

The professional body for the environment

# Associate Membership Pack

March 2009



**iema**

INSTITUTE OF ENVIRONMENTAL  
MANAGEMENT & ASSESSMENT

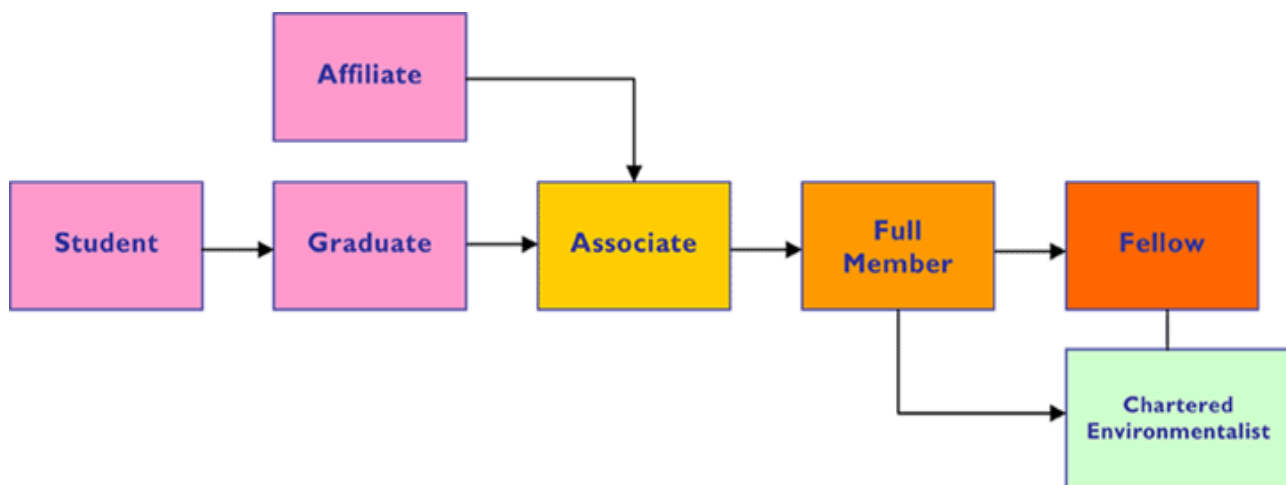
*A profession for environmental practitioners  
Professional Development • Best Practice • Networking*

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## 1.0 Introduction

Associate Membership of the IEMA is a well regarded standard of knowledge and understanding across a broad range of environmental management and assessment issues. Individuals who have successfully achieved Associate Membership are entitled to use the suffix AIEMA. Associate Membership communicates this achievement to, for example, employers, clients and colleagues. Furthermore, it is increasingly a prerequisite in job advertisements. The required standard for Associate Membership is high, underpinning its value and credibility in the profession. The criteria address a broad range of subject areas applicable to a wide range of individuals involved in, or with an interest in, environmental management and/or assessment. There are two routes to Associate Membership, described in Section 3. An outline of the IEMA's membership structure is provided below.



## 2.0 Areas of Knowledge and Understanding

### Description of an Associate Member

An Associate Member of the IEMA has demonstrated a good standard of knowledge and understanding across a broad range of environmental management and assessment issues. Therefore, whilst a detailed knowledge and understanding in all areas is not required, Associate Members are required to have an awareness of *all* areas of the criteria together with the ability to effectively research and interpret areas where they may not already have a thorough understanding.

#### **The Criteria for Associate Membership are divided into three key modules:**

- Environmental Sustainability
- Assessment, Interpretation and Management of Environmental Performance
- Environmental Legislation

For each of these three key modules the areas of knowledge and understanding are outlined briefly below. Detailed subject areas are identified in Appendix I. It should be noted that, whilst Associate Membership entails possessing an understanding of all the components of sustainability (economic, social, ethical and environmental), the IEMA, and therefore its Membership, focuses on the environmental component of sustainability.

### **3.0 Two Routes to Associate Membership**

There are currently two routes to Associate Membership:

- Associate Certificate Course
- Associate Membership Open Book Assessment

The Associate Certificate Course provides the opportunity for individuals to receive formal training across a broad range of issues relating to environmental management and assessment and achieve professional recognition for successful completion (see section 4).

The Open Book Assessment provides the opportunity for individuals who believe they already have a good standard of knowledge and understanding to demonstrate this.

