



British Safety Council  
Diploma in Environmental Management

2010 Specification  
(for Assessments in 2010)

Version 1

## **Publishing Policy for Specifications**

Specifications are published on 1 August each year to allow course providers and candidates adequate time to prepare for assessments from 1 January the following year.

For all BSC specifications the electronic version on the BSC website is definitive in the case of any difference between it and a previously printed version.

The electronic version on the website is updated if any significant changes are made during the lifetime of the specification. Registered course providers are notified of such changes.

All significant changes to a specification are side barred, irrespective of whether they are changes to the subject content, the scheme of assessment or the administrative arrangements. The exceptions are presentational changes and correction of typographical errors. Side bars are used to indicate any changes from the previous version only; side bars in Version 3 indicate changes from Version 2, but not changes from Version 1.

**Course providers and candidates should check that this printed version is the latest version by visiting [www.britsafe.org/qualifications](http://www.britsafe.org/qualifications)**

## **Acknowledgements**

This specification has been developed by the British Safety Council in consultation with professional bodies, enforcement bodies, employers, consultants and other interested parties. The British Safety Council recognises and values all those who contribute their time and expertise to the development of its qualifications.

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## **The British Safety Council**

The British Safety Council (BSC) is recognised by the Qualifications and Examinations Regulator (Ofqual) as an official awarding body. It has therefore met, and must adhere to, a wide range of quality assurance criteria so that rigour and consistency in the awarding of qualifications is maintained. The BSC's assessment procedures comply with best practice in the examinations industry and are monitored by the regulator.

Specification development is guided by steering committees comprising representatives from regulatory authorities, professional bodies and enforcement bodies. Through focus groups, the BSC further consults with employers and registered course providers. Specifications are then developed with the help of independent chartered practitioners.

BSC qualifications are overseen by a Qualifications Quality Assurance Committee comprising independent professionals from industry and education.

## **The BSC Diploma in Environmental Management**

The BSC Diploma in Environmental Management is a professional qualification addressing the environmental issues critical to industry. These issues include regulatory compliance, improved environmental performance and protection of the environment. The qualification aims to provide candidates with the essential knowledge, understanding and practical skills necessary to achieve good environmental practice within their organisations.

The BSC Diploma in Environmental Management is accredited by the Institute of Environmental Management and Assessment (IEMA) as meeting the academic requirement for membership of the Institute at Associate level. Holders of the Diploma are also eligible for Associate membership of the International Institute of Risk and Safety Management (IIRSM).

### **Entry Requirements**

There are no formal entry requirements for the Diploma in Environmental Management, but candidates should have a level of literacy and numeracy adequate to cope with their assessments. This recommendation is intended to ensure that all candidates who enter for the Diploma can undertake the assessments with a reasonable expectation of success.

### **Language of Assessment**

The qualification is assessed through English only. Assessments are presented in English and candidates are expected to respond in English.

Candidates for whom English is a second language are advised that their reading and writing skills should be equivalent to at least Level 6 of the International English Language Testing System (IELTS) Test for Non-Native Speakers of English. Candidates may obtain information on this language testing service from the IELTS website ([www.ielts.org](http://www.ielts.org)).

### **Main Changes from 2009 Specification**

There have been no changes to the subject content or scheme of assessment.

## **BSC Diploma in Environmental Management**

### **Subject Content 2010**

#### **Element A**

##### **Environmental Awareness and Compliance**

- Global Environmental Outlook
- State of the UK Environment
- Ecology
- People and the Environment
- Sustainable Development
- Environmental Law
- Key UK Environmental Legislation

#### **Element B**

##### **Environmental Management Systems**

- An Introduction to Management
- Environmental Management Systems
- Environmental Auditing
- Life Cycle Assessment
- Environmental Labels
- Environmental Performance Evaluation
- Environmental Reporting and Accounting

#### **Element C**

##### **Environmental Tools and Techniques**

- Environmental Risk Assessment
- Environmental Liability Management
- Environmental Pollution Control
- Environmental Monitoring
- Waste Management / Minimisation
- Energy and Water Management
- Transport Management

