



<b>ULO OM-1</b>	<u>TITLE:</u> Manage Daily Operational Activities	EQF 6
<b>Work tasks:</b>	Ensure a proper functioning of the SWF-facility	
<b>Weighting:</b>	2	
<p><b><u>Learning outcomes:</u></b> LO 1: Planning and monitoring of daily tasks and SWF operations          LO 2: Understand how to effectively plan work schedules to comply with organisational policies and current legislation          LO 3: Identify and understand the basic principles needed for managing material resources          LO 4: Identify how to develop and implement effective work rotas, delivery schedules and other plans          LO 5: Identify techniques which can be used to ensure that all staff and visitors are aware of, and comply with, site rules          LO 6: Plan and implement the procedures for the normal daily operation of the SWF          LO 7: Manage SWF personnel          LO 8: Establish a recording/reporting system          LO 9: Develop, Implement Personnel Educational and Occupational Training Programs          LO 10: Trace and evaluate deviation of SWF operations from normal conditions          LO 11: Recognise the appropriate action to take in the event of a breach in organisational rules, permit conditions or legislative non-compliance          LO 12: Communicate effectively with interested stakeholders</p>		
<p align="center"><b>Knowledge</b> <i>(assimilation of knowledge throughout learning)</i></p>	<p align="center"><b>Skills</b> <i>(Ability to apply knowledge)</i></p>	<p align="center"><b>Competences</b> <i>(Measure of responsibility and autonomy; ability to use knowledge, skills, social abilities)</i></p>



1) Organise and ensure the daily normal operation of the SWF		
<ul style="list-style-type: none"> <li>- Demonstrate advanced knowledge of the daily tasks and how to develop a result-oriented plan</li> <li>- Demonstrate a critical understanding of the principles, methods, and/or tools for developing, scheduling, coordinating, and managing projects and resources</li> <li>- Demonstrate an advanced knowledge of the allocation of tasks and duties</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrate advanced skills by building a management team for the everyday SWF's operational activities</li> </ul>	<ul style="list-style-type: none"> <li>- Assume responsibility for the SWF's everyday normal operation</li> <li>- Lead and coordinate the SWF operational management team</li> <li>- Monitor and inspect operations, respective costs, and contractor performance</li> <li>- Supervise the allocation of daily tasks to competent personnel</li> </ul>
2) Plan work schedules to comply with organisational policies and current legislation		
<ul style="list-style-type: none"> <li>- Demonstrate advanced knowledge of the planning of work schedules that comply with organisational policies and current legislations</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrate advanced skills required to produce plans and schedules that cover all operational needs and take account of operational limits</li> <li>- Demonstrate mastery by determining why it is important to produce plans that are easy for the relevant people to understand and use</li> </ul>	<ul style="list-style-type: none"> <li>- Manage the planning of work schedules in a way that enhances operational performance</li> <li>- Assume responsibility for scheduling the hours of work that are in line with relevant laws, permits/licenses, company policy and contracts of employment</li> </ul>
3) Ensure that materials, tools and equipment are always available		
<ul style="list-style-type: none"> <li>- Demonstrate in-depth knowledge on the</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrate advanced skills by identifying</li> </ul>	<ul style="list-style-type: none"> <li>- Lead the implementation of contingency</li> </ul>



