



EVST19020 *Environmental Management Systems*

Term 1 - 2018

Profile information current as at 26/04/2024 12:24 am

All details in this unit profile for EVST19020 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.

General Information

Overview

This unit will examine the nature of Environmental Management Systems (ISO 14001) as developed by the International Organisation for Standards (ISO) and Standards Australia. Topics include: concepts of EMS, ISO 14000 series (including ISO 14001 and ISO 14004), implementing EMS, auditing and certification, relationships with Environmental Impact Assessment and ongoing issues. Case studies will review the implementation and functioning of EMS in Australia and in other countries.

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 18 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 - 2018

- Distance

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: 20%

2. **Written Assessment**

Weighting: 50%

3. **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](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Have Your Say

Feedback

Some students would like more interaction with other students through forum group discussions.

Recommendation

These online group discussions can be facilitated by directing students to weekly topics on the Forum. Specifically, topics based around the main assignment can be set up so that students can bounce ideas off each other and off their tutor as they progress through that assignment.

Unit Learning Outcomes

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

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. discuss a number of case studies involving EMS and identify lessons which have been learned from those experiences
14. prepare a draft EMS for a hypothetical (or actual) small organization.

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	4	5	6	7	8	9	10	11	12	13	14
1 - Written Assessment - 20%		•		•										
2 - Written Assessment - 50%	•	•	•	•	•	•	•	•	•	•	•	•	•	•
3 - Online Quiz(zes) - 30%	•	•	•	•	•	•	•	•	•	•	•	•	•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
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														

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Written Assessment - 20%	•	•	•	•						
2 - Written Assessment - 50%	•	•	•	•						
3 - Online Quiz(zes) - 30%		•	•	•						

Textbooks and Resources

Textbooks

There are no required textbooks.

Additional Textbook Information

The former textbook for this Unit is now freely available to students as a CRO. However a paper copy is available at a greatly reduced price at the CQUni Bookshop here: <http://bookshop.cqu.edu.au>

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- word processing

Referencing Style

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

Teaching Contacts

Michael Danaher Unit Coordinator
m.danaher@cqu.edu.au

Schedule

Week 1 - 05 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Standards		

Week 2 - 12 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
The ISO 14000 Series		

Week 3 - 19 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Key ISO 14000 Requirements (1)		

Week 4 - 26 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Key ISO 14000 Requirements (2)		

Week 5 - 02 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Key ISO 14000 Requirements (3)		

Vacation Week - 09 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 16 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Overview of EMS		Assessment item 1 All Students Assignment 1 Due: Week 6 Friday (20 Apr 2018) 11:00 pm AEST

Week 7 - 23 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Integrated Document Management Systems		

Week 8 - 30 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Pre-audit Processes		

Week 9 - 07 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
Fostering Continual Improvement		

Week 10 - 14 May 2018

Module/Topic	Chapter	Events and Submissions/Topic

Auditing EMS's

Week 11 - 21 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
Case Studies (1)		

Week 12 - 28 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
Case Studies (2)		Assessment item 2 All Students Assignment 2 Due: Week 12 Friday (1 June 2018) 11:45 pm AEST

Review/Exam Week - 04 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Exam Week - 11 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Assessment Tasks

1 Assignment 1

Assessment Type

Written Assessment

Task Description

Library Assignment.

The primary objectives of this assignment are to help you to learn how to evaluate and compare sources of information, focusing on material that is in websites. Evaluation of sources is an essential skill in the development of information literacy, while writing a comparison is an essential skill in the development of analytical thinking, and in the communication of information.

The details of this assignment are found in the Unit on Moodle.

Assessment Due Date

Week 6 Friday (20 Apr 2018) 11:00 pm AEST

Return Date to Students

The essays will be marked and returned within two weeks of receipt by the Unit Coordinator.

Weighting

20%

Assessment Criteria

This assignment will be assessed on:

the completeness and accuracy with which the first 3 points (under 'Task description') above have been completed

the overall quality of your written communication, including the structure, style, format, citation and bibliography, English expression, and general appearance of your paper

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Learning Outcomes Assessed

- 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

- identify key documents in the ISO 14000 series and describe their functions

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy

2 Assignment 2

Assessment Type

Written Assessment

Task Description

Term Project

Prepare a draft EMS (based on ISO 14001) for a hypothetical or actual small organization. In addition write a short paper that explains elements of your EMS's design, cites sources used in compiling your EMS, and adds additional relevant commentary that may help explain your EMS, including its document organization and control procedures.

There are many quite specific things that must be done to complete this project successfully, with some options available as to how this can be done.

Therefore it is vital that you carefully read and follow the more specific instructions that are given on Moodle (Assignment 2).

Assessment Due Date

Week 12 Friday (1 June 2018) 11:45 pm AEST

Return Date to Students

The essays will be marked and returned within two weeks of receipt by the Unit Coordinator.

Weighting

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

- explain the concepts of 'standards' and their world-wide and Australian growth and implementation
- 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
- explain the origins of EMS and their linkages to Environmental Impact Assessment processes and other mechanisms of environmental protection
- identify key documents in the ISO 14000 series and describe their functions
- list the key features of ISO 14001 and 14004
- describe the key concepts and principles of EMS
- discuss approaches to implementing EMS

- use EMS checklists
- prepare basic EMS documentation
- identify essential features of EMS auditing
- list the general requirements and processes involved in EMS certification
- discuss some of the on-going issues regarding EMS as an effective mechanism for environmental protection
- discuss a number of case studies involving EMS and identify lessons which have been learned from those experiences
- prepare a draft EMS for a hypothetical (or actual) small organization.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy

3 Online Quizzes

Assessment Type

Online Quiz(zes)

Task Description

Online workbook Activities - these are a set of weekly quizzes which are found on the Unit in Moodle. The details of these quizzes are also explained on Moodle.

Number of Quizzes

12

Frequency of Quizzes

Weekly

Assessment Due Date

As per the schedule in Moodle

Return Date to Students

The quizzes are graded automatically and your grade will be available immediately after your quiz has been completed.

Weighting

30%

Assessment Criteria

Each question has just one correct response. Each question will be marked 'correct' if you chose the right answer. Scores are based on the number of correct answers only. There are no marks deducted for incorrect responses.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Learning Outcomes Assessed

- explain the concepts of 'standards' and their world-wide and Australian growth and implementation
- 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
- explain the origins of EMS and their linkages to Environmental Impact Assessment processes and other mechanisms of environmental protection
- identify key documents in the ISO 14000 series and describe their functions
- list the key features of ISO 14001 and 14004
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- discuss approaches to implementing EMS
- use EMS checklists
- prepare basic EMS documentation
- identify essential features of EMS auditing
- list the general requirements and processes involved in EMS certification
- discuss some of the on-going issues regarding EMS as an effective mechanism for environmental protection
- discuss a number of case studies involving EMS and identify lessons which have been learned from those

- experiences
- prepare a draft EMS for a hypothetical (or actual) small organization.

Graduate Attributes

- Problem Solving
- Critical Thinking
- Information Literacy

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