## **BSC Diploma in Environmental Management**

### **Scheme of Assessment 2010**

#### **Assessment Objectives**

Upon successful completion of the qualification, candidates should be able to:

- demonstrate a broad understanding of a range of environmental issues;
- demonstrate an understanding of the principles behind international agreements and UK environmental law;
- demonstrate a working knowledge of key environmental legislation in the UK;
- demonstrate an awareness and appreciation of the available tools and techniques for effective environmental protection;
- apply a range of tools and techniques for environmental management in their own organisations.

#### **Assessment Structure**

Assessment is by means of an examination and a workplace-based assignment.

In order to be awarded the Diploma in Environmental Management, candidates must achieve a pass grade in both the examination and the workplace-based assignment. An above-average performance in one component has no effect on the requirement to pass the other.

#### **Component 1: Examination (2 hours)**

##### **100 multiple-choice questions:**

Element A - Environmental Awareness and Compliance	33 questions
Element B - Environmental Management Systems	34 questions
Element C - Environmental Tools and Techniques	33 questions

#### **Component 2: Assignment**

An aspects and impacts evaluation and a 2,000 - 3,000 word environmental management report.

#### **Legislation**

Examination questions test the English legislative position six months prior to the examination. New legislation will not be tested until it has been in force for at least six months.

In their assignments, candidates should cite the legislation applicable to the site which is the subject of their investigation.

**BSC Diploma in Environmental Management**  
**Specimen Examination Questions 2010**

(Answer Key on page 13)

1. Inputs to the photosynthesis equation are light, water and
  - A. oxygen.
  - B. nitrogen.
  - C. carbon dioxide.
  - D. carbon monoxide.
  
2. Energy derived from wave power is an example of what type of resource?
  - A. Perpetual.
  - B. Renewable.
  - C. Non-perpetual.
  - D. Non-renewable.
  
3. According to the Intergovernmental Panel on Climate Change, the main consequence of increased global atmospheric concentrations of carbon dioxide will be
  - A. an increase in rainfall.
  - B. a reduction in droughts.
  - C. a decrease in biodiversity.
  - D. shifting climatic zones
  
4. Waste which “includes all human and animal tissue, blood, surgical dressings, syringes, surgery implements, microbiological cultures, bodily waste and some pharmaceutical products and chemical waste” is specifically referred to as
  - A. clinical.
  - B. hazardous.
  - C. special.
  - D. controlled.

5. Ozone depletion is attributed to the use and disposal of chemicals containing
- A. carbon and oxygen.
  - B. chlorine and bromine.
  - C. nitrogen and hydrogen.
  - D. sulphur and methane.
6. Which method of solid waste separation is used to separate light from heavy fractions?
- A. Air screening.
  - B. Mechanical sorting.
  - C. Magnetic separation.
  - D. Vibration or rotating screen.
7. What is the most important driving force pressurising the majority of businesses in the UK to reduce releases to the environment?
- A. Legislation.
  - B. Stakeholder interest.
  - C. Consumer awareness.
  - D. Sustainable development.
8. The first element of the Deming Cycle is
- A. checking.
  - B. doing.
  - C. planning.
  - D. acting.

9. The process of identifying the environmental impact of a product or service from 'cradle to grave' is defined under
- A. ISO 14015.
  - B. ISO 14031.
  - C. ISO 14040.
  - D. ISO 19011.
10. The Global Reporting Initiative Guidelines provide a framework primarily aimed at
- A. defining stakeholders and interested parties.
  - B. promoting comparability between organisations.
  - C. setting out internal procedures for report preparation.
  - D. standardising procedures for data collection and analysis.
11. For organisations seeking to improve their management of environmental performance, the introduction of a management system is beneficial because it
- A. is internationally recognised by corporate companies.
  - B. complies with the United Nations' Environmental Programme.
  - C. frees senior managers from constantly supervising routine activities.
  - D. guarantees a dynamic, immediate improvement in site environmental performance.
12. A scheme providing environmental information relating to the manufacture and use of certain products is termed
- A. an eco-labelling scheme.
  - B. an environmental product scheme.
  - C. a producer responsibility initiative.
  - D. an eco-management scheme.

