

Environmental Management Certificate Syllabus

A The environmental context

The candidate should understand the need to improve the environmental performance of a business and be able to:

- i Describe ways in which humans interact with the environment.
- ii Define the terms 'climate change', 'air', 'water and land pollution', 'biodiversity' and 'depletion of natural resources'.
- iii Explain the costs of environmental pollution in economic terms to a country and a business.
- iv Describe in basic terms the hydrological cycle and the carbon cycle.
- v Explain the business benefits of good environmental management.
- vi Define and understand the terms:
 - environmental aspect and impact
 - environmental policy
 - sustainability
 - resource consumption
 - risk management
 - waste minimisation and the waste hierarchy.

B Environmental legislation

The candidate should understand the format and relevance of UK and European Union legislation, as it relates to environmental performance and legal compliance and be able to:

- i State the key aspects and requirements of UK legislation, with particular reference to the Environmental Protection Act, IPPC, PPC, waste, water pollution, statutory nuisance, and producer responsibilities.
- ii Describe the importance of international conventions.
- iii State how European directives and national legislation impact on commercial activities.
- iv Describe the nature of legislation and associated guidance.
- v Describe the role of the regulatory authorities.
- vi State the consequences of non-compliance.

C Environmental management

The candidate should understand how to review policies and management procedures and be able to:

- i Describe the common management systems used by organisations, such as ISO 9000, Investors in People and BS 8800.
- ii Explain the relationship between common management systems and environmental management systems.
- iii Recognise the need to integrate environmental management into an organisation's existing management structure.
- iv Use appropriate techniques to communicate the commercial need and benefit of environmental management to senior management, such as SWOT analysis and stakeholder analysis.

D Environmental aspects

The candidate should understand an organisation's environmental aspects and impacts and be able to:

- i Identify how an organisation's activities can affect the environment.
- ii Identify and describe an organisation's environmental aspects.
- iii Evaluate the significance of environmental effects in order to prioritise an organisation's environmental activities.
- iv Suggest indirect aspects of the organisation that might have an influence over supplier performance and methods to develop supplier performance.

E Environmental policy

The candidate should understand the purpose and stages of developing an environmental policy and be able to:

- i Write an environmental policy.
- ii List appropriate techniques to disseminate the policy.

F Environmental management programme

The candidate should understand the process of planning an environmental management programme and be able to:

- i Identify suitable activities to improve environmental performance.
- ii Prepare plans to improve environmental performance.
- iii Describe, monitor and evaluate the effectiveness of implementation.
- iv Describe the manager's role in setting, communicating and monitoring objectives and targets.
- v Explain the importance of monitoring procedures and developing environmental performance indicators.
- vi Explain the importance of regular management reviews and internal audit processes.
- vii Describe the role of management in investigating failure to meet the environmental policy.

G Environmental management techniques

The candidate should understand environmental management techniques and be able to:

- i List and describe practical environmental management techniques in waste minimisation, energy and transport management, pollution control, resource use and other relevant areas.
- ii Prioritise actions needed to improve performance.
- iii Plan changes in work activities to improve environmental performance.

H Environmental management training

The candidate should understand the need for, and techniques involved in, environmental awareness and management training and be able to:

- i State the need for and benefits of environmental awareness and management education.
- ii Discuss the relevant factors to be considered in the development and content of the training programme.
- iii Explain the principles and methods of effective training.
- iv Explain the necessity for feedback and evaluation.

I Emergency planning

The candidate should understand the different types of emergency and their impacts on the environment and be able to:

- i Describe the types of emergency situation that might have an impact on the environment.
- ii Detail how prior preparation and provision of training and resources can mitigate any effects.
- iii Detail the reporting requirements of pollution incidents to regulatory agencies.

J Environmental auditing

The candidate should understand the process and purpose of internal and external audits and be able to:

- i Establish a specification for auditing environmental performance.
- ii Carry out an internal audit to an agreed specification and make recommendations based on results.
- iii Negotiate and agree the specification for auditing environmental performance.
- iv Monitor and support the external audit process.

K Environmental reporting

The candidate should understand the commercial reasons for producing an environmental report and be able to:

- i Produce an environmental report tailored for presentation to different external stakeholders.
- ii Identify the different format options for presenting environmental information.
- iii Explain the different reporting initiatives with guidelines for producing an environmental report.
- iv Produce an environmental report adopting good practice features.

L Environmental management standards

The candidate should understand the advantages and disadvantages of implementing an accredited environmental management system and be able to:

- i Identify the components of such systems.
- ii Define the key stages of the environmental management loop.
- iii Explain the difference between Eco Management and Audit System (EMAS), ISO 14001 systems, BS 8555 and other preparatory systems.

M Environmental support organisations

The candidate should understand the support that is available from environmental services and be able to:

- i List the types of environmental support services available.
- ii Describe the tasks undertaken by different environmental professionals and consultancies.



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