis P2. Forward the data to the Supervisor

Knowledge & Understanding



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



Trainee must be able to know and understand:

- Define the term ‘Cost-Benefit analysis’
- Describe the importance of cost benefit analysis
- Describe monetary value

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

S. No.	Items
1.	Computer system
2.	Microsoft office
3.	Printer
4.	Operational manuals
5.	Maintenance manuals

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Assist in performing cost analysis for operational and maintenance activities



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



0712-EPT-10: Assist in Regulatory Compliance and other Duties

Overview

This competency standard will provide knowledge and skills required for regulatory compliance and other duties to ensure smooth running of organizational activities.

Competency Units	Performance Criteria
CU1. Follow applicable regulations	Trainee must be able to: P1. Identify applicable national regulations P2. Assist in implementation of applicable regulations
CU2. Document compliance processes	P1. Stay updated with changing laws and regulations P2. Assist supervisor in implementation of SOPs P3. Assist in scheduling regular internal audits P4. Assist supervisor in documentation of compliance
CU3. Maintain the record	P1. Keep record for compliance P2. Use software to store data electronically P3. Follow retention time of record keeping

Knowledge & Understanding

Trainee must be able to know and understand:

- Define the term ‘compliance’
- Explain compliance management
- Define the term ‘audit’



National Competency Standards Level-4 for Environmental Technology
"Environmental Technician"



- Describe types of audits
- Describe various legal requirements of environmental parameters

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

S. No.	Items
1.	Computer system
2.	Microsoft Office
3.	Internet
4.	Audit checklist

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare a list of changes in recent regulatory compliance



**National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”**



B. Generic Competency Standards

1022-OHS-11: Apply Occupational Health, Safety and Environmental (OHS&E) Regulations

Overview

This competency standard will provide knowledge and skills required to apply Occupational Health, Safety and Environmental (OHS&E) regulations.

Competency Units	Performance Criteria
CU1. Perform safety inspection	<p>Trainee must be able to:</p> <p>P1. Follow organization health & safety policy & procedures</p> <p>P2. Use PPEs before starting any task</p> <p>P3. Conduct site survey</p> <p>P4. Identify different hazards at site</p> <p>P5. Ensure operational SOPs are being followed</p> <p>P6. Fill Job hazard analysis sheet</p>
CU2. Take corrective measures	<p>P1. Suggest the required control measures</p> <p>P2. Implement corrective measures</p>
CU3. Assist in implementation of safety regulation	<p>P1. Ensure the compliance of Health, Safety and Environment (HSE) management system</p> <p>P2. Cooperate with management and health & safety Staff</p> <p>P3. Take reasonable care of own health & safety at work</p> <p>P4. Perform tasks related to operations & maintenance</p> <p>P5. Display caution notices at all important points</p>



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



	<p>P6. Follow Permit-To-Work (PTW) in high risk jobs</p> <p>P7. Ensure the review of approved written procedures</p>
<p>CU4. Assist in Implementation of Environmental Regulation</p>	<p>P1. Meet/Maintain environmental local & international requirements according to defined procedures</p> <p>P2. Ensure safety of people living in the vicinity</p> <p>P3. Ensure safety of flora and fauna as per recommendations from local authorities</p> <p>P4. Incorporate Pakistan Environmental Protection Act (PEPA) guidelines for environment protection</p>

Knowledge & Understanding

Trainee must be able to know and understand:

- Define the term 'HSE'
- Define permit to work system
- Define EPA & PEPA
- Explain the environmental and safety regulations being followed in your region.

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

S. No.	Items
1.	Computer system
2.	Microsoft Office
3.	Internet
4.	Emergency signs
5.	PPEs



National Competency Standards Level-4 for Environmental Technology
"Environmental Technician"



6.	Survey checklist
7.	First aid kit
8.	Audio/Visual aids
9.	Environmental management system manual

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform safety inspections and suggest corrective measures



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



1022-OHS-12: Observe Work Place Ethics-II

Overview

This competency standard will provide knowledge and skills related to work place ethics.

Competency Units	Performance Criteria
CU1. Demonstrate integrity at workplace	Trainee must be able to: P1. Refrain from sharing confidential information with others P2. Remain honest with colleagues P3. Avoid backbiting P4. Admit when you are wrong
CU2. Put away things that distract from work (Discipline)	P1. Avoid using mobile phone at work place (if not necessary) P2. Focus on what you are doing P3. Take interest in your work
CU3. Spend your time wisely on tasks that align with organizational goals	P1. Be regular and punctual P2. Focus on your goals
CU4. Practice time management	P1. Figure out how you are currently spending your time P2. Create a daily schedule and stick with it P3. Assign time limits to task P4. Learn to say no P5. Prioritize wisely
CU5. Possess honesty	P1. Be truthful P2. Be straightforward P3. Stop comparing yourself to others P4. Be the best version of yourself



National Competency Standards Level-4 for Environmental Technology
“Environmental Technician”



	P5. Do not exaggerate or embellish
CU6. Be flexible	P1. Focus on core values P2. Be open-minded P3. Develop skill set P4. Be optimistic P5. Stay calm P6. Plan ahead P7. Have a strong support network

Knowledge & Understanding

Trainee must be able to know and understand:

- Define work ethics
- Describe at least five traits of work ethics

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

S. No.	Items
1.	Computer system
2.	Multimedia
3.	Audio Video (AV) aids
4.	Placards



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“Environmental Technician”***



5.	Sign boards
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Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Demonstrate role play to exhibit importance of work ethics