<p>process to ensure that materials, tools and equipment are available</p> <ul style="list-style-type: none"> <li>- Demonstrate advanced knowledge on the importance of managing resources</li> </ul>	<p>the material resources required by the SWF</p>	<p>plans in the event of deviations from resource management</p> <ul style="list-style-type: none"> <li>- Manage the proposal process and, where necessary, propose changes to resource management procedures, in order to aid improvements</li> </ul>
<p><b>4) Ensure that work rotas, delivery schedules and other plans are implemented and effective</b></p>		
<ul style="list-style-type: none"> <li>- Demonstrate advanced knowledge of work rotas, delivery schedules and further plans are instruments to keep the facility running</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrate advanced skills by maintaining effective work rotas and schedules with respect to resource management</li> <li>- Demonstrate mastery to successfully develop motivation with the staff</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that all staff members are aware of, and understand, the tasks expected of them</li> <li>- Assume responsibility for allocating staff in accordance with their job roles, skills and contractual obligations</li> </ul>
<p><b>5) Ensure that all staff and visitors are aware of, and comply with, site rules</b></p>		
<ul style="list-style-type: none"> <li>- Demonstrate a critical understanding of evaluation methods for communicating the site rules to staff and visitors</li> <li>- Explain in detail the importance of checking others' understanding of the site rules, and how to do this</li> </ul>	<ul style="list-style-type: none"> <li>- Establish effective lines of communication between staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the staff and visitors comply with rules on site</li> </ul>
<p><b>6) Establish a managerial system for the normal operation of the SWF</b></p>		
<ul style="list-style-type: none"> <li>- Demonstrate advanced knowledge on the statutory requirements in relation to solid</li> </ul>	<ul style="list-style-type: none"> <li>- Establish systems and procedures for waste treatment operations in accordance with</li> </ul>	<ul style="list-style-type: none"> <li>- Take responsibility to persuade others to accept recommendations, cooperate, or</li> </ul>



<p>waste treatment facility (area/machinery/equipment/buildings)</p> <ul style="list-style-type: none"> <li>- Demonstrate in-depth knowledge of the layout and the function of the site/their area of responsibility and relevant adjoining areas affected by it</li> <li>- Demonstrate a critical understanding of the organisational site security procedures and actions to be taken in the event of a breach of security</li> <li>- Demonstrate a critical understanding of the organisational/site rules and operating procedures in relation to transport and pedestrian routes within the facility</li> </ul>	<p>legislative and organisational requirements</p> <ul style="list-style-type: none"> <li>- Establish systems and procedures for reception and validation of waste in accordance with legislative and organisational requirements</li> <li>- Establish systems and procedures that comply with legislative requirements for dealing with waste that require specific handling and for the rejection of unauthorised waste</li> <li>- Establish security arrangements to prevent the unauthorised delivery and removal of wastes on the site</li> <li>- Establish systems and procedures for alternative transport and recipients for outputs and residues when existing arrangements are not available</li> <li>- Establish systems and procedures for reprocessing or the disposal of outputs that have failed to meet the prescribed standards for the site</li> <li>- Ensure that waste/materials are stored/stockpiled/located safely and securely, in designated areas</li> <li>- Ensure that outputs and residues from the treatment processes are stored correctly in accordance with legislative and organisational</li> </ul>	<p>change their behaviour; work with others towards an agreement; negotiate to find mutually acceptable solutions.</p> <ul style="list-style-type: none"> <li>- Manage the communication with upper management and all interested stakeholders</li> <li>- Lead and coordinate the management team that plans and implements the SWF managerial system</li> </ul>
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	<p>procedures</p> <ul style="list-style-type: none"> <li>- Ensure the safe condition of traffic/pedestrian routes</li> <li>- Ensure that a system to control the movement of vehicles entering, moving around and leaving the site is established</li> <li>- Ensure the implementation of procedures to maintain an acceptable standard of site cleanliness and tidiness</li> <li>- Review operational policies and procedures in the area of responsibility and make recommendations for improvement</li> </ul>	
<p><b>7) Organise and manage human resources for SWF operational activities</b></p>		
<ul style="list-style-type: none"> <li>- Demonstrate advanced knowledge on the organisational management structure</li> <li>- Demonstrate a critical understanding of own responsibilities and the limits of those responsibilities</li> <li>- Demonstrate in-depth knowledge of the organisational reporting structures and the duties of relevant personnel</li> <li>- Explain in detail the statutory and organisational reporting and recording procedures in their area of responsibility</li> <li>- Explain in detail the organisational</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that a system to confirm the competency of persons employed, is implemented</li> <li>- Review the numbers and skills requirements of personnel required to work in the facility</li> <li>- Set priorities for duties to be carried out</li> <li>- Maintain a system to ensure contractors and/or visitors have received appropriate site induction and instructions</li> <li>- Ensure that personnel carry out their duties competently and in line with organisational procedures</li> </ul>	<ul style="list-style-type: none"> <li>- Manage the process of effective communication with work colleagues, staff and managers throughout operations</li> </ul>