There are two types of Open Book Assessment. The UK Open Book Assessment will contain question(s) relating to UK legislation. There is also an International Open Book Assessment where in the legislation section of the paper will require candidates to answer detailing legislation from their country of residence or where no legislation exists, from international treaties, protocols and guidelines.

UK residents should apply for the UK based assessment. The International paper is open to any individual residing outside the UK.

If you are applying for the International paper, please state on the registration form the country you will base your answer to the legislation question on. The registration form is at the back of this pack. This will ensure that we allocate your paper to an Assessor with the correct knowledge and expertise.

### **4.0 Associate Certificate Course**

Associate Certificate Courses are run by further education establishments, universities and commercial training organisations. Successful completion of the Associate Certificate Course achieves Associate Membership.

Associate Certificate Courses entail a minimum of 80 hours training. Distance learning courses are also available. An up to date list of IEMA approved training course providers for the Associate Certificate Course can be found on the IEMA website [www.iema.net](http://www.iema.net) or provided on request. For information about the syllabus for each course please contact the course provider directly.

On successful completion of an Associate Certificate Course you are entitled to Associate Membership. The course providers have different arrangements, some notify the IEMA of successful candidates and some notify the candidate, who is responsible for contacting the IEMA, so please check with the course provider. Associate Membership cannot be gained from academic qualifications that do not have IEMA approval.

## 5.0 Associate Membership Open Book Assessment

The Open Book Assessment takes place over a defined two week period. Both International and UK assessments are held three times per year in February, June and October (exact dates are stated on the registration form).

The assessment consists of ten questions, selected from the Associate Membership Criteria. Candidates must answer all ten questions and may use whatever reference sources they consider appropriate. All reference sources should be clearly stated on your answer paper, but not included within word counts. This process offers a high level of flexibility to time pressured individuals, whilst maintaining a stringent standard of assessment. Furthermore, it is intended that the assessment itself will constitute a valuable learning process for the individual. It should be noted that candidates **must achieve a minimum of 8 questions scoring 5 or more** to gain a pass. In addition to this requirement, the overall score must equal 50% or above. If a zero or 1 is scored in any question, then all other answers must score 5 or above in order to pass the assessment. These marking criteria ensure that a candidate is able to demonstrate a high level and breadth of knowledge and understanding.

### 5.1 Eligibility for the Open Book Assessment

The Open Book Assessment is available to any individual with a professional interest in environmental management and/or assessment. The candidate should feel confident that she/he has a clear knowledge and understanding of a substantial range of the criteria, but is not expected to have knowledge in all areas. However, candidates will be expected to be able to access the required information and use it effectively and accurately in their answers.

Candidates are required to be existing IEMA members, if you are not currently a member you can join at the time of registration using the registration form at the back of this pack.

If you are an existing member, your membership needs to be maintained throughout the assessment period. If your membership renewal falls due during the assessment or before your result is released you will need to pay this to maintain current membership. If you are successful, you will then be upgraded to the Associate Membership level, no further fees will be required and your renewal date will remain the same.

Student and Graduate members should note that successful completion will award Associate status, following this future renewal amounts required to continue membership will be at the Associate Membership level.

### 5.2 Open Book Assessment Registration Procedure

To register for either the UK or International Open Book Assessment you need to complete the registration form at the back of this guidance. There are set dates for receipt of the registration form, receiving the assessment paper and returning the completed answer paper to the IEMA. These are shown on the registration form. It is recommended that candidates retain a copy of the registration form for their reference.

On receipt of the completed registration form and fee by the set deadline, the IEMA will send out a receipt of payment to the candidate. Candidates will also be sent an email confirming registration shortly after the closing date for receipt of forms for the assessment period they have been entered for.

The IEMA will send further instructions by email regarding the assessment paper, instructions to candidates and candidate declaration. Please check emails regularly in the run up to the assessment start date and during the assessment period.

If you do not have an email address the IEMA will post the paper to your main address as indicated on the registration form. Please inform the IEMA if your contact details change.

**IMPORTANT NOTE:** If a candidate does not receive the email/postal assessment paper by the set start date they must inform the IEMA immediately on the date the assessment starts. The IEMA will arrange for the assessment paper to be issued to the candidate. It is important that the IEMA is informed if an assessment paper does not arrive on the set date as extensions will not be given.

It is the responsibility of the candidate to inform the IEMA if they have not received their exam paper/instructions by the start date.

Candidates are advised to return their answer papers by recorded post / special delivery, postmarked on, or before the set date. Please retain a copy of your proof of posting. If a candidate returns an answer paper after the set date, or it is postmarked after the set date, they will be disqualified.

Candidates will be informed of the outcome of their assessment by post, usually around three months after the return date. The IEMA has a rigorous marking procedure, with carefully selected Assessors. Once the marking is complete, candidates will be informed of their results. Unsuccessful candidates are offered the opportunity to appeal. Please note that results will not be given verbally or by email.

### **5.3 Preparation for the Open Book Assessment**

A high standard of answers across the paper is needed for the achievement of Associate Membership. Therefore, the IEMA recommends preparation prior to receiving the assessment paper.

#### **Read through past assessment papers**

These are available to download from the IEMA website at: <http://www.iema.net/membership/individual/associate> or are available on request.

#### **Open book workshops**

The workshops are held throughout the UK and are FREE to IEMA members. They provide an excellent opportunity to obtain tips on how to approach the paper, on useful information sources and also to tackle some example questions. Please note that there is a charge for non-attendance at workshops. Workshops are extremely popular and it is recommended that candidates book a place as soon as possible as places are given on a first come, first served basis. Details regarding upcoming Membership workshops can be viewed on our website at <http://www.iema.net/events>.

Non UK members who may not be able to attend a workshop can obtain a workshop pack (through the post) by contacting IEMA at [info@iema.net](mailto:info@iema.net).

### **Read up on current issues and become familiar with useful websites**

As an environmental professional it is important to keep up to date with current issues. A list of useful information sources, such as websites, journals and magazines is available on the IEMA website at <http://www.iema.net/membership/individual/associate>

**Research areas from the Associate Membership criteria in Appendix I, that you may not feel particularly confident about.**

### **5.4 Guidance on completing the registration form**

All candidates should complete the first two pages of the registration form. Please indicate which email address you would like us to use to send your assessment correspondence to. Generally we will send emails to candidates on the Friday before an assessment is due to start, therefore we recommend you take this into consideration when choosing which email address to use.

Ensure you tick the box that relates to the assessment period (February, June or October) and type (UK or International) you wish to register for.

Enclose a cheque or attach credit card details (using page 3 of the form) for the correct amount.

Ensure that you sign and date the registration form on page 2 and retain a copy of the registration form and this guidance for your reference.

For international registrants only, please state on page 2 the country you intend base your answer to the legislation question on. UK residents will be automatically registered for the UK Assessment.

# **Appendix I: Detailed Associate Membership Criteria**

## **1. Environmental Sustainability**

### **1.1 Earth's Natural Systems**

- A. Key principles underpinning the earth's natural cycles
- B. Ecological processes and systems
- C. Importance of biodiversity

### **1.2 Organisations and Environmental Sustainability**

- A. Positive and negative impacts of organisations on environmental systems
- B. Importance of incorporating environmental considerations into an organisation's operations e.g. effective use of resources leading to environmental and financial benefits, improved environmental credibility, compliance, improved efficiency of processes

### **1.3 Sources, Effects and Management of Releases**

- A. Principal sources of pollutants
- B. Main pathways of pollutants and their behaviour
- C. Ways in which pollutants adversely affect air, land, water and consequently, people
- D. Ways in which pollutants impact on habitats and species
- E. Origins of key environmental issues and their implications e.g. climate change, ozone depletion, bio-accumulation, resource depletion, biodiversity
- F. Prevention and control of releases including key biological, physical and chemical technologies

### **1.4 Towards Sustainability**

- A. Implications of environmental, fiscal, societal and ethical values on an organisation
- B. Concepts of sustainability e.g. Agenda 21
- C. Basic parameters of eco-efficiency and design for the environment
- D. Underpinning concepts of sustainability e.g. best available techniques, precautionary principle, product stewardship and the polluter pays principle
- E. The position of environmental management as a promoter of change and the role of environmental management systems in the process of continual improvement
- F. The business benefits of environmental management
- G. 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

## **2. Assessment, Interpretation and Management of Environmental Performance**

### **2.1 Identification and Assessment of Environmental Impacts**

- A. Techniques for identifying significant environmental issues
- B. Evaluation of the significance of environmental impacts and effects