13. The measurement of emissions to air from an industrial process is an example of
- A. an environmental condition indicator.
  - B. an operational performance indicator.
  - C. a management performance indicator.
  - D. an environmental performance indicator.
14. The final stage of an environmental risk assessment involves
- A. estimating the probability of the consequences.
  - B. identifying the consequences.
  - C. managing and monitoring the risk.
  - D. estimating the magnitude of the risk.
15. You read in an article: "... such audits, or studies, determine the environmental risks and liabilities of an organisation and the associated cost of control and remediation." What type of audit is being described?
- A. Issues.
  - B. Compliance.
  - C. Certification.
  - D. Due Diligence.
16. Under the General Quality Assurance Scheme, biological river quality in the UK is measured using analyses of
- A. fish.
  - B. diatoms.
  - C. invertebrates.
  - D. biological oxygen demand.

17. What is the main tool used to identify and control the impact of a development on the environment?
- A. An environmental impact assessment.
  - B. An environmental risk assessment.
  - C. An environmental due diligence report.
  - D. An environmental assessment of sites and organisations.
18. In an effort to reduce particulate emissions, a company manager identifies a device that uses a liquid spray. This device is known as
- A. a scrubber.
  - B. a fabric filter.
  - C. a cyclone.
  - D. an electrostatic precipitator.
19. Apart from environmental considerations, what is the most important issue to consider when selecting pollution control equipment?
- A. The ease of installation.
  - B. The reputation of the supplier.
  - C. The capital and operating costs.
  - D. The progress against internal environmental objectives and targets.
20. How does the UK's waste management hierarchy rank environmental risks from least to most favoured options?
- A. Dispose / reuse / reduce / recycle.
  - B. Dispose / reduce / recycle / compost.
  - C. Dispose / recycle / reuse / reduce.
  - D. Reduce / recycle / compost / reuse.

**Answers to Specimen Examination Questions**

Question Number	Answer
1	C
2	A
3	D
4	A
5	B
6	D
7	A
8	C
9	C
10	B
11	C
12	A
13	B
14	C
15	D
16	C
17	A
18	A
19	C
20	C



**British Safety Council**

**Diploma in Environmental Management**

**Assignment Guidance 2010**

This document sets out the requirements of the assignment, the structure and style of the report, when and how it should be submitted, and the way in which it will be marked. Candidates should read through the whole document before embarking on their assignment.

## **Structure and Scope of the Assignment**

The assignment comprises three parts:

- Part 1 - Summary of Organisational Activities and Environmental Issues
- Part 2 - Aspects and Impacts Evaluation
- Part 3 - Environmental Management Report

## **Timescale for Completion**

You may choose when you complete and submit your assignment, depending on your other commitments. A result will be issued within six weeks of submission.

## **How the Assignment is Marked**

Independent examiners mark assignments against the marking scheme on pages 19 and 20 of this specification. Candidates are required to attain at least a Level 3 performance in each of the eight assessment criteria in order to be awarded a pass grade.

Rigorous examiner standardisation procedures, including a meeting of all examiners, ensure that the marking scheme is correctly and consistently applied by all examiners.

## **Part 1 - Summary of Organisational Activities and Environmental Issues**

Wherever possible, candidates are expected to base their assignment on a scenario from their own workplace and focus on an area, task or process with which they are familiar. Candidates should clearly state their aim and objectives and provide a brief (approximately 200 words) summary of the organisation and/or site, describing its main activities. Candidates are then required to identify and evaluate a range of environmental issues, review the legislation applicable to the issues identified, and describe the current control measures, including the legal requirements, relevant to their particular organisation and/or site.

