



# EVST19020 *Environmental Management Systems*

## Term 1 - 2021

Profile information current as at 24/04/2024 01:58 pm

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 - 2021

- 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](#).

## 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

Have more zoom sessions throughout the Term with a focus on assisting students to understand how to draft an EMS Manual, which is their main assessment piece.

##### Recommendation

The UC will host more zoom sessions throughout the Term with a focus on assisting students to understand how to draft an EMS Manual.

## Unit Learning Outcomes

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

1. explain the concepts and key features of ISO 14001 and 14004
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. develop a draft EMS with adequate documentation for a hypothetical (or actual) small organisation.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

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

### 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	•	•	•

Graduate Attributes	Learning Outcomes		
	1	2	3
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 - 70%										
2 - Online Quiz(zes) - 30%										

## 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)
- CQUniversity Library
- word processing
- 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

**Michael Danaher** Unit Coordinator  
[m.danaher@cqu.edu.au](mailto:m.danaher@cqu.edu.au)

## Schedule

### Week 1 - 08 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Standards	Week 1	

### Week 2 - 15 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
The ISO 14000 Series	Week 2	

### Week 3 - 22 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Key ISO 14000 Requirements (1)	Week 3	

### Week 4 - 29 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Key ISO 14000 Requirements (2)	Week 4	

### Week 5 - 06 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Key ISO 14000 Requirements (3)	Week 5	

### Vacation Week - 12 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic

### Week 6 - 19 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Overview of EMS	Week 6	Assessment item 1 All Students

### Week 7 - 26 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Integrated Document Management Systems	Week 7	

### Week 8 - 04 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Pre-audit Processes	Week 8	

### Week 9 - 10 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Fostering Continual Improvement	Week 9	

### Week 10 - 17 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Auditing EMS's	Week 10	

### Week 11 - 24 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Case Studies (1)	Week 11	

### Week 12 - 31 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Case Studies (2)	Week 12	Assessment item 2 All Students

### Review/Exam Week - 07 Jun 2021

Module/Topic	Chapter	Events and Submissions/Topic

## Assessment Tasks

### 1 Assignment 1

**Assessment Type**

Written Assessment

**Task Description**

Prepare a draft EMS (based on AS/NZS ISO 14001: 2016) for a hypothetical or actual small organization.

In addition write a short paper of about 4-5 pages 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. This Explanatory Paper will appear first in your Assignment, followed by the Draft EMS (put them both in the one document).

More details can be found on Moodle.

**Assessment Due Date**

Friday, 4 June, 2021

**Return Date to Students**

Assignments will be returned within 12 days of being submitted.

**Weighting**

70%

**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 and key features of ISO 14001 and 14004
- 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
- develop a draft EMS with adequate documentation for a hypothetical (or actual) small organisation.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy

## 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 each week's content. Each Quiz can only be completed once.

**Number of Quizzes****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. See assessment details for when each Quiz opens and closes.

**Return Date to Students**

Quizzes are graded automatically and immediately after submission.

**Weighting**

30%

**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

**Learning Outcomes Assessed**

- explain the concepts and key features of ISO 14001 and 14004
- 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

**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