



**APPROVAL CRITERIA FOR FOUNDATION
CERTIFICATE IN ENVIRONMENTAL
MANAGEMENT**

Revised March 2009

FOUNDATION CERTIFICATE IN ENVIRONMENTAL MANAGEMENT
IEMA requirements for training course providers

FOUNDATION CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

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On completion of this course a candidate will have:

- **An appreciation of environmental issues**
- **An understanding of the ways in which an organisation impacts on the environment**
- **An appreciation of how environmental issues can be incorporated into the management of an organisation**
- **An understanding of environmental legislation**
- **An awareness of the means of assessing an organisation's environmental performance**
- **Outline the ways in which an Environmental Management System operates**

BACKGROUND

The Foundation Certificate is designed to raise the competence of delegates by providing training for those who have only recently become involved in environmental management or for whom environmental management is an integral part of a wide range of responsibilities.

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 three days (24 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

Aim	To raise the competence of those who are new to environmental management or for whom environmental management is an integral part of a wide range of responsibilities.
Entry requirements	None
Duration	Minimum of 24 hours. The three days may be concentrated within a single residential course or, in the case of academic/distance learning courses, spread over a number of weeks.
Tutor Competence	In addition to the existing procedures IEMA employ to ensure tutor competence, tutors should have proven experience of developing an EMS.
IEMA Membership	All delegates who have successfully completed this IEMA approved course will be entitled to one year's Affiliate Membership of the IEMA. Please note, delegates who would like to gain Associate Membership will either need to complete an Associate Membership certificate course or undertake the IEMA Associate Open Book Assessment.

INTRODUCTION

The IEMA Foundation Certificate in Environmental Management will be expected to cover each topic listed under the main section headings listed overleaf. It is considered that a minimum duration of three days (24 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 time apportioned to each element of the syllabus is left to the discretion of the course provider, considering the delegate's knowledge and experience. However, if the IEMA considers that syllabus elements are not adequately addressed, 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 an integral part of the course. Practical exercise should allow delegates to apply the theory 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;

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

Questions should provide appropriate coverage of the Foundation Certificate in Environmental Management learning outcomes.

LEARNING OUTCOMES FOR THE IEMA FOUNDATION CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

Skills Level	FOUNDATION CERTIFICATE IN ENVIRONMENTAL MANAGEMENT	Outcome
No previous environmental knowledge		Candidates will have an awareness of environmental management issues

MODULE 1 - SUSTAINABLE BUSINESS THINKING

A candidate will understand the issues, science and philosophy that underpin environmental management to a level that enables them to communicate the key environmental issues and their relevance to business.

LEARNING OBJECTIVES

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

- Appreciate the background behind environmental issues; and
- Understand the ways in which an organisation impacts on the environment.

LEARNING OUTCOMES

- Understand the key environmental issues and their relevance to business, e.g. climate change, greenhouse effect, acid rain, ozone depletion, pollution of land, air and water, loss of biodiversity, deforestation, population growth and consumption, non-renewable resource use and desertification.
- Understand the importance of integrating environmental issues into the business process and the potential business benefits of doing so.
- Have an appreciation of the driving forces leading to the introduction of environmental management systems into an organisation and their potential benefits.
- Understand the principles and benefits of effective resource use.

MODULE 2 - LEGISLATION

A candidate will be able to identify relevant legislation for an organisation and describe how an organisation can demonstrate compliance with environmental legal requirements.

LEARNING OBJECTIVES

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

- Appreciate how environmental legislative issues evolve.
- Explain how legislation relates to an organisation's operations.

LEARNING OUTCOMES

- Outline the structure of UK & national environmental legislation.
- Understand the potential impact of key pieces of legislation on business.
- Appreciate the role of the key regulatory agencies.

- Explain how economic instruments influence environmental behaviour.

MODULE 3 - TOOLS FOR THE ASSESSMENT AND INTERPRETATION OF ENVIRONMENTAL PERFORMANCE

A candidate will be able to outline how assessing environmental performance can provide information on which effective environmental management decisions can be based.

LEARNING OBJECTIVES

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

- Outline means of assessing environmental performance

LEARNING OUTCOMES

- Describe the purpose and nature of the initial environmental review
- Outline how an environmental review is conducted
- Help to identify significant environmental impacts of the organisations
- Understand the purpose and nature of an environmental audit
- Outline how an audit is carried out.

MODULE 4 - ENVIRONMENTAL MANAGEMENT SYSTEMS

A candidate will be able to demonstrate an understanding of the key elements of an environmental management system.

LEARNING OBJECTIVES

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

- Outline the key components of an environmental management system.

LEARNING OUTCOMES

- Demonstrate an understanding of the key elements of ISO14001.
- Be aware of the scope of the ISO14000 series standards and their relationship with other management systems specifications.
- Take on an active role within the environmental management process.