Candidates are required to present the environmental issues in the form of a table. An example of a suitable format can be found on page 21. While alternative formats are permitted, they must include all of the elements detailed on page 21.

## **Part 2 - Aspects and Impacts Evaluation**

Candidates are required to complete an aspects and impacts evaluation aimed at prioritising the environmental issues identified in Part 1 of the assignment. The evaluation may be quantitative, qualitative or a combination of both. An example of a suitable format can be found on page 22. While alternative formats are permitted, they must include all of the elements detailed on page 22.

## **Part 3 – Environmental Management Report**

Candidates should prepare a 2,000 - 3,000 word environmental management report. Please note that this word count is for guidance only. Candidates who exceed the word count will not be penalised. The report should be presented in a form that could be submitted to senior management in order to secure commitment for implementing the proposed recommendations.

Candidates are strongly advised to refer to the Chief Examiner's Report (available at [www.britsafe.org/qualifications](http://www.britsafe.org/qualifications)), to the checklist on page 17 and to the marking scheme on pages 19 and 20 of this specification.

Candidates should bear in mind that the examiner will not be familiar with the particular workplace or with the tasks or processes involved. A clear description should be provided, together with sufficient relevant background information to allow the examiner to make an appropriate judgement.

Candidates must:

- outline the principal environmental issues facing the organisation;
- develop and justify a ranking process to evaluate and prioritise these issues;
- apply the ranking methodology to all issues in order to highlight the three most important;
- suggest areas for improvement for the three most important issues;
- develop and present an action plan identifying specific actions, costs and benefits (both financial and non-financial), legislative requirements, timescales and responsibilities for implementation of proposals to achieve environmental performance improvement.

Candidates are advised to follow the exemplar implementation plan on page 23. Alternative report structures are permitted but must include all of the elements detailed in the table on page 23.

The report must include an executive summary and a comprehensive list of information sources used (including titles, authors, dates of publication and page numbers of all sources referenced). Wherever possible, the main body of the report should be presented in Arial font, size 11, with line spacing at 1.5. The report should be professionally presented with contents page, page numbering and appendices.

## **Checklist for Completing the Management Report**

### **1. Scope, aim and objectives**

- Does the report start with an executive summary?
- Are the scope, aim and objectives clearly defined?
- Is the organisation and its activities clearly described?
- Is the particular area, task or process under review clearly described?

### **2. Methodology**

- Have a range of methods been successfully employed to gather appropriate data?
- Is there discussion of the limitations of the methods used, limitations in the availability of data and limitations of the actual data collected?

### **3. Identification of environmental issues, legal requirements and existing management controls**

- Have a range of both direct and indirect environmental issues been identified?
- Has the key legislation directly applicable to the organisation been identified?
- Is there reference to other relevant legislation?
- Are the existing management controls clearly described?

### **4. Evaluation of environmental issues**

- Are the environmental issues prioritised?
- Have the three most important issues been identified?
- Is there a clear link to a logical and robust evaluation process?

### **5. Implementation plan**

- Are the specific action(s) clearly described?
- Is there a detailed cost-benefit analysis (both financial and non-financial)?
- Are the legislative requirements clearly described?
- Are responsibilities for implementation clearly assigned?
- Are timescales for implementation clearly stated?

### **6. Sources of information used and their relevance**

- Is there a list of information sources used covering a wide range of sources?
- Are the sources relevant and up-to-date?

### **7. Appendices**

- Are the appendices referenced in the main body of the text?

### **8. Style and structure**

- Is the report well-presented (e.g. section headings, page numbering)?
- Is the structure logical and coherent throughout?
- Is this a viable and convincing business case to senior management?

## **Authentication of Authorship**

All the work in your assignment must be your own work, except where you have given clear acknowledgment of other sources both in the body of the report and in the bibliography. Plagiarism is regarded by the BSC as malpractice. Any proven cases of malpractice will lead to disqualification from the Diploma and all other BSC qualifications.

