

LEADERSHIP

EMS MEMBERSHIP

WORKFORCE SPECIALIST

DEVELOPMENT AUDITING



TRAINING PROSPECTUS

TRANSFORMING THE WORLD TO SUSTAINABILITY

WELCOME TO THE IEMA TRAINING PROSPECTUS

Whether you wish to progress your career through Professional Development and IEMA's Membership levels, or are looking for a specific course to fill a knowledge gap; the IEMA courses outlined in this prospectus will guide your learning journey...

IEMA is the membership home to over 15,000 environment and sustainability professionals around the globe. It has an extensive library of online resources and runs over 150 events per year. IEMA has spent 25 years setting the global agenda on the environment and, with over 200 corporate members, makes business better by giving you and your organisation the tools required to be sustainable.

OUR COURSES ARE GROUPED FOR EASY REFERENCE:

Membership

These courses are aimed at people working in an environment/sustainability role and who wish to progress their careers through professional development. They must join IEMA at the appropriate level to progress.

- Foundation Certificate in Environmental Management
- Associate Certificate in Environmental Management
- Diploma in Sustainable Business Practice

Auditing

These courses provide the necessary training from the basics through to the leadership skills required for environmental auditing.

- Foundation Course in Environmental Auditing
- Internal Environmental Management System (EMS) Auditor
- Lead Environmental Auditor

EMS

Training for those tasked with designing and implementing an Environmental Management System (EMS).

- EMS Implementation
- Making the transition to ISO 14001: 2015

Specialist

These offerings appeal to those within a specialist subject area who wish to develop skills and professional knowledge.

- Carbon, GHGs, Foot Printing, Accounting and Management

Leadership

Designed for senior management teams and board members to understand the strategic business risks and opportunities presented by a changing environment.

- Leading with Environmental Sustainability

Workforce Development

A workforce development programme for the non-environmental specialist. Suitable for all members of staff.

- Working with Environmental Sustainability
- Managing with Environmental Sustainability

MEMBERSHIP

definition

“The collective members of an organisation, usually with a common aim.”

FOUNDATION CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

OVERVIEW:

This is a business-centred course for those who have only recently become involved in environmental management, or for whom environmental management is an integral part of a wider range of responsibilities.

It is the first step on the IEMA Membership ladder of professional development. The next step is the Associate Certificate in Environmental Management.

ENTRY REQUIREMENTS:

- No prior environmental knowledge is required.
- Literacy and numeracy skills must be sufficient to complete the course.

KEY FEATURES:

- Get acquainted with environmental sustainability and become an agent of change.
- Business-centred course that benefits you in your job.
- Includes appropriate practical exercises/interactive case studies.

LEARNING HOURS

24
(3 days)

LEARNING OUTCOMES

- On successful completion of this course, a learner will have:
- An appreciation of environmental issues
 - An understanding of the ways in which an organisation impacts on the environment
 - An appreciation of how environmental legislative issues evolve
 - An understanding of how environmental legislation relates to an organisation's operation
 - An awareness of the means of assessing an organisation's environmental performance
 - The ability to outline the ways in which an environmental management system operates

ASSESSMENT

Continual assessment and an end of course examination or post course project.

ASSOCIATE CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

OVERVIEW:

This course covers all the areas of knowledge an individual requires to become an Associate Member of IEMA (AIEMA). It is designed to raise the professional competence of environment and sustainability practitioners, covering environmental sustainability, assessment, interpretation and management of environmental performance, business culture and environmental legislation. Widely recognised by employers as a 'must have' for anyone with environmental responsibility, this business-centred course will open doors to join a community of 9000 AIEMA members in over 90 countries.

ENTRY REQUIREMENTS:

- To have completed the Foundation Certificate in Environmental Management or have the equivalent level of knowledge or experience in environmental issues.
- Membership of IEMA at Affiliate level.
- Language, literacy and numeracy skills must be sufficient to complete the course.

KEY FEATURES:

- Covers all the necessary areas of knowledge that an environment and sustainability professional needs.
- Successful learners will be able to use the AIEMA suffix after their name.
- Extensive online resources to support you.
- Achievement of the exams provides one year Associate Membership of IEMA.

