EVST13018 *Environmental Management Systems*

Term 1 - 2024

All details in this unit profile for EVST13018 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

Corrections

Unit Profile Correction added on 04-03-24
There are errors in the closing date of the quizzes. The correct dates are as follows:
Quizzes 1-6 will close Sunday, 14 April 2024, 11:00pm AEST.
Quizzes 7-12 will close Sunday, 9 June 2024, 11:00pm AEST.

General Information

Overview
In this unit you will examine the nature of Environmental Management Systems (EMS) as developed by the International Organisation for Standards and Standards Australia. Topics include: concepts of EMS, ISO 14000 series (including ISO 14001 and ISO 14004), implementing EMSs, risk assessment, auditing and certification, relationships with Environmental Impact Assessment and the concept of continual improvement. You will review case studies focused on the implementation and functioning of environmental management systems in Australia and in other countries. You will use your learned knowledge and skills to develop your own draft environmental management system for a hypothetical or actual organisation.

Details
Career Level: *Undergraduate*
Unit Level: *Level 3*
Credit Points: *6*
Student Contribution Band: *8*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites
Prerequisite: Minimum of 24 credit points
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the Assessment Policy and Procedure (Higher Education Coursework).

Offerings For Term 1 - 2024

- Online

Attendance Requirements
All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website
This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.

Class and Assessment Overview

Recommended Student Time Commitment
Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

Regional Campuses
Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses
Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview
1. **Written Assessment**
Weighting: 70%
2. **Online Quiz(zes)**
Weighting: 30%

Assessment Grading
This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the University's Grades and Results Policy for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Identify the concepts and key features of the international standard ISO 14001
2. Locate and apply specific Standards Australia documentation in order to research the various designs and elements of an environmental management system
3. Develop a draft environmental management system with adequate documentation for a hypothetical (or actual) small organisation.

N/A

Alignment of Learning Outcomes, Assessment and Graduate Attributes

| — N/A Level | ○ Introductory Level | ● Intermediate Level | ● Graduate Level | ○ Professional Level | ○ Advanced Level |

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes		
	1	2	3
1 - Online Quiz(zes) - 30%	●		
2 - Written Assessment - 70%		●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes		
	1	2	3
1 - Communication			●
2 - Problem Solving	●		●
3 - Critical Thinking	●		●
4 - Information Literacy	●	●	
5 - Team Work		●	●
6 - Information Technology Competence		●	
7 - Cross Cultural Competence			
8 - Ethical practice			●
9 - Social Innovation			●
10 - Aboriginal and Torres Strait Islander Cultures			

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Course Resources Online (CQUniversity library)
- Word processing software (e.g. Microsoft Word)
- Online access Australian Standards (through CQU Library)

Referencing Style

All submissions for this unit must use the referencing style: Harvard (author-date)
For further information, see the Assessment Tasks.

Teaching Contacts

Emily Bryson Unit Coordinator
e.bryson@cqu.edu.au

Schedule

Week 1 - 04 Mar 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Introduction to Standards		Weeks 1-12 online quizzes open
Week 2 - 11 Mar 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
The ISO 14000 Series		Week 1 online quiz closes Sunday, 17 March, 11:00pm AEST
Week 3 - 18 Mar 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Key ISO 14000 Requirements (1)		Week 2 online quiz closes Sunday, 24 March, 11:00pm AEST
Week 4 - 25 Mar 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Key ISO 14000 Requirements (2)		Week 3 online quiz closes Sunday, 31 March, 11:00pm AEST
Week 5 - 01 Apr 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Key ISO 14000 Requirements (3)		Week 4 online quiz closes Sunday, 7 April, 11:00pm AEST
Vacation Week - 08 Apr 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**

Week 6 - 15 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Overview of EMS		Week 5 online quiz closes Sunday, 21 April, 11:00pm AEST

Week 7 - 22 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Integrated Document Management Systems		Week 6 online quiz closes Sunday, 28 April, 11:00pm AEST

Week 8 - 29 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Pre-audit Processes		Week 7 online quiz closes Sunday, 5 May, 11:00pm AEST

Week 9 - 06 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Fostering Continual Improvement		Week 8 online quiz closes Sunday, 12 May, 11:00pm AEST

Week 10 - 13 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Auditing EMSs		Week 9 online quiz closes Sunday, 17 May, 11:00pm AEST

Week 11 - 20 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Case Studies (1)		Week 10 online quiz closes Sunday, 26 May, 11:00pm AEST

Week 12 - 27 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
		Week 11 online quiz closes Sunday, 2 June, 11:00pm AEST
Case Studies (2)		**Written Assessment - Explanatory Paper and Draft EMS Manual** Due: Week 12 Friday (31 May 2024) 11:30 pm AEST

Review/Exam Week - 03 Jun 2024

Module/Topic	Chapter	Events and Submissions/Topic
		Week 12 online quiz closes Sunday, 9 June, 11:00pm AEST

Exam Week - 10 Jun 2024

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Written Assessment - Explanatory Paper and Draft EMS Manual