You must complete the electronic cover sheet (provided to you at the time of booking) to confirm that the assignment submitted is your own work. You must also obtain the agreement of your line manager to verify that the work submitted is your own. If your line manager is unable to do this, or you have no line manager, you will need to identify someone to act as a verifier: any verifier must be in a position to confirm that the assignment is your own work, and be prepared to provide personal contact details to the BSC to allow checks to be made.

## **Submitting the Assignment**

Candidates should e-mail their assignment as a Microsoft Word or PDF document to **submissions@britsafe.org**

If you have any difficulties or questions over e-mailing your assignment, please telephone the BSC on 020 8600 1036. Assignments will be retained by the BSC for quality assurance purposes.

## **Marking**

Independent examiners mark assignment reports against the marking scheme on pages 19 and 20 of this specification. Rigorous examiner standardisation procedures, including a meeting of all examiners, ensure that the marking criteria are correctly and consistently applied by all examiners.

## **Resubmissions**

If you wish to resubmit your assignment in order to improve your grade, you must enter for the assignment again and pay another assignment fee. More than one resubmission is allowed.

**BSC Diploma in Environmental Management Marking Scheme**

CRITERIA	PERFORMANCE DESCRIPTORS					
	0	1	2	3	4	5
<b>Scope, aim and objectives</b>	Does not meet the criteria for Level 1.	The scope, aim and objectives are not defined.  The organisation and its activities <u>and</u> the particular area, task or process under review are poorly described.	The scope and / or the aim and objectives are not entirely clear.  The organisation and its activities <u>or</u> the particular area, task or process under review are not clearly described.	The scope, aim and objectives are defined.  The organisation and its activities and the particular area, task or process under review are described in basic terms.	The scope, aim and objectives are well-defined.  The organisation and its activities and the particular area, task or process under review are clearly described.	The scope, aim and objectives are very well- defined  The organisation and its activities and the particular area, task or process under review are described in detail.
<b>Methodology</b>	Does not meet the criteria for Level 1.	Inappropriate methodology and no awareness of limitations of the methods employed or limitations of the data collected.	A limited range of basic methods used, but no awareness of limitations of the methods employed or limitations of the data collected.	A range of basic methods used and some awareness of limitations of the methods employed <u>or</u> limitations in the availability of data and of the data collected.	A good range of methods used and some awareness of limitations of the methods employed <u>and</u> limitations in the availability of data and of the data collected.	A wide range of methods successfully employed. Clear appreciation of limitations of the methods employed <u>and</u> limitations in the availability of data and of the data collected.
<b>Identification of environmental issues, legal requirements and existing management controls</b>	Does not meet the criteria for Level 1.	Little or no recognition of relevant environmental issues.  Little or no reference to key legislation.  Existing management controls are poorly described.	An attempt at identifying either direct or indirect environmental issues.  Certain pieces of key legislation are not identified.  Existing management controls are inadequately described.	An attempt at identifying a range of both direct and indirect environmental issues.  Basic key legislation, directly applicable to the organisation is identified, though limited reference to other relevant legislation.  Basic description of existing management controls. These are likely to be technical only.	A range of both direct and indirect environmental issues are identified.  Most key legislation, directly applicable to the organisation is identified, with some reference to other relevant legislation.  Clear description of existing management controls, both technical and managerial.	A wide range of both direct and indirect environmental issues are identified.  All key legislation directly applicable to the organisation is identified, with clear reference to other relevant legislation.  Existing management controls, both technical and managerial are fully described.

