



**INSTITUTE OF ENVIRONMENTAL  
MANAGEMENT & ASSESSMENT**



**Approval Criteria for Associate Certificate  
Course in Environmental Management**  
Revised August 2005

**ASSOCIATE CERTIFICATE COURSE**  
**IEMA requirements for training course providers**

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**ASSOCIATE CERTIFICATE COURSE**

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**On completion of this course a candidate will:**

- Appreciate how global and local environmental issues evolve, and identify why and how they can be incorporated into the management of an organisation
- Understand in general terms the impacts of societal activities on the earth's natural systems
- Outline practical ways in which an organisation can reduce its impacts, both strategically and operationally
- Inter-relationships of environmental, economic, social and ethical aspects of sustainability
- Understand in general terms the structure of the regulatory process
- Determine the key environmental legislation, agreements and initiatives relating to an organisation and their relevance to operations
- Instigate management controls to ensure that operations do not pollute the environment and compliance is maintained
- Design and implement processes for the assessment, interpretation and management of environmental performance

## BACKGROUND

The Associate Certificate Course is designed to raise the professional competence of environmental practitioners by assessing their knowledge and understanding of environmental management and its application. The knowledge areas comprise three modules, which define the level and scope of Associate Membership with accompanying demonstrable learning outcomes.

### Assessment Criteria

Approval will be granted to those courses which meet all the course submission criteria established by the IEMA, in particular:

- the course is run to a high quality, over a period of ten days (80 hours excluding breaks);
- fully covers the appropriate IEMA generic syllabus;
- encompasses a continuous assessment requirement and an end of course test relevant to the course content, or a post-course delegate project; and
- includes appropriate practical exercises/ interactive case studies.

### COURSE DETAIL

<b>Aim</b>	This course is aimed at those people who have a basic understanding of environmental issues and want to expand their knowledge and understanding to Associate Membership.
<b>Entry requirements</b>	Open to all, however some previous environmental experience is advisable
<b>Duration</b>	Minimum of 10 days. The 10 days may be concentrated within a single residential course or, in the case of academic/distance learning courses, spread over a number of weeks.
<b>Tutor Competence</b>	In addition to the existing procedures IEMA employ to ensure tutor competence, tutors should have proven experience of developing an EMS.
<b>IEMA Membership</b>	All delegates who have successfully completed this IEMA approved course will gain <b>Associate Membership</b> of the IEMA (AIEMA).

## INTRODUCTION

The iema Associate Certificate Course will be expected to cover each topic listed under the main section headings listed overleaf. It is considered that a minimum duration of ten days (80 hours excluding breaks) is needed to adequately cover the full syllabus. Delegate knowledge and understanding can be assessed using practical exercises/case studies and/or an end-of-course test. Courses may go beyond the minimum requirements of the syllabus and expand upon certain issues to suit the particular needs of their audience.

The proportional weighting given to the different elements of the courses should be appropriate to the delegate's knowledge and experience.

The time apportioned to each element of the syllabus is left to the discretion of the course provider. However, if the iema considers that certain topics are not being given adequate coverage, approval of a course may be withheld until the course is modified appropriately.

### **Practical Exercises**

The purpose of practical exercises should be to give delegates a 'hands-on' perspective to some of the learning outcomes. Practical exercises should be scheduled towards the end of the course, or developed as a series of exercises during the course so that the instructed theory can be applied in a practical context.

### **Delegate Assessment**

Assessment of delegate knowledge and understanding of the learning outcomes should be tested through a combination of examination, continual assessment and practical exercises.

The assessment should assess how well the delegate has retained and understood the subject matter of the course. This may be done through;

- A multiple choice or compulsory short answer test.
- A written essay style test.

Questions should provide appropriate coverage of the Associate Certificate Course learning outcomes.

## LEARNING OUTCOMES FOR THE IEMA ASSOCIATE CERTIFICATE COURSE

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Skills Level		Outcome
No previous in-depth environmental knowledge required. However, a basic awareness is desirable	<b>ASSOCIATE CERTIFICATE COURSE</b>	Candidates will have knowledge & understanding of a wide range of environmental management & assessment issues

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### MODULE 1 ENVIRONMENTAL SUSTAINABILITY

A candidate will be able to understand the issues, science and philosophy that underpin environmental sustainability to a level that enables a general presentation to be made.