Assessment Type
Written Assessment

Task Description
For this assessment piece, you will prepare a draft EMS Manual based on AS/NZS ISO 14001: 2016 for a hypothetical or actual small organisation.
This will include a short explanatory paper of about 4-5 pages that explains key elements of your Manual's design and includes a bibliography. The explanation paper should be placed at the start of the draft EMS Manual as a single

document of 50 pages or less.
Your draft EMS Manual should include the following Clauses from AS/NZS ISO14001: 2016 including some fully completed documents:

- 4.1 Understanding the organisation and its context
- 4.2 Understanding the needs and expectations of interested parties
- 4.3 Scope of the environmental management system
- 5.1 Leadership and commitment
- 5.2 Environmental Policy
- 5.3 Organisational roles, responsibilities and authorities
- 6 Planning (title only)
- 6.1.2 Environmental aspects
- 6.1.3 Compliance obligations
- 6.2 Environmental objectives and planning to achieve them (title only)
- 6.2.1 Environmental objectives
- 6.2.2 Planning actions to achieve environmental objectives
- 7 Support (title only)
- 7.1 Resources
- 7.2 Competence
- 7.3 Awareness
- 7.4.2 Internal communication
- 7.4.3 External communication
- 7.5 Documented information (title only)
- 7.5.2 Creating and updating
- 7.5.3 Control of documented information
- 8 Operation (title only)
- 8.1 Operational planning and control
- 8.2 Emergency preparedness and response
- 9 Performance evaluation (title only)
- 9.1 Monitoring, measurement, analysis and evaluation (title only)
- 9.1.1 General
- 9.1.2 Evaluation of compliance
- 9.2.2 Internal audit programme
- 9.3 Management review
- 10 Improvement (title only)
- 10.2 Nonconformity and corrective action
- 10.3 Continual improvement

The following documents should be fully completed according to the requirements of the ISO 14001 standard:

- Environmental policy
- Register of Environmental Aspects and Impacts and an accompanying Risk Assessment Rating Matrix and Risk Priority Classification for these impacts
- Register of Compliance obligations
- Register of Environmental Objectives and Targets
- One example of an Environmental Management Programme that is aimed at one of the environmental objectives and targets that you have identified
- Register of Competence, Training and Awareness
- Register of External Environmental Communication
- Register of Standard Operating Procedures
- One example of a Standard Operating Procedure (e.g.., disposal of wastes)
- One example of an Emergency Preparedness and Response Procedure (e.g., what should be done in the event that a fire occurs in your premises, or in the event of a chemical spill)
- Environmental Incident Report Form
- Schedule of Monitoring and Measurement
- Non-conformance and Corrective Action Report
- Internal EMS Audit Schedule

Assessment Due Date
Week 12 Friday (31 May 2024) 11:30 pm AEST
Return Date to Students

Assignments will be returned within 14 days of being submitted.

Weighting
70%

Minimum mark or grade
50%

Assessment Criteria
Assignments will be evaluated on the basis of the quantity and quality of the research and analysis that has gone into the project, and on the effectiveness of the written communication of that research.
Major emphasis will be given to assessing the documentation in your 'EMS manual' and in the other documents provided, looking for:
meeting the various requirements of those documents according to the relevant clauses in ISO 14001

- Meeting the requirements for document control information for each of them
- Clear and concise communication of each document's content
- Neat and consistent format and style
- Good English expression (e.g., spelling, punctuation, capitalization, grammar, word choice and phrasing)

Referencing Style

- Harvard (author-date)

Submission
Online

Learning Outcomes Assessed

- Locate and apply specific Standards Australia documentation in order to research the various designs and elements of an environmental management system
- Develop a draft environmental management system with adequate documentation for a hypothetical (or actual) small organisation.

2 Weekly Online Quizzes

Assessment Type
Online Quiz(zes)

Task Description
There are 12 weekly, open-book quizzes that are to be completed over the Term. Each quiz is related to that week's content. Each quiz can only be completed once.

Number of Quizzes
12

Frequency of Quizzes
Weekly

Assessment Due Date

All of the quizzes will be available on the Moodle site for this unit at the beginning of the Term. Each quiz closes at 11:00pm AEST on the Sunday of the following week.

Return Date to Students

Quizzes are graded automatically and immediately after submission.

Weighting
30%

Minimum mark or grade
50%

Assessment Criteria
The Online Workbook questions will allow you to demonstrate your understanding of EMS concepts and procedures, including aspects of your ability to meet the following course learning objectives:
1. Explain the concepts of 'standards' and their world-wide and Australian growth and implementation
2. Access ISO and Standards Australia documents, publications, and other resources, and use appropriate information technologies to engage in research and other data/information gathering activities regarding EMS

3. Explain the origins of EMS and their linkages to Environmental Impact Assessment processes and other mechanisms of environmental protection
4. Identify key documents in the ISO 14000 series and describe their functions
5. List the key features of ISO 14001 and 14004
6. Describe the key concepts and principles of EMS
7. Discuss approaches to implementing EMS
8. Use EMS checklists
9. Prepare basic EMS documentation
10. Identify essential features of EMS auditing
11. List the general requirements and processes involved in EMS certification
12. Discuss some of the on-going issues regarding EMS as an effective mechanism for environmental protection
13. Find particular information that is contained in the online material, textbook or other study resources

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Assessment submission is online through Moodle.

Learning Outcomes Assessed

- Identify the concepts and key features of the international standard ISO 14001

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem