



ULO OM-1	<u>TITLE:</u> Manage Daily Operational Activities	EQF 6
Work tasks:	Ensure a proper functioning of the SWF-facility	
Weighting:	2	
<p><u>Learning outcomes:</u> 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 LO12: Planning and carrying out audits related to Operational management</p>		
<p align="center">Knowledge <i>(assimilation of knowledge throughout learning)</i></p>	<p align="center">Skills <i>(Ability to apply knowledge)</i></p>	<p align="center">Competences <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"> - Demonstrate advanced knowledge of the daily tasks and how to develop a result-oriented plan - Demonstrate a critical understanding of the principles, methods, and/or tools for developing, scheduling, coordinating, and managing projects and resources - Demonstrate an advanced knowledge of the allocation of tasks and duties 	<ul style="list-style-type: none"> - Demonstrate advanced skills by building a management team for the everyday SWF's operational activities 	<ul style="list-style-type: none"> - Assume responsibility for the SWF's everyday normal operation - Lead and coordinate the SWF operational management team - Monitor and inspect operations, respective costs, and contractor performance - Supervise the allocation of daily tasks to competent personnel; -Supervise the personnel operating heavy equipment and the maintenance of it in daily operations.
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2) Plan work schedules to comply with organisational policies and current legislation

<ul style="list-style-type: none"> - Demonstrate advanced knowledge of the planning of work schedules that comply with organisational policies and current legislations 	<ul style="list-style-type: none"> - Demonstrate advanced skills required to produce plans and schedules that cover all operational needs and take account of operational limits - Demonstrate mastery by determining why it is important to produce plans that are easy for the relevant people to understand and use 	<ul style="list-style-type: none"> - Manage the planning of work schedules in a way that enhances operational performance - Assume responsibility for scheduling the hours of work that are in line with relevant laws, permits/licenses, company policy and contracts of employment
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3) Ensure that materials, tools and equipment are always available



<p>4) Ensure that work rotas, delivery schedules and other plans are implemented and effective</p>		
<ul style="list-style-type: none"> - Demonstrate in-depth knowledge on the process to ensure that materials, tools and equipment are available - Demonstrate advanced knowledge on the importance of managing resources 	<ul style="list-style-type: none"> - Demonstrate advanced skills by identifying the material resources required by the SWF 	<ul style="list-style-type: none"> - Lead the implementation of contingency plans in the event of deviations from resource management - Manage the proposal process and, where necessary, propose changes to resource management procedures, in order to aid improvements
<p>5) Ensure that all staff and visitors are aware of, and comply with, site rules</p>		
<ul style="list-style-type: none"> - Demonstrate advanced knowledge of work rotas, delivery schedules and further plans are instruments to keep the facility running 	<ul style="list-style-type: none"> - Demonstrate advanced skills by maintaining effective work rotas and schedules with respect to resource management - Demonstrate mastery to successfully develop motivation with the staff 	<ul style="list-style-type: none"> - Ensure that all staff members are aware of, and understand, the tasks expected of them - Assume responsibility for allocating staff in accordance with their job roles, skills and contractual obligations; - Assume responsibility for the comprehensive supervision of personnel to ensure a high standard of effective teamwork;
<ul style="list-style-type: none"> - Demonstrate a critical understanding of evaluation methods for communicating the site rules to staff and visitors - Explain in detail the importance of checking 	<ul style="list-style-type: none"> - Establish effective lines of communication between staff and visitors 	<ul style="list-style-type: none"> - Ensure that the staff and visitors comply with rules on site