LEARNING HOURS	LEARNING OUTCOMES	ASSESSMENT
80 (10 days)	<p>On successful completion of this course, a learner will:</p> <ul style="list-style-type: none"> • Understand environmental and sustainability principles • Understand environmental policy issues • Understand key environmental legislation and compliance measures • Understand environmental management and sustainable development in a business context • Be able to collect, analyse and report on environmental information and data • Be able to apply environmental management and assessment tools • Be able to analyse problems and opportunities to deliver sustainable solutions • Be able to develop and implement programmes to deliver environmental performance improvement • Be able to communicate effectively with internal and external stakeholders • Be able to influence behaviour and implement change to improve sustainability 	End of course examination

Learn more about IEMA membership levels: iema.net/membership

DIPLOMA IN SUSTAINABLE BUSINESS PRACTICE

OVERVIEW:

The Diploma in Sustainable Business Practice is the most comprehensive business-centred course in sustainability. It will give you the necessary knowledge and skills to lead your organisation towards entry to the low carbon economy.

The Diploma course, together with appropriate experience and CPD accredited activity, equips the candidate to apply for Full Membership of IEMA (MIEMA) and Chartered Environmentalist (CEnv). NB: A complete application form and peer review always applies.

ENTRY REQUIREMENTS:

- To have completed the Associate Certificate in Environmental Management course or have the equivalent level of knowledge and experience of environment and sustainability issues.
- Membership of IEMA at Associate or Affiliate level as a minimum.
- Language, literacy and numeracy skills must be sufficient to complete the course.

KEY FEATURES:

- Successful learners will be able to use the DipSBP suffix after their name.
- Equips you with knowledge and skills towards your MIEMA and CEnv application.
- Module based so it is easy for you to organise work/life/coursework.
- Extensive resources to support you.
- Includes appropriate practical exercises/interactive case studies.

LEARNING HOURS

120
(15 days in
3 x 1 week
blocks)

LEARNING OUTCOMES

Successful completion of this course provides learners with a comprehensive understanding of the following:

Module 1: Managing Environmental Media and Issues

- Earth's Systems: how businesses interact with natural cycles, biodiversity and the importance of these issues for business, as well as an appreciation of the interconnectedness of these issues
- Environmental Media and Issues: the impact that releases have on environmental media

Module 2: Sustainability for Business

- Sustainable development, sustainability principles and practice
- Sustainability in Business: sustainable production and consumption issues and how business and environmental factors interact

Module 3: Strategic Environmental Management

- The Business Environment: seeing beyond strict legislative compliance and understanding the drivers for change
- The role of environmental management in corporate governance, risk management, CSR and performance management at a strategic level

ASSESSMENT

Project work after each module and a final exam

Learn more about IEMA membership levels: iema.net/membership

AUDITING

definition

“The Environmental Audit is a powerful tool which takes an inventory of all the policies, procedures and practices of an organisation and compares these to the best practice within the industry.”

FOUNDATION COURSE IN ENVIRONMENTAL AUDITING

OVERVIEW:

The Foundation Course in Environmental Auditing will equip you with the skills and knowledge you need to become an environmental auditor. The course raises the awareness necessary to participate effectively in environmental audits and other related activities.

WHO IS IT FOR?

Those that need a working understanding of compliance auditing, such as:

- Trainee Environmental Auditors
- Consultants, H&S Professionals, Quality Controllers
- Affiliate and Associate IEMA Members developing careers in environmental auditing

KEY FEATURES:

- Equips you with the knowledge and skills to start participating effectively in environmental audits
- Take part in practical case-study based audit exercises to put the theory into practice
- Gain points towards IEMA Environmental Auditor registration to join a global community of auditors

LEARNING HOURS	LEARNING OUTCOMES	ASSESSMENT
40 (5 days)	<p>On successful completion of this course, a learner will:</p> <ul style="list-style-type: none">• Understand the requirements for Environmental Management Systems• Understand auditing skills• Be able to identify and understand key compliance obligations• Identify and explain environmental aspects/impacts and performance	Practical assessment and end of course examination

INTERNAL ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS) AUDITOR

OVERVIEW:

The Internal EMS Auditor course has been developed to meet the increasing demand for employees with EMS auditing knowledge within business and industry. The course content has been structured so as to meet the principles of auditor training needs specified in ISO 19011; therefore it will be of particular use to those individuals responsible for the effectiveness and continual improvement of their organisation's EMS.

For those organisations planning to certify or register their EMS against a formal EMS standard, training of in-house employees offers potential benefits. The European Accreditation of Certification (EAC) has made it clear in their guidelines that external auditors will place a greater amount of reliance on internal audit findings based on a number of considerations, including effectiveness and auditability of the EMS, and whether the internal auditors have completed training in audit principles and processes.

