



**INSTITUTE OF ENVIRONMENTAL  
MANAGEMENT & ASSESSMENT**



**APPROVAL CRITERIA FOR INTRODUCTION  
TO ENVIRONMENTAL MANAGEMENT  
SYSTEMS COURSE**

Revised April 2004

## INTRODUCTION TO ENVIRONMENTAL MANAGEMENT SYSTEMS COURSE

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### IEMA requirements for training course providers

## INTRODUCTION TO ENVIRONMENTAL MANAGEMENT SYSTEMS COURSE

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#### On completion of this course a student will have:

- an appreciation of the background of EMAS and the ISO 14000 series
- an understanding of the key components of ISO 14001
- an understanding of the key components of EMAS
- an understanding of interface between EMAS, ISO 14000 and other management systems
- knowledge of where to get further information from

## BACKGROUND

The Introduction to Environmental Management Systems course is designed for those who wish to gain a general understanding of EMS, particularly ISO 14001 and the European Eco-Management and Audit Scheme (EMAS). Its purpose is to provide middle management, line managers, as well as individuals from a quality and health & safety background with information on why an EMS should be implemented, a summary on the EMS Standards available and the main elements that comprise these.

Successful completion of such courses does not, however, infer that an individual has the competence to design and implement an EMS unsupervised, and without the assistance of technical and other experts where appropriate.

Successful delegates are encouraged to apply for registration as an Associate Environmental Auditor, thereafter they may progress to the Environmental Auditor and Principal levels by acquiring appropriate experience and further specialist training.

## 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 two days (16 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
- includes appropriate practical exercises/ interactive case studies.

## COURSE DETAIL

<b>Aim</b>	To equip individuals with a common understanding of and approach to EMS.
<b>Entry requirements</b>	Open to all
<b>Duration</b>	Minimum of 2 days. The two 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, only tutors who have proven experience of developing an EMS will be approved to deliver courses.
<b>IEMA Auditor Registration</b>	All delegates who have successfully completed this IEMA approved course will gain credit towards an Environmental Auditor application on the IEMA's Environmental Auditor register. Those gaining more than 70% will gain five points towards an application for Environmental Auditor Registration.

## **INTRODUCTION:**

The iema Introduction to EMS Course will be expected to cover each topic listed under the main section headings listed overleaf. It is considered that a minimum duration of two days (16 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 any exercises and/or site visits should be to give course attendees a practical 'hands-on' perspective of EMSs. Aspects which the exercise(s) should focus on include identifying environmental aspects/impacts and examining environmental policies. Any practical exercise should involve problem-solving activities and should attempt to simulate the elements of an EMS. The practical exercise 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. The exercise should include activities such as:

- developing pre-site visit questionnaires
- examining environmental policies
- site inspections
- interviews
- meetings with site management
- prioritising issues for action

These activities should be conducted in an interactive manner, with each team member providing an equal contribution to the work. Such work by the delegates should be assessed each day.

### **Delegate Assessment**

The Introductory Course may include a written test for course attendees which will assess how well the delegate has retained and understood the subject matter of the course. The test should normally be 1-1½ hours in duration and may comprise

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

Questions should provide appropriate coverage of the Introduction to Environmental Management Systems learning outcomes.

## LEARNING OUTCOMES FOR THE IEMA INTRODUCTION TO ENVIRONMENTAL MANAGEMENT SYSTEMS COURSE

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Skills Level		Outcome
No previous environmental knowledge	<b>INTRODUCTION TO ENVIRONMENTAL MANAGEMENT SYSTEMS COURSE</b>	Candidates will have an understanding of Environmental Management Systems and approaches

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### 1. Overview of the background to EMAS and the ISO 14000 series

*After completion of this section a candidate will have an appreciation of:*

- The background on the development of these systems
- The benefits of implementing an EMS
- The aims & objectives of each EMS
- The key differences
- The administration structures and agencies relevant to each EMS
- The latest developments with the ISO 14000 series and EMAS
- How to incorporate biodiversity into an EMS

### 2. Key components of ISO 14001

*After completion of this section a candidate will have an understanding of:*

- The specification: an element-by-element interpretation of :
- Non-Assessable Elements (Management Commitment & Preparatory Review)
- Assessable Elements
- The key EMS requirements
- The links to ISO 9000 Quality systems
- Interpreting continual improvement, significance etc.
- The role of the Auditor, Assessor, Certification Body and UKAS

### 3. Key components of EMAS

*After completion of this section a candidate will have an understanding of:*

- The interpretation of Articles, links and differences with ISO 14001
- The requirement to comply with all relevant environmental legislation e.g. IPPC
- The scope of application (industrial sectors, site registration etc.)
- The requirements for the Environmental Statement
- The role of the Auditor, Approved Verifier, UKAS and the Competent Body
- The implementation time-scale
- The revisions to EMAS

*\* There should be less emphasis on EMAS and more on ISO 14001 on courses delivered outside the UK. EMAS coverage is only necessary when the course is delivered in Europe\**

#### **4. Interface between EMAS, ISO 14000 and other management systems**

*After completion of this section a candidate will have an understanding of:*

- Responsible Care
- Integrated health, safety and environmental management
- ISO 9000 quality standards series
- Total Quality Management (TQM)

#### **5. Sources of further information or advice**

*After completion of this section a candidate will have knowledge of:*

- Legislation references
- Environmental references
- EMAS Codes of Practice and Guidelines
- Competent personnel, registration schemes