



British Safety Council Awards  
International Diploma in Environmental Management

2007 Specification  
(for Assessments in 2007)

Version 2

## **Publishing Policy for Specifications**

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

For all BSC Awards specifications the electronic version on the BSC Awards 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.

**Registered course providers and candidates are advised to check that this printed version of the specification is the latest version by visiting [www.britishsafetycouncil.org](http://www.britishsafetycouncil.org)**

## **Acknowledgements**

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

## **Version 2 published on 16 March 2007**

British Safety Council Awards  
70 Chancellors Road  
London W6 9RS

Telephone: +44 (0)20 8600 1035  
Facsimile: +44 (0)20 8600 5540  
E-mail: [examinations@bscawards.org](mailto:examinations@bscawards.org)  
Website: [www.britishsafetycouncil.org](http://www.britishsafetycouncil.org)

## **Contents**

<b>British Safety Council Awards</b>	4
<b>Introduction to the International Diploma in Environmental Management</b>	4
<b>Entry Requirements</b>	4
<b>Language of Assessment</b>	4
<b>Scheme of Assessment</b>	5
<b>Subject Content</b>	6
<b>Specimen Examination Questions and Answer Key</b>	7
<b>Guidance on Workplace-Based Assignment</b>	11
<b>Examination Arrangements</b>	
Booking an Examination	22
Rescheduling an Examination	22
Cancelling an Examination	22
Non-Attendance	23
Malpractice	23
Reasonable Adjustments	23
Special Consideration	23
<b>Awarding and Reporting of Results</b>	24
<b>Result Enquiries and Appeals</b>	25
<b>Appendix</b>	
Criteria for Registered Course Providers	26

## **British Safety Council Awards**

British Safety Council Awards (BSC Awards) is recognised by the UK government 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. BSC Awards' assessment procedures comply with best practice in the examinations industry and are monitored by the government regulator.

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

## **Introduction to the International Diploma in Environmental Management**

The BSC Awards International Diploma in Environmental Management is a professional qualification addressing the environmental issues critical to industry. These issues include legislative 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 Awards International 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 International Diploma are also eligible for Associate membership of the International Institute of Risk and Safety Management (IIRSM).

## **Entry Requirements**

Candidates entered for the BSC Awards International Diploma in Environmental Management should have a level of literacy and numeracy adequate to cope with their assessments.

## **Language of Assessment**

The qualification is assessed through English only. Assessments will be presented in English and candidates will be 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)).

## **BSC Awards International Diploma in Environmental Management Scheme of Assessment 2007**

### **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 environmental agreements;
- 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 International 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 (2½ hours)**

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

Element A - Environmental Awareness and Compliance	35 questions
Element B - Environmental Management Systems	35 questions
Element C - Environmental Tools and Techniques	30 questions

#### **Component 2: Workplace-Based Assignment**

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

## **BSC Awards International Diploma in Environmental Management**

### **Subject Content 2007**

#### **Element A**

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

- Global Environmental Outlook
- Ecology
- People and the Environment
- Sustainable Development
- International Environmental Law and Organisations
- International Treaties, Conventions and Protocols

#### **Element B**

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

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

#### **Element C**

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

- Environmental Impact Assessment
- Environmental Due Diligence
- Environmental Risk Assessment
- Environmental Pollution Control
- Waste Management
- Energy and Water Management
- Transport Management

**BSC Awards International Diploma in Environmental Management**  
**Specimen Examination Questions 2007**

(Answer Key on page 10)

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. 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.

5. 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.
6. The first element of the Deming Cycle is
- A. checking.
  - B. doing.
  - C. planning.
  - D. acting.
7. 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.
8. 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.

9. 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.
10. 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.
11. 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.
12. 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.

13. 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.
14. 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.
15. 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.

### **Answers**

1C, 2A, 3D, 4B, 5D, 6C, 7B, 8C, 9A, 10B, 11A, 12D, 13A, 14A, 15C.



**British Safety Council Awards  
International Diploma in Environmental Management  
Workplace-Based Assignment**

**Guidance for Candidates 2007**

This document sets out the requirements of the workplace-based 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 Workplace-Based 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 16 and 17 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 any legislation applicable to the issues identified, and describe the current control measures, including any 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 18. While alternative formats are permitted, they must include all of the elements detailed on page 18.

## **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 19. While alternative formats are permitted, they must include all of the elements detailed on page 19.

### **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 checklist on page 14 and to the marking scheme on pages 16 and 17 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 20. Alternative report structures are permitted but must include all of the elements detailed in the table on page 20.

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 any relevant legislation directly applicable to the organisation been identified?
- 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 any 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 BSC Awards as malpractice. Any proven cases of malpractice will lead to complete disqualification from the International Diploma and any other 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 BSC Awards to allow checks to be made.

## **Submitting the Assignment**

Candidates must e-mail their assignment as a Microsoft Word or PDF document to BSC Awards. The address for e-mailing assignments is **submissions@bscawards.org**

If you have any difficulties or questions over e-mailing your assignment, please telephone BSC Awards on +44 (0)20 8600 1035.

