

EUSRA3421

Identify and Implement improvements to recycling activities



Overview

This unit is about identifying and implementing improvements to recycling activities. It requires carrying out detailed analysis to identify and implement improvements.

EUSRA3421

Identify and Implement improvements to recycling activities

Performance criteria

You must be able to:

Monitor operations to identify potential improvements to recycling activities

- P1 use information to identify potential improvements
- P2 consult with others to identify where improvements could be made

You must be able to:

Evaluate the costs and benefits for improving the recycling operations

- P3 use a range of information to analyse and determine improvements
- P4 evaluate proposed improvements against company objectives
- P5 show the possible impact of proposed improvements on other elements of the activities

You must be able to:

Produce project plans for implementing improvements to recycling activities

- P6 produce a project plan for implementation based on the agreements reached
- P7 obtain the necessary approval in accordance with organisational procedures

You must be able to:

Implement and evaluate improvements to recycling activities

- P8 monitor implementation of the plan against the agreed specifications, schedules and budgets
- P9 rectify any deviations from the plan, specifications, schedules or budgets
- P10 resolve any problems in achieving the expected project outcomes
- P11 evaluate and review the changes and benefits introduced through the improvement plan
- P12 report on the evaluation and review to those people agreed within the project plan

You must be able to:

Use and communicate data and information

- P13 communicate the recommendations for improvements to those people who might be affected by the changes and invite their feedback
- P14 provide clear and sufficient information to those responsible for implementing the improvement plan
- P15 follow organisational procedures for communicating information to other people
- P16 maintain records in accordance with operational and organisational procedures

You must be able to:

Resolve problems that could affect the implementation of improvement to recycling activities

- P17 resolve day-to-day problems within the responsibility of your job role

EUSRA3421

Identify and Implement improvements to recycling activities

- P18 refer problems and conditions outside the responsibility of your job role to the appropriate personnel
- P19 report to the appropriate personnel any situations that require additional intervention

EUSRA3421

Identify and Implement improvements to recycling activities

Knowledge and understanding

You need to know and understand:

General

- K1 the main responsibilities of employers and employees under the 'Health and Safety at Work etc Act 1974'
- K2 the approved procedures and practices for dealing with Health and Safety and the environment related to the individual and others
- K3 the safe procedure for handling hazardous materials
- K4 the range and use of personal protective equipment for this sector
- K5 the organisations accident and incident recording and reporting procedures

You need to know and understand:

Implement improvements to recycling activities

- K6 relevant legislation applicable to safety, health and environment
- K7 company objectives
- K8 recent developments in technology and operating procedures within the recycling industry
- K9 current operating costs within your area of responsibility
- K10 the capital, installation and running costs of proposed improvements
- K11 analytical methods and techniques
- K12 the impact of potential improvements on other aspects of activities
- K13 the reporting lines and procedures in relation to project approval, monitoring and evaluation
- K14 how to monitor the implementation of an improvement plan
- K15 the problems that might be experienced when implementing an improvement plan and steps that could be taken in response to these

EUSRA3421

Identify and Implement improvements to recycling activities

Additional Information

Behaviours

You work in a manner which you:

1. show you are vigilant for potential risks and hazards
2. show you use different leadership styles depending on individual circumstances

EUSRA3421

Identify and Implement improvements to recycling activities

Developed by Energy and Utility Skills

Version number 1

Date approved May 2010

Indicative review date May 2015

Validity Current

Status Original

Originating organisation Energy and Utility Skills

Original URN RA3.4.21

Relevant occupations Public Services; Public Service and Other Associate Professions

Suite Recycling Activities

Key words identification, implementation, improvements, recycling, analysis, communication, specification