

Model Curriculum

Manager- Waste Management (Electives: Biomass Depot/Compost Yard/Dry Waste Center)

SECTOR: GREEN JOBS
SUB-SECTOR: WASTE MANAGEMENT
OCCUPATION: MANAGEMENT AND SUPPORT
REF ID: SGJ/Q6501, V1.0
NSQF LEVEL: 6


Skill India
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**CURRICULUM COMPLIANCE TO
QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS**

is hereby issued by the

SKILL COUNCIL FOR GREEN JOBS

for

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Manager- Waste Management**
(**Electives: Biomass Depot/Compost Yard/Dry Waste Center**)'
QP No. '**SGJ/Q6501 NSQF Level 6**'

Date of Issuance: July 5th 2018
Valid up to*: May 26th 2020

*Valid up to the next review date of the Qualification Pack or the
'Valid up to' date mentioned above (whichever is earlier)


Dr. Praveen Saxena
Authorised Signatory
(Skill Council for Green Jobs)

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Manager- Waste Management (Electives: Biomass Depot/Compost Yard/Dry Waste Center)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Manager- Waste Management (Electives: Biomass Depot/Compost Yard/Dry Waste Center)”, in the “Green Jobs” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Manager- Waste Management (Electives: Biomass Depot/Compost Yard/Dry Waste Center)		
Qualification Pack Name & Reference ID	SGJ/Q6501, v1.0		
Version No.	1.0	Version Update Date	12.04.2018
Pre-requisites to Training	Graduate+ Minimum 2 years of experience in the field of waste management		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Carry out market analysis • Identify key suppliers of waste • Prepare a financial plan \ • Liaise with government authorities/local authorities, corporations etc. for smooth conduct of business operations. • Maintain health and safety at workplace • Improve communication & soft skills which include etiquette, manner, perception etc. • Manage overall operations of biomass depot • Manage overall operations of compost yard • Manage overall operations of dry waste collection center 		

Compulsory NOS		Marks Allocation			
Total Marks: 150					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
SGJ/N6501: Carry out market analysis	PC1.identify the existing demand for the product in given market	30	3	1	2
	PC2.conduct secondary research to gather information on market determinants such as volume of sales, economic growth rate, per capita income, etc.		4	2	2
	PC3.conduct primary research through interactions and surveys to understand the positioning of customers		4	1	3
	PC4.project the growth in demand through appropriate statistical tools		4	1	3
	PC5.identify various segments of customers and their respective needs in the given market		3	1	2
	PC6.develop profiles of resulting market segments		4	2	2
	PC7.identify competitors in the market and assess their respective sales strategies		4	1	3
	PC8.select target segments based on demand forecasting and market segmentation		4	1	3
		TOTAL	30	10	20
SGJ/N6502: Formulate an operational plan	PC1.identify key resources required for the facility	30	3	1	2
	PC2.identify key suppliers of different waste streams, based on the market analysis conducted		3	1	2
	PC3.identify key technical activities associated with business and production operations		3	1	2
	PC4. identify market prices of different components of the facility		4	2	2
	PC5. prepare a medium / long term sales forecast		3	1	2
	PC6. create an expenses budget indicating various fixed and variable costs likely to be encountered		4	1	3

	PC7.ensure development of long term cash flow statement		3	1	2
	PC8.prepare a cost – benefit analysis		4	2	2
	PC9.develop a loan repayment plan, if applicable		3	1	2
		TOTAL	30	11	19
SGJ/N6503: Ensure compliances with applicable statutory laws, policies and procedures	PC1. outline the functioning of local corporations/authorities that have a bearing on the business process	30	5	2	3
	PC2. build and maintain relationships with key persons to ensure smooth functioning of business		5	2	3
	PC3. acquire permissions and compliances as per legal requirements		5	2	3
	PC4. complete business registration and associated legal formalities		5	2	3
	PC5. update self with knowledge and understanding of the relevant rules and policies		5	2	3
	PC6. update self with information pertaining to compliances, laws, policies, and procedures		5	2	3
		TOTAL	30	12	18
SGJ/N6504: Ensure health and safety at workplace	PC1.acquire knowledge of ways and means to handle emergency situations like fire, natural disasters, riots etc.	60	5	2	3
	PC2.monitor the workplace and work processes for potential risks and threats.		4	1	3
	PC3.ensure and comply with workplace hygiene, sanitation and job specific safety procedures		5	2	3
	PC4.ensure no accidents and damages take place at the workplace		5	2	3
	PC5.ensure proper hygiene and protection from dust and other infections		6	2	4
	PC6.organise and attend fire drills and workplace safety workshops		7	2	5
	PC7.ensure that Personal Protective Equipments requirement are identified and made available at work place at all time		5	2	3