CRITERIA	PERFORMANCE DESCRIPTORS					
	0	1	2	3	4	5
<b>Evaluation of environmental issues</b>	Does not meet the criteria for Level 1.	The evaluation process is unclear and / or the three most important environmental issues have not been identified.	A basic, though not necessarily robust, evaluation process has been developed and the three most important environmental issues have been prioritised, but there is no clear link between the two.	A basic, though not necessarily robust, evaluation process has been developed which is linked to the effective prioritisation of the three most important environmental issues.	A fairly robust evaluation process has been developed which is clearly and logically linked to the effective prioritisation of the three most important environmental issues.	A robust evaluation process has been developed which is very clearly and logically linked to the effective prioritisation of the three most important environmental issues.
<b>Implementation plan</b>	Does not meet the criteria for Level 1.	Little or no reference to : specific actions; costs / benefits; legislative requirements; timescales; responsibilities.	Specific actions outlined but one or more of: Costs / benefits; legislative requirements; timescales; responsibilities for implementation are inadequately described and / or unrealistic.	Clear, though not totally realistic indication of: financial costs / benefits; non-financial costs / benefits; legislative requirements; timescales; responsibilities for implementation.	Clear and realistic indication of: financial costs / benefits; non-financial costs / benefits; legislative requirements; timescales; responsibilities for implementation.	Detailed and realistic discussion of: financial costs / benefits; non-financial costs / benefits; legislative requirements; timescales; responsibilities for implementation.
<b>Sources of information used and their relevance</b>	Does not meet the criteria for Level 1.	A very limited list of information sources used is presented, the contents of which are irrelevant and / or outdated.	A limited list of information sources used is presented, the contents of which may be irrelevant and / or outdated.	A list of information sources used is presented and, although this may be limited in extent, the sources used are mostly relevant and up-to-date.	A comprehensive list of information sources used is presented, the contents of which are mostly relevant and up-to-date.	A very comprehensive list of information sources used is presented, the contents of which are entirely relevant and up-to-date.
<b>Style and structure of the assignment</b>	Does not meet the criteria for Level 1.	The assignment is poorly presented.  The structure is illogical and lacks coherence.	The assignment is inadequately presented.  The structure may be illogical in places and generally lacks coherence.	The assignment is reasonably well presented.  The structure is reasonably logical and coherent throughout.	The assignment is well presented.  The structure is logical and coherent throughout.	All sections of the assignment are presented in an exemplary fashion.

**Exemplar Identified Environmental Issues Table**

Operational activity	Description / nature of environmental issue	Environmental effect (impact)											UK Legislation (direct and indirect)		Brief description of current management control	
		Acidification	Climate change	Local air quality	Ozone depletion	Photochemical smog	External noise and / or nuisance	Water pollution	Land contamination	Land use / Land take	Waste generation	Aesthetic impact	Resource depletion	Acts and relevant parts		Regulations (if applicable)

**Exemplar Environmental Aspects and Impacts Evaluation Table**

<b>Activity (e.g. cleaning)</b>	<b>Environmental Issue</b>	<b>Frequency of operation / activity / release to the environment</b>	<b>Level of significance</b> (Frequency of occurrence / quantity of material used)	<b>Associated environmental impact</b>	<b>Level of significance</b> (Consequence of release / quantity released)	<b>Overall significance</b> (Frequency x Consequence)	<b>Is there a direct legal requirement? Y/N</b>	<b>Are there concerns from local interest groups? Y/N</b>	<b>Is there customer requirement / concern? Y/N</b>	<b>Is there known public / local community concern? Y/N</b>	<b>Is this an internal corporate requirement? Y/N</b>	<b>Could this activity be affected by abnormal / emergency situations? Y/N</b>

**Exemplar Framework for Environmental Management Implementation Plan**

<b>Environmental Issue</b>	<b>Specific corrective / preventative action(s) required</b>	<b>Legal requirements met by action(s)</b>	<b>Costs (financial and non-financial)</b>	<b>Benefits (financial and non-financial)</b>	<b>Person(s) responsible</b>	<b>Timescale</b>



**BSC Diploma in Environmental Management  
Cover Sheet for Submission of Assignment**

**Your assignment cover sheet should be e-mailed to  
submissions@britsafe.org**

<b>Full Name</b>	
<b>Date of Birth</b>	
<b>Home Address</b>	
<b>Post Code</b>	
<b>E-Mail Address</b>	

*The BSC will acknowledge receipt of your assignment by e-mail*

**Notice to Candidates**

The work that you submit for assessment must be your own. If you copy from someone else, or allow another candidate to copy from you, you may be disqualified from the qualification.