WHO IS IT FOR?

- The course is aimed at those individuals within organisations who are responsible for the auditing of an EMS.
- IEMA Members that want to continue building their expertise in environmental management systems.

KEY FEATURES:

- Equips you with the ability to participate in an audit of the organisation's EMS to establish whether it is efficient and effective.
- Benchmarked to the ISO 19011 auditing standard.
- Gain points towards IEMA Environmental Auditor registration to join a global community of auditors.

LEARNING HOURS

24
(3 days)

LEARNING OUTCOMES

On successful completion of this course, a learner will:

- Understand the basics and background to EMS auditing
- Understand and be able to describe the relationship and differences between a range of audit types
- Understand the principles of auditing (BS EN ISO 19011)
- Understand the internal audit process
- Identify key compliance obligations with environment related content
- Identify and explain Environmental Aspects/ Impacts and their significance; and evaluate their broader role in determination of organisational/ business risks and opportunities.
- Be able to identify other sources of information and advice

ASSESSMENT

End of course examination and/or post course project

LEAD ENVIRONMENTAL AUDITOR

OVERVIEW:

Undertake this training course and understand the principles of becoming a lead Environmental Auditor, a qualification which also contributes towards IEMA Environmental Auditor registration.

As lead auditor, you will remain at the forefront of EMS strategy and will drive efficiency in line with ISO 14001, meaning you can play a pivotal role in ensuring your organisation is committed to environmental best practice.

WHO IS IT FOR?

- This course is designed for those individuals conducting 1st, 2nd and 3rd party EMS audits or other environmental audits.
- All attendees must be familiar with the text of ISO 14001 (or EMAS in the EU).

KEY FEATURES:

- Equips you with the knowledge and skills to lead environmental audits effectively.
- Take part in practical case-study based audit exercises to put the theory into practice.
- Gain points towards IEMA Environmental Auditor registration to join a global community of auditors.

LEARNING HOURS

40
(5 days)

LEARNING OUTCOMES

On successful completion of this course, a learner will:

- Understand and be able to evaluate current environmental issues, their inter-relationships and how they relate to the auditing process
- Understand and be able to apply techniques used in the identification of environmental aspects & impacts
- Understand, be able to evaluate, and explain the significance of environmental impacts
- Understand and be able to analyse and validate environmental objectives, targets, management, controls and monitoring regimes relating to a range of industry types
- Understand, be able to identify, and describe the relationship and differences between a range of audit types
- Identify and be able to evaluate key pieces of environmental legislation and other compliance requirements; and define their relevance in the context of environmental auditing
- Describe and explain the roles and responsibilities of the auditor, the audit team and other relevant bodies
- Plan, initiate, implement, manage, monitor and review a broad range of audit programmes
- Demonstrate the main competences required for leading an environmental audit and the main competencies required in an audit team

ASSESSMENT

Combination of continual assessment via practical exercises, case studies, presentations and an end of course examination

EMS

definition

“Environmental Management System (EMS) refers to the management of an organisation’s environmental programmes in a comprehensive, systematic, planned and documented manner. It should enable an organisation to enhance its environmental performance and increase its operating efficiency.”

EMS IMPLEMENTATION

OVERVIEW:

This course is designed to provide a step-by-step guide to the implementation of an EMS and therefore provides practical training in this area. This course includes references to management standards such as ISO 14001:2015 and EMAS but also includes references to other relevant standards such as BS 8555. The course aims to give learners the skills to design and implement an EMS within their own organisation's existing management structure, rather than provide a ready-made EMS which doesn't necessarily address the organisation's specific issues.

WHO IS IT FOR?

Anyone whose job role requires them to have a practical understanding and ability to implement an EMS.

KEY FEATURES:

- Equips you with the knowledge and skills to implement an EMS
- Available as an 'in-house' or 'open' course
- Can be tailored to individual organisations' needs
- Course structured around practical EMS exercises and problem solving activities to gain a 'hands on' perspective on the design and implementation of an EMS

LEARNING HOURS

24
(3 days)

LEARNING OUTCOMES

- On successful completion of this course, learners will:
- Understand the opportunities and risks corporate sustainability presents to organisations
 - Understand Environmental Management Systems and their application
 - Understand key Environmental Management Standards and the certification process
 - Understand how to plan and manage the implementation of an EMS
 - Understand how to implement an EMS and evaluate its effectiveness

ASSESSMENT

Continual assessment and an end of course examination or post-course project

MAKING THE TRANSITION TO ISO 14001:2015

OVERVIEW:

This new course is aimed at individuals that are responsible for implementing or maintaining an Environmental Management System based on ISO 14001. It will provide an overview of the new requirements of ISO 14001:2015 to enable learners to evaluate and implement changes and improve their organisation's Environmental Management System. If you want to be the first to implement the ISO 14001:2015 standard in your organisation, this course will give you the tools to adapt to the updated standard. You will leave the course with our unique IEMA EMS Gap Analysis Tool.

