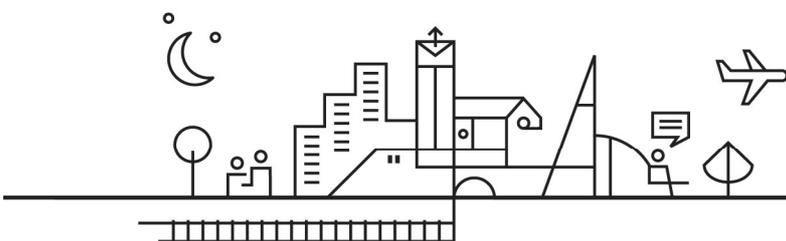




IEMA Acorn EMS Implementation Course

IEMA Requirements for Approved Training
Course Providers

Revised May 2009



IEMA ACORN EMS IMPLEMENTATION COURSE

IEMA requirements for training course providers

IEMA ACORN EMS IMPLEMENTATION COURSE

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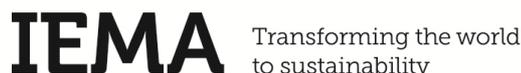


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On completion of this course a student will have:

The necessary skills, knowledge and understanding to design and implement an environmental management system (EMS) using the BS 8555 methodology. The course covers:

- Commitment and Establishing the Baseline**
- Identifying and Ensuring Compliance with Legal and Other Requirements**
- Developing Objectives, Targets and Programmes**

The course can also cover:

- Implementation and Operation of the EMS**
- Checking, Audit and Review**

Background

This course is designed to provide a step-by-step guide to the implementation of an EMS through the phased approach outlined in BS 8555. It is structured so as to give delegates the knowledge and confidence to design and implement an EMS within their organisation. The course syllabus is generic and courses providers have the option to modify the course to be industry specific where appropriate.

The IEMA recognises that businesses do not necessarily want to move towards formal certification of their EMS and wish to encourage best practice for businesses wishing to reduce their impact on the environment: this should be reflected in the way that courses are developed.

The aim of this course is to allow delegates to gain the skills base to design and implement an EMS within their own organisation's existing management structure, rather than provide a ready made EMS which does not fully address the relevant issues of the particular business. The course will include the use of examples, case studies and workshops as the main teaching mechanisms and will encourage best practice for reduction of impacts on the environment.

Some delegates may find it helpful to attend a Foundation Course in Environmental Auditing or an Introduction to EMS course prior to entry, although this is not a requirement.

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, with a minimum period of 3 days (24 hours, excluding breaks and any time for an examination) with an optional additional 2 days (16 hours excluding breaks and any time for an examination).
- fully covers the appropriate IEMA generic syllabus and learning outcomes, with phases 1 – 3 being essential and 4-5 being optional.
- includes as appropriate; practical exercises, interactive workshops, case studies, study of materials

- includes a continuous assessment element, and an end-of-course examination relevant to the course content, or an assessed post-course delegate project (at the course providers choice).

Course Details

Aim	<p>To give delegates an understanding of the key features of implementing an EMS using the Acorn Scheme/BS 8555 methodology</p>
Entry requirements	<p>As the audience for this course may vary widely, the course provider should provide relevant pre-course work and/or information to each delegate, to ensure the delegate is aware of the standards required on the course, and to try to ensure no one is at a disadvantage during the course.</p> <p>For in-house courses, course providers should consider issuing pre-course work which will give the delegates an environmental insight into their own organisation.</p>
Duration	<p>A minimum period of 3 days (24 hours, excluding breaks and any time for an examination) with an optional additional 2 days (16 hours excluding breaks and any time for an examination). Each Acorn/BS 8555 phase is equivalent to one days training.</p> <p>For training course providers who are IEMA approved Acorn Service Providers; the training sessions may form part of a rolling programme operating in conjunction with an organisation's implementation of BS 8555 phases.</p> <p>For example:</p> <pre> graph TD S1[Session 1 (January)] --> T1[Acorn Phase 1 Training] T1 --> I1[Phase 1 Implementation] I1 --> S2[Session 2 (February)] S2 --> T2[Acorn Phase 2 Training] T2 --> I2[Phase 2 Implementation] I2 --> S3[Session 3 (March)] S3 --> T3[Acorn Phase 3 Training] </pre>
Tutor Competence	<p>In addition to the existing procedures IEMA employ to ensure tutor competence, only tutors who have proven experience of managing or implementing environmental management systems will be approved to deliver these courses. (There is the additional generic requirement that Tutors should have had experience in evaluating environmental issues.</p>

Practical Exercises

The course should be structured around practical EMS exercises, although the length of the course may not normally allow for a site visit or full case study. The purpose of the practical exercises is to give course attendees a 'hands-on' perspective in the design and implementation of an EMS. Practical interactive exercises should be linked to the advice given, and involve problem-solving activities which simulate the conditions of a real life EMS design and implementation.