**Declaration by Candidate:**

I have read and understood the Notice to Candidates (above). I have produced the attached work without any help apart from that acknowledged within the report.

<b>YES</b>	<b>NO</b>
------------	-----------

*delete as appropriate*

**Verification by Line Manager or other Verifier:**

Enter contact details in the box below for the person who will verify that you have produced this assignment without any help apart from that acknowledged within the report.

<b>Name</b>	
<b>Position</b>	
<b>Contact telephone number</b>	

## **Examination Arrangements**

### **Booking an Examination**

Three examination sessions are held each year at seven regional venues. Fees, dates and venues can be found on the website ([www.britsafe.org/qualifications](http://www.britsafe.org/qualifications)).

Candidates must book their examination direct with the BSC before the published closing date which is four weeks prior to the examination. Candidates may book and pay online via the website. Alternatively, candidates may download an Examination Booking Form from the website. The completed booking form should be returned to the BSC by fax (020 8741 5907) or post. The full examination fee must accompany the booking. Payment may be made by credit/debit card or cheque (made payable to British Safety Council).

Upon receipt of an Examination Booking Form, the BSC will e-mail the candidate confirming the date, time and venue of the examination, the registration procedure, examination rules and the candidate's Personal Identification Number (PIN). It is the responsibility of the candidate to ensure that the BSC is kept informed of any change of contact details.

### **Late Bookings**

The examination closing date is four weeks prior to the examination. Bookings can be accepted after this date, subject to availability, but are subject to a late booking fee. In no circumstances will bookings be accepted within five working days of an examination sitting.

### **Transfers and Cancellations**

Candidates who wish to transfer or cancel their examination should telephone the BSC on 020 8600 1036. Candidates will be required to confirm their transfer or cancellation in writing.

Transfers or cancellations made more than four weeks before the examination date are free of charge. No refund will be paid for transfers or cancellations made less than four weeks before the examination date.

### **Non-Attendance**

If, for any reason, a candidate is unable to attend the scheduled examination, they should contact the BSC (020 8600 1036) before the scheduled start time. Any candidate who fails to notify the BSC of their inability to attend an examination before the scheduled start time will be issued with an absent result and will forfeit the examination fee, unless the absence was due to illness, in which case the candidate should obtain a medical certificate from a qualified medical practitioner and submit it to the Director of Qualifications, British Safety Council, 70 Chancellors Road, London, W6 9RS as soon as reasonably practicable.

## **Malpractice**

The fairness of the assessment process depends upon all parties acting in good faith and adhering to the highest professional standards of conduct. Any evidence of deviation from such standards may lead to disqualification of candidates. Candidates should familiarise themselves with the Malpractice Policy ([www.britsafe.org/qualifications](http://www.britsafe.org/qualifications)).

## **Reasonable Adjustments**

When necessary, the BSC approves reasonable adjustments for candidates with particular requirements to enable them to have access to fair assessment and to demonstrate achievement. Candidates may require reasonable adjustments for a number of reasons including a permanent or temporary disability or medical condition.

Reasonable adjustments are made to ensure that candidates receive recognition of their achievement without compromising the equity, validity and reliability of the assessment. They are not concessions to make assessment easier for candidates, nor advantages to give candidates a head start.

The Reasonable Adjustments Policy may be downloaded from the BSC website ([www.britsafe.org/qualifications](http://www.britsafe.org/qualifications)). Candidates requiring reasonable adjustments for their examination must submit a Reasonable Adjustment Application Form (available on the website) to the Director of Qualifications at the earliest possible opportunity.

## **Special Consideration**

Special consideration involves procedures that may result in an adjustment to the marks of candidates who have not been able to demonstrate attainment because of exceptional circumstances during the examination itself.