WHO IS IT FOR?

- It will benefit those learners who have experience in implementing ISO 14001 EMS and will need to manage the transition to the updated standard.

KEY FEATURES:

- Exclusive insight from IEMA on knowledge and understanding of the updated ISO 14001:2015 Environmental Management Standard
- Each learner issued with our unique IEMA EMS Gap Analysis Tool
- Add to your Continuing Professional Development (CPD)

LEARNING HOURS

7 hours
(1 day)

LEARNING OUTCOMES

- On completion of this course, learners will:
- Understand the changes to ISO 14001:2015 and their intent
 - Identify and plan actions to enable an organisation to conform to, and so realise the benefits of, the new requirements

ASSESSMENT

End of course review

WHY IEMA?

IEMA Members played a key role in the revision to ISO 14001 - the world's second most-used standard – ensuring user-experience influenced the shape, scope and scale of the 2015 version.

“The course will add real value to Environment and Sustainability professionals in their career development, and in turn help them to deliver efficiencies for their company and sector.”

*Martin Ballard, Group Environment Manager,
Willmott Dixon*

SPECIALIST

definition

“A person trained in a particular branch of a profession or a person who specifically or exclusively studies a subject or a particular branch of that subject.”

CARBON, GHGs, FOOTPRINTING, ACCOUNTING & MANAGEMENT

OVERVIEW:

Carbon footprinting and Greenhouse Gas (GHG) reporting is a complex topic where knowledge and understanding is continuing to expand. Demand for trained practitioners is increasing too. Many organisations are placing more focus on the need to address their use of energy and the impact of climate change. Important issues include understanding present and future sources of emissions, identifying and quantifying their aspects of GHG emissions, either to improve performance and reduce risk, or to meet stakeholder expectations on labelling.

IEMA's Carbon, GHGs, Footprinting, Accounting and Management courses enable you to understand how to calculate GHG emissions and footprint as well as how to manage your organisation's emissions by accounting for them. *You quantify, you manage.*

WHO IS IT FOR?

This course is applicable to environment and sustainability professionals, management accountants and internal environmental auditors who need to quantify GHG emissions. IEEMA Associate (AIEEMA) members can also use this course for Continuing Professional Development (CPD).

KEY FEATURES:

- Equips you with the knowledge and skills to identify, quantify and account for anthropogenic GHG emissions in your organisation
- Practical exercises and activities throughout the courses
- Add to your CPD

LEARNING HOURS

8
(1 day)

LEARNING OUTCOMES

- On completion of this course, learners will:
- Understand the drivers of climate change
 - Understand how to measure GHG emissions
 - Appreciate the different GHG measurement methodologies, protocols and standards

ASSESSMENT

End of course review

WHAT COURSE ATTENDEES SAID:

“An excellent explanation of a technical topic”

“Very well run, very informative and clear. Got a lot from it!”

“The trainer was so knowledgeable, enthusiastic and such a good presenter that this is probably the best training course I've ever been to!”

LEADERSHIP

definition

“The action of leading a group of people or an organisation, or the ability to do this; developing a vision and strategy that achieves a common goal.”

LEADING WITH ENVIRONMENTAL SUSTAINABILITY

OVERVIEW:

Leading with Environmental Sustainability is a powerful half-day session that will change the way you do business. This session challenges leaders in organisations, senior executives, board members and investors; to formulate a strategic understanding of the risks and opportunities presented by a changing environment on their ability to do business. The session also helps senior executives to understand their personal obligations to ensure the business remains compliant. The outcome of the session is a complete re-engineering of your strategic objectives.

WHO IS IT FOR?

This session has been developed for the decision-makers of every organisation, regardless of sector specialism or previous experience of environmental issues.