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

- A. Standards for certificated EMS e.g. ISO14001, EMAS
- B. Purpose of an EMS in terms of controlling and improving environmental performance
- C. Principles, objectives and practice of an EMS
- D. Elements of an EMS and how they relate
- E. Role of suppliers/contractors
- F. Relationship between environmental, health, safety and quality management systems
- G. Business benefits of an EMS

H. Role of internal communication

## **2.3 Monitoring**

A. Role and importance of monitoring

## **2.4 Environmental Audit**

A. Role of the environmental audit and situations in which it is applicable

B. Different uses of environmental audits and how they can be applied

C. Environmental audit process

## **2.5 Life Cycle Assessment (LCA)**

A. General principles of LCA

## **2.6 Environmental Impact Assessment (EIA)**

A. Role of EIA and situations in which it is applicable

B. Stages of the EIA process and their iterative nature

C. Appreciation of the impacts associated within the concept, design, construction, operation and decommissioning stages of a project

D. Links with EMS and SEA

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

A. Role of SEA and situations in which it is applicable

B. SEA process

C. Role of SEA in working towards sustainability

D. Links with EIA

## **2.8 Environmental Risk Assessment**

A. Techniques of Environmental Risk Assessment

B. Approaches to risk management

C. Communication and interpretation of environmental risk

## **2.9 Pollution Prevention and Control**

A. Integrated approaches to pollution prevention and control

B. Treatment technologies and techniques

## **2.10 Environmental Communication**

A. Role of environmental reporting, the types of report and how to compile a clear and concise report in line with stakeholder requirements

B. Methods of environmental communication with stakeholders, including consensus building

C. Importance of two-way dialogue with stakeholders

D. Role of environmental labelling and green claims in communicating environmental information

E. Published standards/protocols associated with preparation of Environmental Reports and Green Claims

F. Benchmarking and key environmental performance indicators

## **3. Environmental Legislation**

### **3.1 General Framework of Regulatory Instruments**

A. Types of instruments available to achieve change and the roles they play (e.g. information, financial and legislative instruments and voluntary measures)

- B. National regulatory framework: relationships between local, national and international law, civil and criminal law and the regulators

### **3.2 Specific Regulatory Instruments**

- A. Key local, national and international agreements, protocols, directives, regulations and policies with respect to:
  - releases to land, air and water (including contaminated land)
  - pollution prevention and control
  - waste
  - nuisance (including noise, dust, odour)
  - environmental impact assessment
  - strategic environmental assessment
  - producer responsibility and product stewardship
  - protection of habitats and wildlife
  - energy management
- B. Implications of regulatory instruments for an organisation
- C. Role of regulators
- D. Importance of compliance with legislation

### **3.3 Other Relevant Regulatory Instruments**

- A. How planning and land-use legislation relates to environmental considerations
- B. Environmental legislation relating to the storage and use of radioactive materials
- C. Legislation covering storage of hazardous materials
- D. Instruments relating to Genetically Modified Organisms
- E. Legislation concerning the presence of banned substances

# Registration Form: Associate Open Book Assessment

## PERSONAL DETAILS

Please Print

Title	<input type="text"/>	Forenames:	<input type="text"/>
DOB:	<input type="text"/>	Surname:	<input type="text"/>
Home Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Postcode:	<input type="text"/>		<input type="text"/>
Home Tel:	<input type="text"/>	Home Fax:	<input type="text"/>
Mobile:	<input type="text"/>	Gender:	<input type="text"/>
Home E-mail:	<input type="text"/>		
Organisation:	<input type="text"/>		
Job Title:	<input type="text"/>		
Work Address:	<input type="text"/>		
	<input type="text"/>		
Postcode:	<input type="text"/>		<input type="text"/>
Work Tel:	<input type="text"/>	Work Fax:	<input type="text"/>
Work E-mail:	<input type="text"/>		
Work Website:	<input type="text"/>		

Please indicate below the address you would like the IEMA to use as your main address for correspondence, including 'the environmentalist' magazine:

Home Address  Business Address

Please indicate your preferred email address? \*your exam instructions will be sent to this email address

Home Email  Work Email

### Candidates should understand the following:

I will receive instructions regarding the assessment paper and its accompanying documents by **email** to the email address I have stated above, on or before the date the assessment starts. If the instructions do not arrive, I understand that I must contact the IEMA on the start date. No extensions can be given.

My answer paper must be completed and returned via post, postmarked on or before the date the assessment ends.