<p>others' understanding of the site rules, and how to do this</p>		
<p>6) Establish a managerial system for the normal operation of the SWF</p>		
<ul style="list-style-type: none"> - Demonstrate advanced knowledge on the statutory requirements in relation to solid waste treatment facility (area/machinery/equipment/buildings) - Demonstrate in-depth knowledge of the layout and the function of the site/their area of responsibility and relevant adjoining areas affected by it - Demonstrate a critical understanding of the organisational site security procedures and actions to be taken in the event of a breach of security - Demonstrate a critical understanding of the organisational/site rules and operating procedures in relation to transport and pedestrian routes within the facility 	<ul style="list-style-type: none"> - Establish systems and procedures for waste treatment operations in accordance with legislative and organisational requirements - Establish systems and procedures for reception and validation of waste in accordance with legislative and organisational requirements - Establish systems and procedures that comply with legislative requirements for dealing with waste that require specific handling and for the rejection of unauthorised waste - Establish security arrangements to prevent the unauthorised delivery and removal of wastes on the site - Establish systems and procedures for alternative transport and recipients for outputs and residues when existing arrangements are not available - Establish systems and procedures for reprocessing or the disposal of outputs that have failed to meet the prescribed standards 	<ul style="list-style-type: none"> - Take responsibility to persuade others to accept recommendations, cooperate, or change their behaviour; work with others towards an agreement; negotiate to find mutually acceptable solutions. - Manage the communication with upper management and all interested stakeholders - Lead and coordinate the management team that plans and implements the SWF managerial system; - Take responsibility for ensuring that specific provisions are taken for the movement of vehicles onto the site, (e.g. ensuring drivers adhere to speed limits and thus avoid potential accidents). - Take responsibility in the case of any accidents, by ensuring that specific and immediate actions are taken, keeping the facility under operation - Deal with harsh climatic conditions that in some cases may affect the movement of SW transfer trucks into the site, ensuring the



	<p>for the site</p> <ul style="list-style-type: none">- Ensure that waste/materials are stored/stockpiled/located safely and securely, in designated areas- Ensure that outputs and residues from the treatment processes are stored correctly in accordance with legislative and organisational procedures- Ensure the safe condition of traffic/pedestrian routes- Ensure that a system to control the movement of vehicles entering, moving around and leaving the site is established- Ensure the implementation of procedures to maintain an acceptable standard of site cleanliness and tidiness- Review operational policies and procedures in the area of responsibility and make recommendations for improvement;- Establish connections with independent institutions to provide forecasts of wastes generation and composition on the basis of waste surveys in the collection area;	<p>appropriate and continuous feeding of the plant.</p>
7) Organise and manage human resources for SWF operational activities		



<ul style="list-style-type: none">- Demonstrate advanced knowledge on the organisational management structure- Demonstrate a critical understanding of own responsibilities and the limits of those responsibilities- Demonstrate in-depth knowledge of the organisational reporting structures and the duties of relevant personnel- Explain in detail the statutory and organisational reporting and recording procedures in their area of responsibility- Explain in detail the organisational requirements for recording/monitoring personnel in their area of responsibility- Explain in detail the methods to confirm competence of personnel involved in site activities- Explain in detail the organisational procedures in relation to non-employees on site (e.g. contractors, visitors)- Explain in detail the communication systems/procedures in area of responsibility	<ul style="list-style-type: none">- Ensure that a system to confirm the competency of persons employed, is implemented- Review the numbers and skills requirements of personnel required to work in the facility- Set priorities for duties to be carried out- Maintain a system to ensure contractors and/or visitors have received appropriate site induction and instructions- Ensure that personnel carry out their duties competently and in line with organisational procedures- Ensure that personnel are not exposed to occupational hazards- Ensure records/reports are completed accurately, and in line with legislative requirements and/or organisational procedures;- Ensure the optimal use of human resources during the implementation of work practices	<ul style="list-style-type: none">- Manage the process of effective communication with work colleagues, staff and managers throughout operations;- Manage the process of instruction and training of visitors on site constrictions;- Prepare site rules and ensure these are communicated to, and understood by, anyone entering the site.
8) Ensure the implementation and monitoring of records/reports system and procedures		



<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - Demonstrate advanced skills by establishing systems and procedures for preparing all relevant documentation that meets all duty of care requirements - Ensure records/reports are completed according to legislative requirements and/or organisational/ managerial procedures for reception, inspection and validation of waste; - Ensure that management commit to the SWF's environmental management system, by providing the resources and support needed for the development and implementation of the system. 	<ul style="list-style-type: none"> - Manage the implementation and monitoring of records/reports systems and procedures
9) Develop and implement personnel training programs		
<ul style="list-style-type: none"> - Describe in detail the methodologies for identification of personnel training needs - Demonstrate advanced knowledge of the organisational training arrangements 	<ul style="list-style-type: none"> - Apply techniques for the identification of personnel training needs - Identify training needs and organise training where necessary - Organise the implementation of personnel training programs - Evaluate the efficiency of personnel training programs 	<ul style="list-style-type: none"> - Assume responsibility for occupational training of personnel according their identified training needs
10) Monitor and evaluate SWF operations to identify potential deviations		



