



Unit and Assessment Specification

Unit title	Manage Improvements to Waste Management Operations
SQA code	H2LK 04
SCQF level	7
SCQF credit points	7
SSC ref	WM9

History of changes

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H2LK 04 (WM9)

Title		Manage Improvements to Waste Management Operations				
Learning Outcomes		Assessment Criteria		Observation	Question and Answer	Simulation/ Realistic working environment
The learner will:		The learner can:				
1	Identify and plan improvements to waste management operations.	1.1	Monitor and evaluate operations at intervals to identify potential improvements.	x	x	
		1.2	Establish a system for personnel to make recommendations on improvements to systems and operations.	x	x	
		1.3	Evaluate the costs and benefits of potential improvements against company objectives.	x	x	
		1.4	Evaluate the potential impact of any proposed improvements on other aspects of site operations.	x	x	
		1.5	Prepare a project plan for implementing the agreed improvement proposal and get agreement with internal and external contacts.	x	x	
		1.6	Review Risk Assessments for any changed working practices created by the improvement.	x	x	
		1.7	Review the training records to ensure that all skills needed for the improvement can be met.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
2 Implement and evaluate improvements to waste management operations.	2.1 Provide clear and sufficient information on the improvement plan to enable those responsible for implementing the plan to carry it out.	x	x	
	2.2 Monitor and ensure implementation of the plan against the agreed specifications, schedules and budget.	x	x	
	2.3 Manage activities to rectify any deviations from the plan, specifications, schedules or budget.	x	x	
	2.4 Evaluate project results against previous performance for expected costs, operational benefits and environmental impact.	x	x	
	2.5 Report the results of their evaluation in the agreed format and timescale.	x	x	
	2.6 Manage all procedures connected with the improvement to enhance or maintain the quality of the organisation's work.	x	x	
3 Use and communicate data and information.	3.1 Present recommendations for improvements to colleagues and managers in ways which suit the type of information being given.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	3.2 Communicate the programme of work and operational instructions to all people involved in or affected by the improvement. 3.3 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.	x	x	
4 Resolve problems which arise from managing improvements.	4.1 Seek expert advice to resolve situations which are outside the responsibility of the job role. 4.2 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the fulfilment of the proposed improvement. 4.3 Implement any additional training needs caused by the improvement. 4.4 Identify any problems in achieving the expected project outcomes and make contingency arrangements for their resolution. 4.5 Arrange for any sub-standard work to be remedied.	x	x	
	4.2 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the fulfilment of the proposed improvement.	x	x	
	4.3 Implement any additional training needs caused by the improvement.	x	x	
	4.4 Identify any problems in achieving the expected project outcomes and make contingency arrangements for their resolution.	x	x	
	4.5 Arrange for any sub-standard work to be remedied.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
5 Understand the underpinning regulations, procedures and requirements for managing waste operations.	5.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.		x	
	5.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.		x	
	5.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment.	x	x	
	5.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.	x	x	
	5.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.	x	x	
	5.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	5.7 Describe appropriately the procedures for the proper management control of work activities on the site.	x	x	
6 Understand the specific regulations, procedures and requirements for managing improvements to waste management operations	6.1 Describe appropriately the organisation's objectives relating to environmental protection, health and safety, profitability, operational outcomes and quality standards.	x	x	
	6.2 Describe appropriately recent developments in technology and operating procedures within the waste management industry.		x	
	6.3 Describe appropriately the organisation's objectives and priorities for the management of the waste operations.	x	x	
	6.4 Describe appropriately the organisational procedures for the proper management control of work activities and the capital, installation and running costs of proposed improvements.	x	x	
	6.5 Describe appropriately the records required by legislation and by organisational procedures in relation to the operations of a waste management facility.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	6.6 Describe appropriately the technical skills needed for the operations.	x	x	
	6.7 Describe appropriately the specific legislative requirements and guidance applicable to the waste operations.		x	
	6.8 Describe appropriately planning permission and the organisation's working plan for the site.	x	x	
	6.9 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site.	x	x	
	6.10 Describe appropriately the storage, transportation, treatment and handling requirements for the waste types handled on the site.	x	x	
	6.11 Describe appropriately the records required by legislation and by company procedures in relation to the activities carried out at the site.	x	x	
	6.12 Describe appropriately the procedures for dealing with spillages.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	6.13 Describe appropriately the Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received, handled and used on the site.	x	x	
	6.14 Determine how to use cost benefit analysis methods and techniques.	x	X	
	6.15 Determine the current operating costs within the job role responsibility.	X	x	
	6.16 Determine techniques for monitoring and evaluating waste management operations.	x	x	
	6.17 Determine the importance of assessing the impact of potential improvements on other aspects of waste management operations.		x	
	6.18 Determine the reporting lines and procedures in relation to project approval, and its monitoring and evaluation.	x	x	
	6.19 Determine the importance of monitoring implementation of an improvement plan and how to deal with problems arising during implementation.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	6.20 Determine the different types of waste and materials that could be handled at the site.	x	x	
	6.21 Determine how to complete all relevant paperwork.	x	x	
	6.22 Determine how to ensure that relevant staff has the required skills and what to do in response to a perceived skills deficit.		x	
	6.23 Determine the types, functions and limitations of waste handling equipment available for use on the site.	x	x	
	6.24 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.	x	x	
	6.25 Determine the potential hazards to safety, health and the environment arising from the activities carried out at the site.	x	x	
	6.26 Determine how to interpret process documentation and verify that the information is accurate and relates to the waste handled.	x	x	
	6.27 Determine how to communicate operational instructions orally and in writing.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	6.28 Determine the importance of ensuring people's understanding of operational instructions and how to do this.		x	
7 Work in a manner which underpins effective performance.	7.1 Be assertive in making decisions.	x	x	
	7.2 Pursue accountability of staff for delegated responsibilities.	x	x	
	7.3 Reflect critically on personal achievements to inform future actions.	x	x	

Additional information about the Unit
Unit purpose and aim(s)
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
Details of the relationship between the Unit and other standards or curricula (if appropriate)
Assessment requirements specified by a sector or regulatory body (if appropriate)

Assessment (evidence) Requirements
Guidance on Instruments of Assessment