#### **KEY LEARNING OBJECTIVES**

After completion of this section a candidate should be able to:

- Appreciate how global and local environmental issues evolve, and identify why and how they can be incorporated into the management of an organisation
- Understand in general terms the impacts of societal activities on the earth's natural systems
- Outline practical ways in which an organisation can reduce its impacts, both strategically and operationally
- Inter-relationships of the environmental, economic, social and ethical aspects of sustainability

#### **1.1 Earths Natural Systems**

A candidate will have the skills and abilities to:

- understand ecological processes and systems
- understand the importance of biodiversity
- describe the main principles which underpin the earth's natural cycles.

#### **1.2 Business and environment**

A candidate will have the skills and abilities to:

- state ways in which organisations have positive and negative impacts on environmental systems e.g. resource depletion.
- argue cogently for the incorporation of environmental considerations into an organisation's operations, e.g. effective use of resources leading to environmental and financial benefits, improved environmental credibility, compliance and the risk of failing to do so, improved efficiency of processes.

#### **1.3 Effects of releases**

A candidate will have the skills and abilities to:

- state the principal sources of pollutants; their characteristics and effects on various media and key issues.
- explain the way in which pollutants adversely affect air, land and water and consequently people.
- outline the origin of key issues (e.g. climate change, biodiversity, ozone depletion, bio-accumulation, resource depletion and their implication in both environmental

- and business terms.
- explain in general terms key biological, physical and chemical technologies used to control releases.
- identify ways in which pollutants impact on habitat/species.

#### **1.4 Towards sustainability**

A candidate will have the skills and abilities to:

- be aware of the implications of environmental, fiscal, societal and ethical values and social constraints on an organisation.
- understand the concepts behind sustainability eg Agenda 21.
- explain the basic parameters of eco-efficiency and design for the environment.
- demonstrate an understanding of underpinning concepts e.g. precautionary principle, product stewardship, polluter pays principle, best available techniques.
- appreciate the position of environmental management as a promoter of change and the role of environmental management systems in the process of continual improvement.
- understand the business benefits of environmental management.
- appreciate the importance of effective resource management including materials elimination or substitution, recycling, carbon management, waste reduction, the efficient use of energy and the role of renewable energy.
- appreciate the importance of reducing waste as goals of the EMS process.

## **MODULE 2 ENVIRONMENTAL LEGISLATION**

A candidate will be able to identify relevant legislation for an organisation and take initial steps towards ensuring compliance.

### **KEY LEARNING OBJECTIVES**

After completion of this section a candidate should be able to:

- Understand in general terms the structure of the regulatory process
- Determine the key environmental legislation, agreements and initiatives relating to an organisation and their relevance to operations
- Instigate management controls to ensure that operations do not pollute and compliance is maintained

#### **2.1 Instruments for change**

A candidate will have the skills and abilities to

- identify types of instruments available to achieve change and the role they play (e.g. information, financial and legislative instruments and voluntary measures).
- understand in general terms the UK regulatory framework: relationships between UK, EC and international law, civil and criminal law and the regulators.

#### **2.2 Controls on emissions to the atmosphere**

A candidate will have the skills and abilities to:

- explain the key agreements, protocols, EC directives /regulations and UK controls/policies, and understand the role of the regulators with respect to these.
- explain the operational implications of key controls (e.g. prescribed processes, authorisations to release prescribed substances to the atmosphere, key terms such as BATNEEC etc.)
- demonstrate an awareness of likely future developments e.g. IPPC, carbon tax,

emissions trading.

### **2.3 Controls on the management of contained waste**

A candidate will have the skills and abilities to:

- explain in general terms the key instruments, agreements, protocols, EC directives/ regulations/UK controls/policies, and understand the role of the regulators.
- explain the operational implications of key controls e.g. duty of care, special wastes, licensing of carriers, waste management licensing.
- explain the role of waste minimisation techniques.
- demonstrate an awareness of likely future developments (pending and under consideration).

### **2.4 Controls on discharges to the water environment**

A candidate will have the skills and abilities to:

- explain in general terms the key agreements, protocols, EC directives/ regulation, UK controls/policies, and understand the role of the regulators.
- explain the operational implications of key controls e.g. water quality standards, cost implications of discharges to sewers, issues relating to site drainage.
- demonstrate an awareness of likely future developments.