When delivered in-house, and wherever practical, exercises should use the systems and background of the host organisation.

Where an assessed post-course project is set, the exercises should include activities which will support delegates completing this project (see requirements set out for project below).

The course provider is also encouraged to allow delegates to learn from each others experiences, for example by drawing on the experiences of delegates who:

have been involved in other forms of management, or

- *have assisted in the implementation of other management systems, or*
- *have completed environmental aspect and impact analyses of their organisations*

Note: A practical approach to this course is regarded by IEMA as essential in preparing the delegate for the role of an EMS implementer.

Delegate continuous assessment

The course provider should develop a methodology for assessing delegate skills and include this in their submission to IEMA for assessment.

Comment: Assessment of delegates should normally be at least on a daily basis, and assessed on their competence in designing and implementing an EMS. If run on a modular basis of less than one day, the course provider will specifically address how this assessment will be performed.

Examination or post-course project

The course provider has the option of providing an examination at the end of the course, and/or a post course project which is evaluated. Given the practical nature of this course a post course project may be of greater value to the delegate but it is recognised that situations may exist where an exam is more suitable.

Examination

The option of the written examination will assess how delegates have retained and understood the subject matter of the course. The examination, based on the contents of the course syllabus, should be approximately 1 hour in duration after the three day course and an additional half hour after the optional 2 day extension. The exam should normally comprise at least two parts;

- a. Multiple choice or short answer questions; and
- b. Written essay style questions.

The examination should be a test of understanding.

The course provider should mark the examinations. An IEMA external assessor will monitor marking and results during IEMA course surveillance visits.

Post Course Delegate Project

The option of the post course project will be based on a delegate undertaking and reporting on an implementation plan specifically for their own organisation. The project should build on the knowledge and experience gained during the course i.e. it should not simply expand in a generic way the information already provided. Alternatively, the project may be based on an organisation that the course provider knows of, and allocates to the individual.

The project should be relevant in scope to the course delivered. As a minimum the project shall cover phases 1 – 3, where the training delivered addresses phases 1 - 5 the project should reflect this. Course providers may wish to develop a two part project, part one addressing phases 1 – 3 and a second part addressing the optional phases 4 – 5.

Assistance should be given to the delegates on what to include in the project report through the use of a pro-forma document containing key headings on what is expected in the finished project. The finished project must be completed within 30 days of the end of the course.

Typically, the project report should include:

- a description of the business operations of the organisation;
- an organogram for the organisation showing roles and responsibilities of the EMS implementation team;
- a draft environmental policy;
- at least two sets of targets and objectives relating to the organisation's most significant environmental aspects, and the procedures relating to the management and monitoring of these;
- an implementation plan that includes key milestones and dependencies;
- at least two documented procedures with supporting work instructions – one detailing an aspect of operational control and one on environmental aspects identification and evaluation;
- a list of legal consents applicable to the organisation and a proposed monitoring regime to ensure legal compliance with the consents;
- a draft EMS audit schedule¹;
- an agenda and timescale for a management review meeting².

Learning outcomes

The Acorn Implementation Course will be expected to cover each topic listed under the main section headings highlighted. Courses may go beyond the minimum requirements of the syllabus and expand upon specific issues to suit the particular needs of delegates.

The proportional weighting given to the different elements of the implementation course should be appropriate to the delegates' knowledge and experience. Delegates are likely to come from a variety of backgrounds with a range of experience including: quality, health and safety and

¹ This will only be relevant where training delivered addresses phases 4- 5.

² This will only be relevant where training delivered addresses phases 4- 5.

environmental management. Course providers are expected to prepare courses which allow them more or less time to be spent on subjects, depending on the delegates' knowledge and experience; for example, quality professionals should receive a course based on the generic syllabus with the emphasis being placed on environmental aspects and impacts, whilst environmental professionals should receive a course where the emphasis should be placed on management systems and processes.

Each Acorn/BS 8555 phase is equivalent to one day's training however, the time apportioned to each element of the syllabus is left to the discretion of the course provider. Nevertheless, if IEMA considers that certain topics are not being given adequate coverage, approval of a course may be withheld until the course is modified appropriately. In addition, IEMA will assess whether the course has the appropriate mechanisms in place to cater for a range of delegate experience and backgrounds.