<p>requirements for recording/monitoring personnel in their area of responsibility</p> <ul style="list-style-type: none"> <li>- Explain in detail the methods to confirm competence of personnel involved in site activities</li> <li>- Explain in detail the organisational procedures in relation to non-employees on site (e.g. contractors, visitors)</li> <li>- Explain in detail the communication systems/procedures in area of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that personnel are not exposed to occupational hazards</li> <li>- Ensure records/reports are completed accurately, and in line with legislative requirements and/or organisational procedures</li> </ul>	
<p><b>8) Ensure the implementation and monitoring of records/reports system and procedures</b></p>		
<ul style="list-style-type: none"> <li>- Explain in detail the specific regulatory requirements and organisational procedures for the monitoring and/or auditing and/or inspection of plant / systems / equipment / machinery / vehicles / buildings / structures in area of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrate advanced skills by establishing systems and procedures for preparing all relevant documentation that meets all duty of care requirements</li> <li>- Ensure records/reports are completed according to legislative requirements and/or organisational/ managerial procedures for reception, inspection and validation of waste</li> </ul>	<ul style="list-style-type: none"> <li>- Manage the implementation and monitoring of records/reports systems and procedures</li> </ul>
<p><b>9) Develop and implement personnel training programs</b></p>		
<ul style="list-style-type: none"> <li>- Describe in detail the methodologies for identification of personnel training needs</li> <li>- Demonstrate advanced knowledge of the</li> </ul>	<ul style="list-style-type: none"> <li>- Apply techniques for the identification of personnel training needs</li> <li>- Identify training needs and organise training</li> </ul>	<ul style="list-style-type: none"> <li>- Assume responsibility for occupational training of personnel according their identified training needs</li> </ul>



organisational training arrangements	where necessary - Organise the implementation of personnel training programs - Evaluate the efficiency of personnel training programs	
<b>10) Monitor and evaluate SWF operations to identify potential deviations</b>		
<ul style="list-style-type: none"> <li>- Demonstrate in-depth knowledge on potential, operational deviations within the SWF</li> <li>- Define the criteria which cause deviations of SWF operations from normal conditions</li> <li>- Demonstrate advanced knowledge on corrective actions for each deviation</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrate advanced skills by compiling and applying an operational deviations audit plan</li> </ul>	<ul style="list-style-type: none"> <li>- Lead the management team that check and evaluate SWF operations against the set criteria</li> <li>- Lead the management team that implements corrective actions against identified deviations</li> <li>- Manage the establishment and implementation of a contingency plan in case deviations from normal operation are identified</li> </ul>
<b>11) Ensure that appropriate action is taken in the event of a breach in organisational rules, permit conditions or other legislative non-compliance</b>		
<ul style="list-style-type: none"> <li>- Demonstrate an in-depth knowledge of environmental permit conditions and current legislation</li> <li>- Demonstrate an critical understanding of the organisational policy</li> </ul>	<ul style="list-style-type: none"> <li>- Recognise when to seek advice from others</li> </ul>	<ul style="list-style-type: none"> <li>- Manage the identification of causes of any breach, and take steps to prevent future occurrences</li> </ul>



