



## **Qualification Specification**

### **ProQual Level 3 Award in Environmental Management**

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## Introduction

The Level 3 Award in Environmental Management is aimed at managers and supervisors employed in organisations who are considering or working towards an environmental management system.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

## Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

## Qualification Profile

Qualification title	<b>ProQual Level 3 Award in Environmental Management</b>
Ofqual qualification number	603/6603/5
Level	3
Total Qualification Time	30 hours (20 GLH)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	14/9/2020
Qualification end date	

## Qualification Structure

Candidates must complete the 1 Mandatory unit

T/618/4530 Environmental Management

## Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

### Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

### Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

## Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

## Assessment

Candidates must demonstrate the level of knowledge and competence described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do.

**Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

*Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.*

## Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

## Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

## Certification

Candidates who demonstrate achievement of the qualification will be awarded a certificate giving the full qualification title -

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#### **Claiming certificates**

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the required number of credits for a qualification. All certificates will be issued to the centre for successful candidates.

#### **Replacement certificates**

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

# Learning Outcomes and Assessment Criteria

## Unit T/618/4530 Environmental Management

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand key global environmental issues and the concept of sustainability	1.1 Describe key environmental impacts including: <ul style="list-style-type: none"> <li>• resource depletion</li> <li>• air, water and pollution</li> <li>• climate change</li> <li>• loss of biodiversity</li> </ul>
	1.2 Outline the international agreements, protocols and responses to environmental issues
	1.3 Describe the terms sustainability and sustainable development
	1.4 Outline the role of the organisation in driving sustainability
2 Understand the advantages and disadvantages of implementing an accredited environmental management system	2.1 Describe the key elements of environmental management systems
	2.2 Outline the similarities and differences between current environmental management instruments and relevant ISO standards
	2.3 Describe the benefits to the organisation and to the environment of improved environmental performance
	2.4 Identify the advantages and disadvantages of implementing an accredited system
	2.5 Outline the benefits and challenges of integrating with other management systems
3 Understand the purpose of and process involved in developing an effective environmental policy	3.1 Outline the key requirements of an environmental policy
	3.2 Explain a range of internal and external interested parties may influence the content of an environmental policy
	3.3 Identify the key considerations that should be taken into account when developing an environmental policy
	3.4 Outline how an environmental policy can be effectively communicated, monitored and reviewed
	3.5 Describe how to integrate the policy into the organisation's plans, activities, products and services

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<p>4 Understand how to identify and evaluate an organisation's environmental aspects and impacts</p>	<p>4.1 Outline the methodology and scope of an environmental aspect review, including inputs, outputs and operations of the organisation, direct and indirect environmental aspects, abnormal and emergency situations</p> <p>4.2 Identify environmental aspects related to the activities, products and services of the organisation</p> <p>4.3 Identify the environmental impacts arising from the environmental aspects</p> <p>4.4 Evaluate the significance of environmental aspects</p> <p>4.5 Define the reasons for evaluating environmental aspects for significance</p> <p>4.6 Identify the different methods available for evaluating environmental aspects for significance considering qualitative and quantitative data</p> <p>4.7 Outline the key considerations in setting objectives and targets associated with the significant environmental aspects of the organisation</p> <p>4.8 Outline the importance of developing targets that are specific, measurable, achievable, responsibility assigned and time bound</p>
<p>5 Understand the structure, function and operation of environmental law</p>	<p>5.1 Outline their relevant national legal system including its different types and origins of law, the jurisdiction and structures of the courts and the role of administrative bodies</p> <p>5.2 Identify the range of methods of legal interventions including taxation, permits, criminal sanctions and civil sanctions including compensation and injunctions</p> <p>5.3 Outline the role and powers of local authorities and the environment agencies as environmental regulators</p> <p>5.4 Identify the potential civil, administrative, and criminal consequences associated with breaching environmental law</p> <p>5.5 Outline the key legal commitments made to tackle climate change</p> <p>5.6 Outline the statutory regimes for the control of pollution</p> <p>5.7 Describe the main legal requirements for the management of waste</p> <p>5.8 Describe the main legal requirements for the management of water</p> <p>5.9 Outline the regime for the control of statutory nuisance with particular reference to noise</p>

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
6 Understand how an environmental management system can be implemented	5.10 Identify the main contaminated land legislation 5.11 Describe the process of developing and maintaining a register of legal and other requirements 6.1 Describe the managers role in setting, communicating, and monitoring objectives and targets 6.2 Outline the factors to consider when defining competence, training and awareness requirements within an environmental management system 6.3 Describe a range of methods for communicating environmental information 6.4 Explain the importance of the control of the documents in the context of an environmental management system 6.5 Identify suitable operational controls to improve environmental performance 6.6 Identify the importance of emergency preparedness and response 6.7 Describe the types of emergency situation that might have an impact of the environment 6.8 Detail how prior preparation and provision of training and resources can mitigate any effects 6.9 Detail the reporting requirements of pollution incidents to regulatory agencies
7 Understand the purpose and processes of checking environmental performance including monitoring and measuring, corrective and preventative actions and auditing	7.1 Describe how to monitor, measure and evaluate the effectiveness of implementation 7.2 Explain the importance of monitoring procedures and using environmental key performance indicators 7.3 Describe how to evaluate compliance with legal and other requirements 7.4 Explain how to manage non-conformities, corrective and preventive actions 7.5 Explain how to meet current ISO requirements to control environmental records 7.6 Specify the purpose and benefits of auditing 7.7 Outline different types of audits 7.8 List the key stages of the environmental audit process 7.9 Outline the considerations when developing an environmental audit schedule 7.10 Identify the principles of good auditor selection and practice

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	7.11 List the techniques for gathering information during the audit process 7.12 Outline the contents of an environmental audit report 7.13 Explain how to follow up and close out an audit
8 Understand the reasons for producing an environmental report	8.1 Describe the role of review in driving continual improvement in environmental performance and legal compliance 8.2 Outline the role of environmental reporting, the methods and formats available for preparing and presenting reports, both internally and externally 8.3 Outline the options for independent validation of reports and when this might be required 8.4 Outline the importance of encouraging feedback from interested parties on the report contents and its value

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



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