In the context of Session 2, the legislation section should be treated slightly differently from other IEMA syllabi, in that it should not be an in-depth review of the legislation, but rather an outline which allows delegates to access the information themselves as and when they need it. In addition, it should introduce delegates to the concept of working with regulatory authorities and how to approach the issue of legislation and regulation within an EMS.

In-house courses

In-house courses may be of two kinds: a generic course from the course provider, or a course 'tailored' to the client's needs, using specific examples from the site(s) and systems.

Course providers delivering tailored, in-house courses, must spend at least one day on-site assessing the organisation prior to the course beginning, looking at those specific client elements which will be incorporated into the course sequence. (This one day is not intended to include any time required to change the course text).

Approval of Overseas Courses

The Acorn Implementation Course has been designed so as to be generic, and thus may be submitted for approval for international delivery. This means that course providers will not need to seek individual country approval. However, there is a requirement to notify IEMA of the countries in which courses are being delivered, as course providers will need to ensure that sufficient coverage of EMAS is given where appropriate.

The attached learning outcomes have a legislative component (session 2) which, in other IEMA syllabi, is the main section requiring modification. For this particular course, however, the legislation section should be treated slightly differently, in that it should not be an in-depth review of the legislation.

If course submissions are in a language other than English, translation costs will be incurred to assess the course. The usual requirements for overseas translation of courses will apply.

Learning outcomes for the IEMA Acorn EMS Implementation course

Skill Level	ACORN EMS IMPLEMENTATION COURSE	Outcome
No formal environmental training , person or team member responsible for implementing an EMS		Delegates will have an understanding of the key features of an EMS and gain the skills/competencies to implement one using the BS 8555 methodology

Session One – Commitment and Establishing the Baseline

After completion of this session the candidate should be able to:

- Demonstrate an understanding of global and local environmental issues (sustainability issues/biodiversity and business)
- Understand the drivers for business environmental management and the importance of gaining and maintaining management commitment
- Conduct a baseline assessment
- Draft an environmental policy specific to their company that meets the requirements of BS 8555 Phase 1, Stage 3
- Identify areas for environmental improvement and develop indicators to monitor performance
- Produce a draft plan for implementation of the EMS
- Identify key roles and responsibilities for the EMS and training needs to initiate culture change
- Understand the importance of continual improvement to drive the implementation process

Session Two – Identifying and Ensuring Compliance with legal and other requirements

After completion of this session the candidate should be able to:

- Understand the structure and principles of environmental legislation and an overview of main environmental legislation and regulatory requirements
- Identify and apply environmental legislation and 'other' requirements within their company
- Check and ensure ongoing legal compliance
- Develop compliance indicators

Session Three – Developing Objectives, Targets and Programmes

After completion of this session the candidate should be able to:

- ❑ Identify and evaluate environmental aspects and impacts
- ❑ Understand suitable methodologies to determine significance
- ❑ Understand the importance of reviewing the environmental policy
- ❑ Develop environmental objectives, targets and indicators to track performance
- ❑ Develop environmental management programmes for achievement of the objectives and targets
- ❑ Reduce environmental risk with the development of operational control procedures

Session Four – Implementation and Operation of the EMS

After completion of this session the candidate should be able to:

- ❑ Understand the importance of defining and documenting roles, responsibilities and authorities within the EMS and the appropriate allocation of resources
- ❑ Undertake a training needs analysis and produce training, awareness and competence plans and records
- ❑ Identify communication needs and the tools and methods to establish and maintain communication internally and externally
- ❑ Cross reference core elements of the EMS and understand documentation and records required by the standard
- ❑ Identify potential emergency situations and develop mechanisms for testing emergency preparedness and response
- ❑ Identify potential management performance indicators to assess the performance of the elements of the EMS

Session Five – Checking, Audit and Review

After completion of this session the candidate should be able to:

- ❑ Understand the importance of auditing and management review
- ❑ Develop appropriate audit programmes and procedures to monitor and measure improvements
- ❑ Develop a non-conformance, corrective and preventative action process
- ❑ Develop a structured management review process to assess the continuing suitability, adequacy and effectiveness of the EMS
- ❑ Recognise how to demonstrate improvements both in environmental performance and the EMS
- ❑ Understand the EMS standards (BS 8555 and Acorn/ISO 14001/EMAS) and the process for inspection/certification/verification