## 12) Communicate with local authorities and citizens for sustainable operation of the site

<ul style="list-style-type: none"><li>- Demonstrate advanced knowledge about the relevant stakeholders and the communication objectives</li><li>- Demonstrate in-depth knowledge of communication vehicles and channels</li><li>- Demonstrate advanced knowledge about communication barriers and solutions to overcome them</li><li>- Demonstrate a critical understanding of methods to educate stakeholders about waste reduction, diversion and management and determine how to apply these methods</li></ul>	<ul style="list-style-type: none"><li>- Develop a communication strategy and plan</li><li>- Demonstrate advanced skills by listening to others</li><li>- Demonstrate advanced skills by showing efficiency in public presentations</li></ul>	<ul style="list-style-type: none"><li>- Manage the instruction of the SWF personnel to communication practices and techniques</li><li>- Execute communication appropriately and effectively with interested stakeholders (e.g. neighbours, customers, contractors, visitors, emergency services, H&amp;S or environmental regulators)</li></ul>
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<b>ULO OM-2</b>	<u>TITLE:</u> <b>Maintain the levels of plant operation in accordance with granted authorisations</b>	EQF 6
<b>Work tasks:</b>	<b>Act in accordance to the relevant permissions/laws</b>	
<b>Weighting:</b>	1	
<b>Learning outcomes:</b> LO 1: Analyse the requested technical documents and authorisations LO 2: Plan and organise the internal system in view of the external audit LO 3: Ensure that the system is equipped with the necessary documentation		
<b>Knowledge</b> <i>(assimilation of knowledge throughout learning)</i>	<b>Skills</b> <i>(Ability to apply knowledge)</i>	<b>Competences</b> <i>(Measure of responsibility and autonomy; ability to use knowledge, skills, social abilities)</i>
<b>1) Interpret technical documents describing plant components and operations</b>		
<ul style="list-style-type: none"> <li>- Demonstrate a critical understanding of the details of official planning documents related to the plant, in order to retrace the preliminary investigation undertaken for plant construction and start-up</li> <li>- Describe in detail the types of waste processed by the plant and the related codes</li> <li>- Describe the operating procedures for plant</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrate advanced skills on how to check the proper functioning of the laboratory equipment</li> <li>- Demonstrate mastery by preparing the operating manual of the plant in order to provide operators with the information needed for a complete knowledge of the system and the necessary instructions for a</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the requested documents and authorisations are properly analysed</li> </ul>



management	correct and safe use	
<b>2) Manage inspections planned by control bodies</b>		
<ul style="list-style-type: none"> <li>- Demonstrate advanced knowledge of the bureaucratic processes and use the appropriate reporting forms the activity</li> <li>- Demonstrate advanced knowledge on how to communicate effectively during audits, thus fulfilling the requirements of the appropriate bodies</li> </ul>	<ul style="list-style-type: none"> <li>- Organise internal controls in view of the external audit</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that staff gets trained for the audit</li> </ul>
<b>3) Draw up documents required by law for plant operation</b>		
<ul style="list-style-type: none"> <li>- Demonstrate advanced knowledge of the reporting documents used on site</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrate mastery by appropriately completing the forms related to the plant and to its processes</li> <li>- Demonstrate advanced skills on how to update the records and the reports on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>- Manage the validation and revision of the documents internally produced</li> </ul>



