EVST19020 *Environmental Management Systems*
Term 1 - 2023

Profile information current as at 01/05/2024 10:08 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 - 2023

- 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 2022 SUTE Unit comments.

Feedback

A number of Bachelor of Education Secondary students take this unit as part of their Geography minor. There was a comment by one of these education students to say that this unit is not directly relevant to them as prospective teachers, and that the unit is also "overwhelming".

Recommendation

Consult with the Head of the Bachelor of Education Secondary course and suggest that they inform students who plan to take the Geography minor about the nature of this unit and advise those students that this unit is a choice in the minor, and students do not have to take it if they don't wish to.

Feedback from Self reflection from the unit coordinator.

Feedback

As part of the unit coordinator's self reflection, it was noted that the zoom sessions that provide specific information, advice and scaffolded learning for various stages/parts of the major assignment worked well and helped students considerably.

Recommendation

Continue zoom sessions and enhance them with added information on where students might 'go wrong' in their actual submitted assignments based on marked assignments from previous years.

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

— 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 - 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	•	•	•
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)](Harvard)
For further information, see the Assessment Tasks.

Teaching Contacts

Michael Danaher Unit Coordinator
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Schedule

Week 1 - 06 Mar 2023

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

Week 2 - 13 Mar 2023

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

Week 3 - 20 Mar 2023

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

Week 4 - 27 Mar 2023

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

Week 5 - 03 Apr 2023

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

Vacation Week - 10 Apr 2023

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 17 Apr 2023

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

Week 7 - 24 Apr 2023

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

Week 8 - 01 May 2023

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

Week 9 - 08 May 2023

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

Week 10 - 15 May 2023

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

Week 11 - 22 May 2023

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

Week 12 - 29 May 2023

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

Review/Exam Week - 05 Jun 2023

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 12 Jun 2023

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Assignment 1

Assessment Type
Written Assessment

Task Description
Prepare a draft EMS Manual based on AS/NZS ISO 14001: 2016 for a hypothetical or actual small organisation. In addition, write a short explanatory paper of about 4-5 pages that explains key elements of your Manual's design, including a Bibliography. This explanatory paper will appear first in your assignment, followed by the draft EMS Manual. They will both appear in the one document. More details for this assignment are provided in Moodle.

Assessment Due Date

Friday, 2 June, 2023

Return Date to Students

Assignments will be returned within 10 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 on Moodle 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