## **Marking**

Independent examiners mark assignment reports against the marking scheme on pages 16 and 17 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 Awards International Diploma in Environmental Management Assignment 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 relevant legislation.  Existing management controls are poorly described.	An attempt at identifying either direct or indirect environmental issues.  Certain pieces of legislation directly applicable to the organisation are not identified.  Existing management controls are inadequately described.	An attempt at identifying a range of both direct and indirect environmental issues.  Some pieces of legislation directly applicable to the organisation are 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 pieces of legislation directly applicable to the organisation are 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 pieces of legislation directly applicable to the organisation are 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 Aspects and Impacts Table**

<b>Operational activity</b>	<b>Description / nature of environmental aspect</b> (e.g. emission to air)	<b>Environmental impact</b>											<b>Relevant legislation (direct and indirect)</b>  (Identify any specific local or national legislation)	<b>Brief description of current management control</b>  (Hardware, systems, people)	
		<b>Acidification</b>	<b>Climate change</b>	<b>Local air quality</b>	<b>Ozone depletion</b>	<b>Photochemical smog</b>	<b>External noise and / or nuisance</b>	<b>Water pollution</b>	<b>Land contamination</b>	<b>Land use / Land take</b>	<b>Waste generation</b>	<b>Aesthetic impact</b>			<b>Resource depletion</b>

**Exemplar Environmental Aspects and Impacts Evaluation Table**

<b>Activity</b> (e.g. cleaning)	<b>Environmental Aspect</b> (e.g. discharge to water course)	<b>Frequency of operation / activity / release to the environment</b> (e.g. daily, weekly, monthly)	<b>Level of significance</b> (High, medium, low)	<b>Associated environmental impact</b> (e.g. contribution to pollution of water course / decrease in dissolved oxygen levels)	<b>Level of significance</b> (High, medium, low)	<b>Overall significance</b> (High, medium, low)	<b>Is there a direct legal requirement?</b> Y/N	<b>Are there concerns from local interest groups?</b> Y/N	<b>Is there customer requirement / concern?</b> Y/N	<b>Is there known public / local community concern?</b> Y/N	<b>Is this an internal corporate requirement?</b> Y/N	<b>Could this activity be affected by abnormal / emergency situations?</b> Y/N

**Exemplar Framework for Environmental Management Implementation Plan**

<b>Environmental Aspect / Impact</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 Awards International Diploma in Environmental Management  
Cover Sheet for Submission of Assignment**

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

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

*BSC Awards 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**

BSC Awards will arrange for you to take the examination at selected British Council offices around the world. For a complete list of British Council offices offering BSC Awards examinations, visit [www.britishsafetycouncil.org](http://www.britishsafetycouncil.org) and select 'Do you want to take an exam?'

### **Booking an Examination**

All candidates must book their examination directly with BSC Awards at least six weeks before their preferred examination date. This allows BSC Awards time to schedule the examination with the British Council and prepare and despatch the relevant examination question paper.

Candidates may book and pay online at [www.britishsafetycouncil.org](http://www.britishsafetycouncil.org). Alternatively, candidates may download the booking form from the website and submit it by post or fax.

When booking, please state at which British Council office you would like to sit the examination and on what date. The examination fee must be paid at the time of booking, and the booking form must be completed and the declaration signed before the candidate is eligible to sit the examination.

Upon receipt of your booking, BSC Awards will contact the relevant British Council office to schedule the appointment. You will then receive confirmation of your booking by e-mail.

If the British Council office is not able to accommodate you on your preferred examination date, one of our customer service advisors will work with you to identify a convenient examination date.

Should you have any enquiries regarding the booking process, please telephone BSC Awards on +44 20 8600 1035.

### **Re-scheduling an Examination**

You may re-schedule your examination appointment at no charge, subject to availability of spaces at the British Council.

Contact BSC Awards at least six weeks prior to your examination date. Otherwise, your request cannot be processed and all fees will be forfeited.

### **Cancelling an Examination**

You may cancel your examination at no charge by notifying BSC Awards at least six weeks prior to your examination date. Otherwise, your request cannot be processed and all fees will be forfeited if you do not take the examination as scheduled.

## **Non-Attendance**

If, for any reason, a candidate is unable to attend the scheduled examination, they should contact BSC Awards (+44 20 8600 1035) before the scheduled start time. Any candidate who fails to notify BSC Awards 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 Qualifications Manager, BSC Awards, 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 BSC Awards Malpractice Policy (available at [www.britishsafetycouncil.org](http://www.britishsafetycouncil.org))

## **Reasonable Adjustments**

When necessary, BSC Awards 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 Awards website. Candidates requiring reasonable adjustments for their examination must submit a Reasonable Adjustment Application Form (available at [www.britishsafetycouncil.org](http://www.britishsafetycouncil.org)) to the Qualifications Manager 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 BSC Awards Special Consideration Policy may be downloaded from the BSC Awards website. Candidates requiring special consideration for their examination must submit a Special Consideration Application Form (available at [www.britishsafetycouncil.org](http://www.britishsafetycouncil.org)) within 14 days of the examination.

## **Awarding and Reporting of Results**

### **Component 1: Examination**

The nominal pass mark for the International 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: Workplace-Based Assignment**

Independent examiners mark assignments against the marking scheme on pages 17 and 18 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 International Diploma, 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. 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 four weeks after the examination. Candidates may also access their result online via the BSC Awards website from 8.00am 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 upon payment of the appropriate examination fee.

Candidates may resubmit a workplace-based assignment at any time. The assignment fee is payable for each resubmission.

## **Result Enquiries and Appeals**

BSC Awards 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 Awards website. To request a result enquiry the candidate must submit a Result Enquiry Application Form (available at [www.britishsafetycouncil.org](http://www.britishsafetycouncil.org)) to BSC Awards within 14 days of the result issue date.

## Appendix

### Criteria for Registered Course Providers

Programmes of study leading to the BSC Awards International Diploma in Environmental Management are delivered by course providers registered with BSC Awards. Quality assurance of registered course providers aims to ensure that all programmes are delivered to a high standard. BSC Awards 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 BSC Awards 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 BSC Awards 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 BSC Awards 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.