I have noted the dates of this assessment and retained a copy of this form.

I have read the Associate Membership (AIEMA) application pack and I wish to register for the following Associate Open Book Assessment (please tick relevant box)

	<u>Closing Date for Registration</u>	<u>Assessment Dates</u>
<input type="checkbox"/> February 2010	16 <sup>th</sup> January 2010	1 <sup>st</sup> to 15 <sup>th</sup> February 2010
<input type="checkbox"/> June 2010	21 <sup>st</sup> May 2010	7 <sup>th</sup> to 21 <sup>st</sup> June 2010
<input type="checkbox"/> October 2010	10 <sup>th</sup> September 2010	27 <sup>th</sup> Sept-11 <sup>th</sup> October 2010

If registering for the International assessment: I intend to write about.....  
(please state country) in my answer paper for the question relating to legislation.

### Registration Fees

Registrants for the open book assessment must be Student, Graduate or Affiliate Members of the IEMA. You can apply for Student/Graduate or Affiliate Membership and register for the open book assessment on this form. Please tick the fee type and the method of payment.

**Note: Students must be in full time education and provide evidence (i.e. copy of letter awarding the place on the course). Graduates must have graduated within 2 years of making an application and provide proof of graduation date (i.e. copy of a certificate or transcript).**

Please tick the fee type and choose your method of payment below:

If not already an existing member:

- £216 (£94 UK Affiliate Membership fee plus £122 Open Book Registration fee)
- £199 (£77 Europe Affiliate Membership fee plus £122 Open Book Registration fee)
- £243 (£121 Outside Europe Affiliate Membership plus £122 Open Book Registration fee)
- £142 (£20 Student Membership fee plus £122 Open Book Registration fee)
- £162 (£40 Graduate Membership fee plus £122 Open Book Registration fee)

If you are an existing member please choose from the following:

- £122 Open Book Registration fee for existing Affiliate/Graduate/Student Members
- £75 Open Book Registration re-sit fee for candidates reapplying for the assessment

Method of payment:

I enclose a cheque for £..... made payable to the I.E.M.A.

Or, please charge £..... to my credit/debit card. Please use the separate sheet at the back of this pack.

**Payment by cheque or credit card is required by the closing date for registration. The registration fee is non-refundable. Please note we cannot invoice for application fees.**

Signed:

Date:

By signing this application form, you accept that all or part of the information provided on this form may be used and processed by the IEMA for membership administration, fulfilling the aims of the IEMA and compliance with the IEMA's statutory obligations. Such use will be in accordance with the provisions of the Data Protection Act 1998. You also certify that to the best of your knowledge, the information given on this application form is correct.

Please return both pages of this form either by post, fax or email to:

Institute of Environmental Management & Assessment  
St Nicholas House  
70 Newport  
Lincoln  
LNI 3DP, UK  
Tel: +44 (0) 1522 540069  
Fax: +44 (0) 1522 540090  
E-mail: info@iema.net

**ASSOCIATE OPEN BOOK  
CREDIT/DEBIT CARD FORM**

Cards accepted include:

Visa, Mastercard, Visa Purchasing Card, Maestro, Visa Delta, Solo (Please circle)

Name of registrant: \_\_\_\_\_

Tel / Fax Number: \_\_\_\_\_

Member Number: \_\_\_\_\_

Total Amount: £ \_\_\_\_\_

Card Number: \_\_\_\_\_  
(long numbers located in the middle of the card)

Card Issue Number (Maestro only): \_\_\_\_\_

Cardholder's Name & Initials: \_\_\_\_\_

Card Valid From: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Security Number (last 3 digits on back of card): \_\_\_\_\_

Postcode of address that the card is registered at: \_\_\_\_\_

Name of Bank Issuing Card & Type: \_\_\_\_\_

Cardholders Full Postal Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Cardholders Signature \_\_\_\_\_

Date: \_\_\_\_\_

If you would prefer not to post, fax or email your payment details you can pay over the phone instead following the instructions below:

Please complete the registration form (pages 11 & 12) and send this by your preferred method to us. Request a confirmation of receipt, once we have received the form you can then phone us to arrange the payment. We cannot take payment details until the registration form has been received. We are unable to register candidates who do not forward a completed registration form and the correct payment by the closing date for the round.

Please ring Tel: +44 (0)1522 540069 to make payment.