<ul style="list-style-type: none"> - Demonstrate in-depth knowledge on potential, operational deviations within the SWF - Define the criteria which cause deviations of SWF operations from normal conditions - Demonstrate advanced knowledge on corrective actions for each deviation 	<ul style="list-style-type: none"> - Demonstrate advanced skills by compiling and applying an operational deviations audit plan 	<ul style="list-style-type: none"> - Lead the management team that check and evaluate SWF operations against the set criteria - Lead the management team that implements corrective actions against identified deviations - Manage the establishment and implementation of a contingency plan in case deviations from normal operation are identified
11) Ensure that appropriate action is taken in the event of a breach in organisational rules, permit conditions or other legislative non-compliance		
<ul style="list-style-type: none"> - Demonstrate an in-depth knowledge of environmental permit conditions and current legislation - Demonstrate an critical understanding of the organisational policy 	<ul style="list-style-type: none"> - Recognise when to seek advice from others 	<ul style="list-style-type: none"> - Manage the identification of causes of any breach, and take steps to prevent future occurrences
12) Ensure all necessary audits relating to operation management		
<ul style="list-style-type: none"> - Demonstrate advanced knowledge of the process required for planning audits related to all daily processes; - Demonstrated advance knowledge in the implementation of audits related to all operational processes on site. 	<ul style="list-style-type: none"> - Demonstrate advanced skills by developing and timing the plans for auditing all operational processes; 	<ul style="list-style-type: none"> - Ensure all necessary audits relating to operation management are conducted by the appropriate person; - Ensure all national reporting requirements are carried out (e.g. waste data returns for local/ ensure results of all audits



- Demonstrate advanced knowledge of the national requirements for auditing of operational process on site.		are implemented in a timely manner national authorities)
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ULO OM-2	TITLE: Maintain the levels of plant operation in accordance with granted authorisations		EQF 6
Work tasks:	Act in accordance to the relevant permissions/laws		
Weighting:	1		
Learning outcomes: 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 LO4: Plan and organise the production control strategic manufacturing policy LO5: Develop systems and productivity analysis			
Knowledge <i>(assimilation of knowledge throughout learning)</i>	Skills <i>(Ability to apply knowledge)</i>	Competences <i>(Measure of responsibility and autonomy; ability to use knowledge, skills, social abilities)</i>	
1) Interpret technical documents describing plant components and operations			
<ul style="list-style-type: none"> - 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 - Describe in detail the types of waste 	<ul style="list-style-type: none"> - Demonstrate advanced skills on how to check the proper functioning of the laboratory equipment - Demonstrate mastery by preparing the operating manual of the plant in order to provide operators with the information 	<ul style="list-style-type: none"> - Ensure that the requested documents and authorisations are properly analysed 	



processed by the plant and the related codes - Describe the operating procedures for plant management	needed for a complete knowledge of the system and the necessary instructions for a correct and safe use	
2) Manage inspections planned by control bodies		
- Demonstrate advanced knowledge of the bureaucratic processes and use the appropriate reporting forms the activity - Demonstrate advanced knowledge on how to communicate effectively during audits, thus fulfilling the requirements of the appropriate bodies	- Organise internal controls in view of the external audit; - Organise scheduled and non-scheduled internal exercises for staff members	- Ensure that relevant staff members are adequately training in conducting audits;
3) Draw up documents required by law for plant operation		
- Demonstrate advanced knowledge of the reporting documents used on site	- Demonstrate mastery by appropriately completing the forms related to the plant and to its processes - Demonstrate advanced skills on how to update the records and the reports on a regular basis	- Manage the validation and revision of the documents internally produced
4) Plan and organise the production control strategic manufacturing policy		
- Demonstrate advance knowledge in developing strategic manufacturing policy;	- Demonstrate key skills on how to organize the control of production quality;	- Manage the organization of the production control on site; - Ensure that the responsible staff