The Special Consideration Policy may be downloaded from the BSC website ([www.britsafe.org/qualifications](http://www.britsafe.org/qualifications)). Candidates requiring special consideration for their examination must submit a Special Consideration Application Form (available on the website) within 14 days of the examination.

## **Marking, Awarding and Reporting of Results**

### **Component 1: Examination**

The nominal pass mark for the Diploma in Environmental Management examination is 55 per cent. However, as each examination paper is generated from a large question bank, no two examinations can ever be of exactly the same level of difficulty. The pass mark may therefore vary slightly from examination to examination depending on the level of difficulty of the particular paper, to ensure that a consistent standard is applied.

A pre-defined quota of passes to be awarded does not exist. If all candidates achieve a score of at least the pass mark, then all candidates will be awarded a pass grade.

### **Component 2: Assignment**

Independent examiners mark assignments against the marking scheme on pages 19 and 20 of this specification. Candidates are required to attain at least a Level 3 performance in each of the eight assessment criteria in order to be awarded a pass grade.

### **Aggregation**

In order to be awarded the Diploma, candidates must achieve a pass grade in both the examination and the assignment. An above-average performance in one component has no effect on the requirement to pass the other. Results are reported as a Pass or Fail for each component and for the qualification as a whole.

### **Issue of Results**

Examination results are posted to candidates three weeks after the examination. Candidates may also access their result online via the BSC website from 12.00pm on result issue day using their PIN number. Assignment results are posted to candidates within six weeks of submission.

### **Resits and Resubmissions**

Candidates may resit the examination at any scheduled examination session upon payment of the appropriate examination fee.

Candidates may resubmit an assignment at any time. The assignment fee is payable for each resubmission.

## **Result Enquiries and Appeals**

The BSC endorses the right of individuals to enquire about their result and to appeal against the outcome of that enquiry. Procedures are in place to ensure that result enquiries and appeals are dealt with thoroughly and fairly.

A result enquiry or an appeal can result in a grade being confirmed, raised or lowered. Where a grade is changed, the new grade will replace the original grade, whether it is higher or lower.

The Result Enquiries and Appeals Policy may be downloaded from the BSC website ([www.britsafe.org/qualifications](http://www.britsafe.org/qualifications)). To request a result enquiry the candidate must complete a Result Enquiry Application Form (available on website) and submit it to the BSC within 14 days of the result issue date.

## Appendix

### Criteria for Registered Course Providers

Programmes of study leading to the BSC Diploma in Environmental Management are delivered by course providers registered with the BSC. Quality assurance of registered course providers aims to ensure that all programmes are delivered to a high standard. The BSC reserves the right to withdraw the registration if the quality of the personnel, facilities, resources or provision for delivery do not meet the required standard.

In terms of personnel, the course provider must satisfy the BSC that it has:

- a teaching team with relevant technical qualifications and experience, and adequate teaching qualifications and experience to deliver the specification;
- adequate provision for the continuing professional development and in-service training of the teaching team;
- adequate provision for new teachers to receive help and support whenever necessary from more experienced teachers;
- structured schemes of work, including mechanisms for review;
- adequate administrative support for the programme (for example, the photocopying and distribution of specifications and learning materials);
- a mechanism to receive and act upon feedback from students.

In terms of facilities and resources, the course provider must satisfy the BSC that it has:

- an environment conducive to learning, taking into account health, safety and welfare factors;
- adequate facilities for the use of audio visual aids;
- adequate facilities for syndicate work;
- adequate library / information facilities;
- an appropriate and varied range of support materials such as exercises, handouts, slides, videos and computer software;
- arrangements for updating support materials as required.

In terms of provision for delivery, the course provider must satisfy the BSC that it has:

- entry guidance and selection criteria appropriate to the programme of study;
- arrangements to carry out an initial assessment to identify those entrants who may need help in developing their basic skills in literacy and numeracy;
- appropriate and varied methods of delivery that, wherever possible, encourage student-centred learning;
- adequate provision for additional guided study to be arranged for students whose assessed work has not yet reached the required standard.