<b>ULO OM-3</b>	<u>TITLE:</u> <b>Sustainable operations and development</b>		EQF 6
<b>Work tasks:</b>	<b>Control the environmental impact of the facility operations</b>		
<b>Weighting:</b>	1		
<b>Learning outcomes:</b> LO 1: Develop a strategy for sustainable development of the company LO 2: Maintain low level of impacts on environment during the collection of recyclables and other materials LO 3: Work productively with colleagues and stakeholders			
<b>Knowledge</b> <i>(assimilation of knowledge throughout learning)</i>	<b>Skills</b> <i>(Ability to apply knowledge)</i>	<b>Competences</b> <i>(Measure of responsibility and autonomy; ability to use knowledge, skills, social abilities)</i>	
<b>1) Elaborate plan for sustainable operation and development of the SWF</b>			
<ul style="list-style-type: none"> <li>- Demonstrate advanced knowledge of the main principles of sustainable development and how to implement these</li> </ul>	<ul style="list-style-type: none"> <li>- Determine how to build competitive advantage and create substantial value for an enlarged stakeholder network</li> </ul>	<ul style="list-style-type: none"> <li>- Lead the integration of sustainability principles into the company's management policy</li> </ul>	
<b>2) Promote sustainability and environmental good practices</b>			
<ul style="list-style-type: none"> <li>- Describe in detail the main environmental aspects and impacts relevant to the collection</li> </ul>	: <ul style="list-style-type: none"> <li>- Demonstrate advanced skills on how to conduct the application of preventive</li> </ul>	<ul style="list-style-type: none"> <li>- Manage the effective communication of possible environmental risks and impacts with</li> </ul>	



of recyclables; - Demonstrate a critical understanding of the development of the methodology used for reducing the impact	measures in case of environmental impacts	staff and customers
<b>3) Develop personnel performance</b>		
- Demonstrate advanced knowledge on how to support learning and the development within the own area of responsibility	- Build and maintain effective customer relations	- Manage staff to ensure that the tasks allocated to them best suit their skill set



<b>ULO OM-4</b>	<b>TITLE:</b> <b>Manage social aspects of sustainable business practices</b>		EQF 6
<b>Work tasks:</b>	<b>Ensure a suitable work environment for employees</b>		
<b>Weighting:</b>	2		
<b>Learning outcomes:</b> LO 1: Recognise and understand the social factors which can impact on work activities in relation to sustainability LO 2: Identify the actions required to manage the social factors which can impact on work activities in relation to sustainability LO 3: Identify techniques which can be used to regularly review and improve on social factors which can impact on business practice			
<b>Knowledge</b> <i>(assimilation of knowledge throughout learning)</i>	<b>Skills</b> <i>(Ability to apply knowledge)</i>	<b>Competences</b> <i>(Measure of responsibility and autonomy; ability to use knowledge, skills, social abilities)</i>	
<b>1) Identify the social factors which can impact on work activities in relation to sustainability</b>			
<ul style="list-style-type: none"> <li>- Identify in detail the organisational activities which are impacted by social factors</li> <li>- Demonstrate a critical understanding of the current and relevant social issues faced by</li> </ul>	<ul style="list-style-type: none"> <li>- Use advanced skills to determine the effects on the organisation by implementing potential changes which improve social aspects</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure the organisation keeps up to date with current social trends and developments that impact the organisation, within the sector</li> </ul>	



businesses within your sector		
<b>2) Take steps to manage the social factors which can impact on work activities in relation to sustainability</b>		
<ul style="list-style-type: none"> <li>- Demonstrate a critical understanding of the relevant social factors, which impact the work activities and sustainability issues</li> </ul>	<ul style="list-style-type: none"> <li>- Use relevant and current information to make positive changes in terms of social impact</li> <li>- Demonstrate a commitment to improve the social impact of organisational activities</li> </ul>	<ul style="list-style-type: none"> <li>- Manage improvements that could be made, in both the short term and long term</li> <li>- Assume responsibility for the determination of the importance of communication on social impact</li> </ul>
<b>3) Regularly review and improve on social factors which can impact on business practices</b>		
<ul style="list-style-type: none"> <li>- Demonstrate an advanced knowledge of the review process</li> <li>- Describe the measures to undertake to improve social factors in detail</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrate advanced skills to relevant sources of information on social impacts</li> <li>- Seeking expert advice when needed</li> </ul>	<ul style="list-style-type: none"> <li>- Assume responsibility for maintaining records on social impacts, monitoring &amp; reviews and improvements made</li> <li>- Monitor the social impacts of organisational activities on a regular basis</li> </ul>