<ul style="list-style-type: none">- Demonstrate advance knowledge by organising the control of production;	<ul style="list-style-type: none">- Demonstrate advanced skills by planning and implementing the developed production control strategic manufacturing policy;	implement the requirements related to the production quality;
5) Develop systems and productivity analysis		
<ul style="list-style-type: none">- Demonstrated advanced knowledge on operational systems and productivity;- Describe in detail the methodology using for developing systems for productivity analysis;	<ul style="list-style-type: none">- Demonstrate skills to analyse the operational system in order to improve the quality and the effectiveness;- Demonstrate the necessary skills needed to record details of the operational system and the quality of the production;	<ul style="list-style-type: none">- Manage the effectiveness and the improvement of the operational system and productivity after the implementation of the recommendations of the analysis;



ULO OM-3	<u>TITLE:</u> Sustainable operations and development		EQF 6
Work tasks:	Control the environmental impact of the facility operations		
Weighting:	1		
<p>Learning outcomes: LO 1 Demonstrate advanced knowledge of the main principles of sustainable development and how these can be implemented</p> <p>LO 2: Maintain low level of impacts during material and energy recovery</p> <p>LO 3: Work productively with colleagues and stakeholders;</p> <p>LO4: Manage the safety and risk policy of the SW facility and the operational activities in case of emergency and/or natural disasters</p> <p>LO5: Manage the manufacturing and production factory systems</p> <p>LO6: Manage and maintenance the operational activities for machines and equipment</p>			
<p align="center">Knowledge <i>(assimilation of knowledge throughout learning)</i></p>	<p align="center">Skills <i>(Ability to apply knowledge)</i></p>	<p align="center">Competences <i>(Measure of responsibility and autonomy; ability to use knowledge, skills, social abilities)</i></p>	
1) Elaborate plan for sustainable operation and development of the SWF			
- Demonstrate advanced knowledge of the main principles of sustainable development and how to implement these on site.	- Determine how to build competitive advantage and create substantial value for an enlarged stakeholder network	- Lead the integration of sustainability principles into the company's management policy	
2) Promote sustainability and environmental good practices			



<ul style="list-style-type: none"> - Describe in detail the main environmental aspects and impacts relevant to the collection of recyclables; - Demonstrate a critical understanding of the development of the methodology used for reducing the impact 	<ul style="list-style-type: none"> - Demonstrate advanced skills on how to conduct the application of preventive measures in case of environmental impacts 	<ul style="list-style-type: none"> - Manage the effective communication of possible environmental risks and impacts with staff and customers
3) Develop personnel performance		
<ul style="list-style-type: none"> - Demonstrate advanced knowledge on how to support learning and the development within the own area of responsibility 	<ul style="list-style-type: none"> - Build and maintain effective customer relations 	<ul style="list-style-type: none"> - Manage staff to ensure that the tasks allocated to them best suit their skill set
4) Manage the safety and risk policy of the SW facility and the operational activities in case of emergency and/or natural disasters		
<ul style="list-style-type: none"> - Demonstrate advanced knowledge by recognizing the risks of the SW facility; - Demonstrate advance knowledge by developing adequate policies for the management of emergencies and natural disasters; 	<ul style="list-style-type: none"> - Demonstrate advanced skills on how to apply preventive measures and operational activities in the case of emergency and natural disasters; - Determine the eventual risks and describe the measures for prevention; - Demonstrate skills by implementing safety issues on site; 	<ul style="list-style-type: none"> - Manage the implementation of the strategy for safety and risk prevention; - Manage the implementation of operational activities in case of emergency or natural disasters; - Ensure that the all staff and customers are trained and informed about the activities in case of emergency and natural disasters; - Ensure that staff members are trained in safety and risk issues;
5) Manage the manufacturing and production factory systems		
<ul style="list-style-type: none"> - Demonstrate advanced knowledge 	<ul style="list-style-type: none"> - Demonstrate advanced skills on how to 	<ul style="list-style-type: none"> - Manage and maintain the proper



and describe in detail the factory systems for manufacturing and production;	check the proper functioning of the manufacturing factory systems; - Demonstrate mastery by preparing the operating manual for working with production systems in order to provide operators with the information	operational activities related to manufacturing and production factory systems
6) Manage and maintenance the operational activities for machines and equipment		
- Demonstrate in-depth knowledge on the process of working with the onsite machines and equipment; - Demonstrate advanced knowledge on the importance of maintenance of machines and equipment;	- Build and manage team for working and maintenance of equipment and machines; - Demonstrate skills in developing of operational manual for working with machines and equipment on site;	- Supervise the staff working with machines and equipment; - Implement training for the operation and maintenance of machines and equipment; - Manage and control the daily operational activities;