KEY FEATURES:

- All materials provided
- Expert moderators to facilitate discussions and challenge attendees
- No examination
- Part of a wider change-management process
- Organisations of all sizes can partake

LEARNING HOURS

4.5
(1/2 day)

LEARNING OUTCOMES

- This session goes through the following topics:
- What does Environmental Sustainability mean for the organisation?
 - Is the organisation's existing strategy fit-for-purpose?
 - Which organisations are leading with Environmental Sustainability and why?
 - Understand the implications of complying with environmental law
 - What would a new strategy look like?

ASSESSMENT

End of course review

WORKFORCE DEVELOPMENT

definition

“Initiatives that educate and train individuals to meet the needs of current and future business and industry in order to maintain a sustainable competitive economic environment.”

WORKING WITH ENVIRONMENTAL SUSTAINABILITY

OVERVIEW:

IEMA Working with Environmental Sustainability is one of a suite of three courses, under the banner of All Jobs Greener, which is a new workforce development programme aimed at non-environmental specialists. The aim of this one-day course is to provide the learner with a practical introduction to Environmental Sustainability so they are equipped with the knowledge, understanding and motivation to make a positive difference within their organisation.

WHO IS IT FOR?

This course is perfect for those working in any job role, across all sectors, to ensure that environmental sustainability is embedded in to all job roles of a company.

KEY FEATURES:

- No prior environmental knowledge required
- Practical activities and workshops throughout
- Can be tailored to suit individual company needs
- Helps ensure all staff have basic environmental awareness to make a positive contribution

LEARNING HOURS	LEARNING OUTCOMES	ASSESSMENT
7 (1 day)	<p>On successful completion of this course, learners will:</p> <ul style="list-style-type: none"> • Understand the main environmental risks and opportunities for organisations • Understand the importance of resource efficiency • Understand the impacts of pollution, prevention, control and environmental legislation in organisations • Understand the impact of transport on the environment and organisations • Understand how employees can support environmental sustainability 	End of course examination

MANAGING WITH ENVIRONMENTAL SUSTAINABILITY

OVERVIEW:

IEMA Managing with Environmental Sustainability is one of a suite of three courses, under the banner of All Jobs Greener, which is a new workforce development programme aimed at non-environmental specialists. The aim of this two-day course is to support managers and supervisors in understanding the strategic and operational implications environmental sustainability has on them, their team and department, enabling them to contribute to the improved environmental sustainability of their organisation.

WHO IS IT FOR?

This course is aimed at supervisors and managers from any industry or business sector.

KEY FEATURES:

- No prior environmental knowledge required
- Practical activities and workshops throughout
- Can be tailored to suit individual company needs
- Helps ensure managers and supervisors understand their role in promoting sustainability within an organisation

LEARNING HOURS	LEARNING OUTCOMES	ASSESSMENT
14 (2 days)	<p>On successful completion of this course, learners will:</p> <ul style="list-style-type: none"> • Understand the strategic opportunities and constraints of environmental sustainability for organisations • Understand the importance of resource efficiency • Understand the impact of environmental sustainability across the value chain • Know the impacts of pollution, prevention, control and environmental legislation in organisations • Know how employees can support environmental sustainability 	End of course examination

OTHER COURSES

The IEMA Certified courses listed in this brochure are complemented by a suite of Approved courses, which are created and supplied by trusted training partners on a variety of environmental and wider sustainability topics. IEMA has added its stamp of approval to these courses to show that their content meets with strict criteria.

There are over 80 registered training centres delivering a range of IEMA Certified and Approved courses, to suit individuals with different levels of knowledge.

Our centres are located conveniently across the UK and Republic of Ireland, nestled in the heart of the EU in Greece and Italy, and spread as far away as Singapore and the UAE. Wherever you are, you can take advantage of a multitude of courses to make sure you're always at the top of your game, with e-learning options available on many of our courses.

Whether you're looking for a training solution or an apprenticeship, our courses are designed to support sustainability skills development across all organisations.

With our support and access to IEMA Certified and Approved courses, it's easy to realise your true potential.

Please visit the website for full details on Approved Courses at:

iema.net/training



JOIN OUR JOURNEY

LIKE YOU...

We've chosen careers that confront massive threats.

We know that what we do next must count.

And to make it count we must work together.

So we need you with us.

Join IEMA today and get 15% off your membership!

Visit **join.iema.net** and quote **TRAINING15**

iema.net/training

Tel: 01522 540069

Email: training@iema.net



TRANSFORMING THE WORLD TO SUSTAINABILITY