	PC8.demonstrate safe and accepted practices for personal protection		6	2	4
	PC9.carry out periodic walk-through inspections to keep work area free from hazards and obstructions		5	2	3
	PC10.identify corrective actions for hazards such as illness, accidents, fires or any other natural calamity		6	2	4
	PC11.identify and recommend opportunities for improving health and safety at the workplace		6	2	4
		TOTAL	60	21	39

ELECTIVES					
Elective 1: Biomass Depot					
Total Marks: 50		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
SGJ/N6505: Manage overall operations of biomass depot	PC1. identify the various suppliers for biomass procurement	50	5	2	3
	PC2. ensure biomass supply is channelized from identified suppliers		6	2	4
	PC3. ensure proper sorting, densification and appropriate storage of biomass		6	2	4
	PC4. conduct regular meetings with various supervisors		5	2	3
	PC5. identify technical challenges encountered in daily operations		6	2	4
	PC6.monitor financial performance of the business		5	2	3
	PC7. organize resources for efficient business marketing of agri-biomass		6	2	4
	PC8. communicate the value proposition and pricing of the products to the marketing team		5	2	3
	PC9. work closely with marketing managers, distributors, key customers and representatives in solving customer problems and developing service programs		6	2	4
		TOTAL	50	18	32

ELECTIVES					
Elective 2: Compost Yard					
Total Marks: 75			Marks Allocation		
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
SGJ/N6506: Manage overall operations of compost yard	PC1.examine compost yard production process records regularly	75	4	2	2
	PC2.conduct periodic meetings with various supervisors		4	1	3
	PC3.identify technical challenges encountered in daily operations		4	1	3
	PC4.devise remediation measures for technical challenges encountered in daily operations, in coordination with the supervisors		4	2	2
	PC5.examine the company's financial statements on a regular basis		4	2	2
	PC6.examine the credit and debt position of the business on a regular basis		3	1	2
	PC7.examine inventory reports and assess resource use and requirements		3	1	2
	PC8.coordinate with finance team to identify various challenges faced		4	2	2
	PC9.identify potential contingencies applicable to the business		3	1	2
	PC10.establish an accessible platform for employees to express their grievances and concerns		3	1	2
	PC11.interact with employees on a regular basis to discuss their grievances and concerns		3	1	2
	PC12.establish Key Performance Indicators (KPIs) for various departments		4	2	2
	PC13.monitor the performance of various departments against the established KPIs		4	1	3
	PC14.conduct meetings with concerned departments on a regular basis for discussions on performance around KPIs		3	1	2

	PC15.analyze performance of competitors and discuss / implement some of industry best practices		4	1	3
	PC16.foster a hospitable, friendly, and productive work environment		5	2	3
	PC17.organize resources for efficient marketing of products		3	1	2
	PC18.evaluate the effectiveness of marketing campaigns to identify avenues for enhancing market share and profitability		4	2	2
	PC19.communicate the value proposition of the products to the marketing team		4	1	3
	PC20.work closely with marketing team, distributors, key customers and representatives in solving customer problems and developing service programs		5	2	3
		TOTAL	75	28	47

ELECTIVES					
Elective 3: Dry Waste Center					
Total Marks: 75		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
SGJ/N6507: Manage overall operations of dry waste collection center	PC1. examine daily reports on a periodic basis	75	4	1	3
	PC2.identify and address issues (if any) with transport vehicles		3	1	2
	PC3.conduct regular meetings with various plant supervisors		4	1	3
	PC4.identify technical challenges encountered in daily operations		4	1	3
	PC5.devise remediation measures for technical challenges encountered in daily operations, in coordination with the supervisors		4	1	3
	PC6.identify various categories of plastic waste being handled		3	1	2
	PC7.ensure the availability of machinery, manpower and other resources for requisite treatment / pre-processing of plastic waste		3	1	2

PC8.coordinate with concerned supervisors to ensure timely and accurate segregation of plastic waste into various identified categories	3	1	2
PC9.examine daily material summary reports	4	2	2
PC10.identify various categories of paper waste being handled	3	1	2
PC11.ensure the availability of machinery, manpower and other resources for requisite treatment / pre-processing of paper waste	3	1	2
PC12.coordinate with concerned supervisors to ensure timely and accurate segregation of paper waste into various identified categories	3	1	2
PC13.identify various categories of other waste being handled	3	1	2
PC14.ensure the availability of machinery, manpower and other resources for requisite treatment / pre-processing of other waste	4	1	3
PC15.coordinate with concerned supervisors to ensure timely and accurate segregation of other waste into various identified categories	3	1	2
PC16.ensure the disposal / utilization of such materials in a responsible manner	4	2	2
PC17.examine the company's financial statements on a regular basis	4	2	2
PC18.identify various challenges faced pertaining to finance	4	1	3
PC19.identify potential contingencies applicable to the business	4	2	2
PC20.establish an accessible platform for employees to express their grievances and concerns	4	1	3
PC21.interact with employees on a regular basis to discuss their grievances and concerns	4	1	3
TOTAL	75	25	50