### **2.5 Issues relating to contaminated land**

A candidate will have the skills and abilities to:

- explain in general terms the key instruments and the role of the regulators.
- explain the operational controls of the mechanisms.

### **2.6 Nuisance**

A candidate will have the skills and abilities to:

- explain in general terms the key instruments and the role of the regulators.
- appreciate the nature of civil law with respect to nuisance and know the prime regulatory mechanisms.

### **2.7 Producer responsibility**

A candidate will have the skills and abilities to:

- explain in general terms the key instruments: EC directives/regulations, UK controls/ policies, and explain the role of the regulators.
- understand in general terms the operational implications of the UK packaging regulations.
- demonstrate an awareness of likely future developments, e.g. application of producer responsibility to other priority areas.

### **2.8 Other relevant legislation**

A candidate will have the skills and abilities to:

- appreciate how planning law relates to environmental considerations.
- understand the manner in which radioactive materials are covered by legislation.
- explain the main legislation covering storage of hazardous materials.

## **MODULE 3 ASSESSMENT, INTERPRETATION AND MANAGEMENT OF ENVIRONMENTAL PERFORMANCE**

A candidate will be able to understand the role of various analytical and managerial tools and the assessment, interpretation and management of environmental performance.

### **KEY LEARNING OBJECTIVES**

After completion of this section a candidate should be able to:

- Design and implement processes for the assessment, interpretation and management of environmental performance

#### **3.1 Identification and assessment of environmental impacts**

A candidate will have the skills and abilities to:

- understand the role of the review as a means of systematically identifying significant issues, significant relevant legislation and evaluating current environmental management.
- demonstrate an understanding of various approaches to the environmental review, environmental risk assessment and the identification of significant impacts.
- actively participate in the design and implementation of a preparatory review and environmental risk assessment.

#### **3.2 Environmental Management Systems (EMS)**

A candidate will have the skills and abilities to:

- understand the standards for certificated EMS e.g. ISO14001, EMAS
- understand the purpose of an EMS in terms of controlling and improving environmental performance
- appreciate the principles, objectives and practice of an EMS
- appreciate the elements of an EMS and how they relate
- appreciate the role of suppliers/contractors
- appreciate the relationship between environmental, health, safety and quality management systems
- understand the business benefits of an EMS
- understand the role of internal communication.

#### **3.3 Monitoring**

A candidate will have the skills and abilities to

- understand the role and importance of monitoring.

#### **3.4 Environmental audit**

A candidate will have the skills and abilities to:

- understand the role of the environmental audit and situations in which it is applicable.
- actively participate in the design and implementation of an audit process within an EMS.

#### **3.5 Life Cycle Analysis**

A candidate will have the skills and abilities to:

- explain the role of LCA in evaluating the environmental burden associated with

available options.

- outline the principles and practices of LCA: defining goals and scope; undertaking inventory analyses, impact assessment, and interpreting the findings.

### **3.6 Environmental Impact Assessment**

A candidate will have the skills and abilities to:

- appreciate the role of, and describe approaches to Environmental Impact Assessment and situations in which it is applicable.
- know the stages of the EIA process and their iterative nature
- appreciation of the impacts associated with the concept, design, construction, operation and decommissioning stages of a project
- understand the links with EMS and SEA

### **3.7 Strategic Environmental Assessment (SEA)**

A candidate will have the skills and abilities to:

- appreciate the role of SEA and situations in which it is applicable.
- understand the SEA process
- appreciate the role of SEA in working towards sustainability
- understand the links with EIA

### **3.8 Environmental Risk Assessment**

A candidate will have the skills and abilities to:

- understand the techniques of environmental risk assessment.
- understand the approaches to risk management
- communicate and interpret environmental risk.

### **3.9 Pollution Prevention and Control**

A candidate will have the skills and abilities to:

- understand integrated approaches to pollution prevention and control.
- understand treatment technologies and techniques

### **3.10 Environmental Communication**

A candidate will have the skills and abilities to:

- appreciate the role of environmental reporting, the types of report and how to compile a clear and concise report in line with stakeholder requirements.
- have knowledge of methods of environmental communication with stakeholders, including consensus building.
- understand the importance of two-way dialogue with stakeholders
- have knowledge of the role of environmental labelling and green claims in communicating environmental information
- have knowledge of published standards/protocols associated with preparation of Environmental Reports and Green Claims.
- understand benchmarking and key environmental performance indicators.