ULO OM-4	TITLE: Manage social aspects of sustainable business practices		EQF 6
Work tasks:	Ensure a suitable work environment for employees		
Weighting:	2		
<p>Learning outcomes: LO 1: Recognise and understand the social factors which can impact on work activities in relation to sustainability</p> <p>LO 2: Identify the actions required to manage the social factors which can impact on work activities in relation to sustainability</p> <p>LO 3: Identify techniques which can be used to regularly review and improve on social factors which can impact on business practice</p> <p>LO4: Communicate with local authorities and citizens in order to improve the sustainable operation of the site</p>			
<p style="text-align: center;">Knowledge <i>(assimilation of knowledge throughout learning)</i></p>	<p style="text-align: center;">Skills <i>(Ability to apply knowledge)</i></p>	<p style="text-align: center;">Competences <i>(Measure of responsibility and autonomy; ability to use knowledge, skills, social abilities)</i></p>	
1) Identify the social factors which can impact on work activities in relation to sustainability			
<ul style="list-style-type: none"> - Identify in detail the organisational activities which are impacted by social factors - Demonstrate a critical understanding of the 	<ul style="list-style-type: none"> - Use advanced skills to determine the effects on the organisation by implementing potential changes which improve social 	<ul style="list-style-type: none"> - Ensure the organisation keeps up to date with current social trends and developments that impact the organisation, within the sector 	



current and relevant social issues faced by businesses within your sector	aspects	
2) Take steps to manage the social factors which can impact on work activities in relation to sustainability		
<ul style="list-style-type: none"> - Demonstrate a critical understanding of the relevant social factors, which impact the work activities and sustainability issues 	<ul style="list-style-type: none"> - Use relevant and current information to make positive changes in terms of social impact - Demonstrate a commitment to improve the social impact of organisational activities 	<ul style="list-style-type: none"> - Manage improvements that could be made, in both the short term and long term - Assume responsibility for the determination of the importance of communication on social impact
3) Regularly review and improve on social factors which can impact on business practices		
<ul style="list-style-type: none"> - Demonstrate an advanced knowledge of the review process - Describe the measures to undertake to improve social factors in detail; - Demonstrate an understating of social responsibility methods, 	<ul style="list-style-type: none"> - Demonstrate advanced skills to relevant sources of information on social impacts - Seeking expert advice when needed; - Demonstrate advanced skills by establishing citizen's bodies to conduct and manage auditing schemes, with the aim of improving trust and relations with the public 	<ul style="list-style-type: none"> - Assume responsibility for maintaining records on social impacts, monitoring & reviews and improvements made - Monitor the social impacts of organisational activities on a regular basis; - Lead the communication of the everyday performance data to public
4) Communicate with local authorities and citizens in order to improve the sustainable operation of the site		
<ul style="list-style-type: none"> - Demonstrate advanced knowledge about the relevant stakeholders and the communication objectives 	<ul style="list-style-type: none"> - Develop a communication strategy and plan - Demonstrate advanced skills by listening to others 	<ul style="list-style-type: none"> - Manage the instruction of the SWF operation to the relevant personnel through effective communication practices and



<ul style="list-style-type: none">- Demonstrate in-depth knowledge of communication vehicles and channels- Demonstrate advanced knowledge about communication barriers and solutions to overcome them- Demonstrate a critical understanding of methods to educate stakeholders about waste reduction, diversion and management and determine how to apply these methods	<ul style="list-style-type: none">- Demonstrate advanced skills by showing efficiency in public presentations;- Demonstrate skills in managing public relations and relations with stakeholders;- Demonstrate the skills needed to ensure efficient communication with employees and others stakeholders	techniques <ul style="list-style-type: none">- Execute communication appropriately and effectively with interested stakeholders (e.g. neighbours, customers, contractors, visitors, emergency services, H&S or environmental regulators);
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