

-SQA- SCOTTISH QUALIFICATIONS AUTHORITY

HIGHER NATIONAL UNIT SPECIFICATION

GENERAL INFORMATION

-Unit Number- **6412145**
-Superclass- **AB**
-Title- **ENVIRONMENTAL ISSUES IN BUSINESS:
EXPLAINING THEIR IMPACT AND MANAGEMENT**

-DESCRIPTION-

GENERAL COMPETENCE FOR UNIT: Explaining the impact of environmental issues on businesses and the management of these issues.

OUTCOMES

1. explain the factors encouraging businesses to introduce environmental management;
2. explain the environmental management process and the relevance of environmental factors to other management functions;
3. explain the support available to businesses taking action on environmental issues.

CREDIT VALUE: 1 HN Credit

ACCESS STATEMENT: Access to this unit is at the discretion of the centre.

For further information contact: Committee and Administration Unit, SQA, Hanover House, 24 Douglas Street, Glasgow G2 7NQ.

Additional copies of this unit may be purchased from SQA (Sales and Despatch section). At the time of publication, the cost is £1.50 (minimum order £5).

HIGHER NATIONAL UNIT SPECIFICATION**STATEMENT OF STANDARDS**

UNIT NUMBER: 6412145

UNIT TITLE: ENVIRONMENTAL ISSUES IN BUSINESS:
EXPLAINING THEIR IMPACT AND MANAGEMENT

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. EXPLAIN THE FACTORS ENCOURAGING BUSINESSES TO INTRODUCE ENVIRONMENTAL MANAGEMENT

PERFORMANCE CRITERIA

- (a) The main factors encouraging businesses to address environmental issues are outlined correctly.
- (b) The purpose and benefits of specified aspects of environmental management are explained correctly.

RANGE STATEMENT

Factors: competitive advantage; UK/EC environmental legislation; customer needs; environmental risks; environmental liabilities; lenders; insurers; shareholders; public relations; global issues; employee expectations; consequences of inaction; property ownership; property occupation.

EVIDENCE REQUIREMENTS

Oral and/or written evidence which meets both performance criteria and covers the full range.

A minimum of three of the following aspects of environmental management must be explained for PC (b): energy; water; effluent; waste management; air emissions; site management; materials/chemical management; employee training.

OUTCOME

2. EXPLAIN THE ENVIRONMENTAL MANAGEMENT PROCESS AND THE RELEVANCE OF ENVIRONMENTAL FACTORS TO OTHER MANAGEMENT FUNCTIONS

PERFORMANCE CRITERIA

- (a) Initial environmental management processes are explained accurately in terms of their purposes, content and benefits.
- (b) The major features of a current environmental management system are described accurately.
- (c) The relevance of environmental factors to other management functions is explained accurately.

RANGE STATEMENT

Initial environmental management processes: environmental review; SWOT analysis; environmental policy; environmental action plan.

Management functions: production; finance; marketing; business planning; personnel; quality; health and safety management.

EVIDENCE REQUIREMENTS

Oral and/or written evidence which meets all the performance criteria and covers the full range.

OUTCOME

3. EXPLAIN THE SUPPORT AVAILABLE TO BUSINESSES TAKING ACTION ON ENVIRONMENTAL ISSUES

PERFORMANCE CRITERIA

- (a) The sources of information are described correctly.
- (b) The roles of organisations providing advice are described correctly.
- (c) The content of relevant training courses is described accurately.
- (d) The primary sources of financial assistance are identified correctly.

RANGE STATEMENT

The range for this outcome is fully expressed within the performance criteria.

EVIDENCE REQUIREMENTS

Written and/or oral evidence covering all the performance criteria.

MERIT A candidate who achieves all performance criteria for all outcomes will be awarded a pass. A pass with merit may be awarded to a candidate who consistently demonstrates superior performance by, for example, demonstrating a greater depth of knowledge.

ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should also be kept. These records will be required for external verification.

SPECIAL NEEDS

Proposals to modify outcomes, range statements or agreed assessment arrangements should be discussed in the first place with the external verifier.

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HIGHER NATIONAL UNIT SPECIFICATION**SUPPORT NOTES**

UNIT NUMBER: 6412145

UNIT TITLE: ENVIRONMENTAL ISSUES IN BUSINESS:
EXPLAINING THEIR IMPACT AND MANAGEMENT

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of the time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE To give an awareness of the major environmental factors affecting businesses, the actions that businesses can take and assistance available to support that action.

In order to achieve this, the unit should give the candidate:

- (1) a basic understanding of the various factors encouraging a business to introduce environmental management;
- (2) a basic understanding of the implications of major environmental legislation relevant to Small and Medium Enterprises (SME's);
- (3) an understanding of the way in which environmental considerations are relevant to, and can be integrated with, the other management functions of a business;
- (4) an understanding of the way in which environmental management techniques/tools can be used to manage the environmental issues which are relevant to a business;
- (5) an understanding of the way in which environmental "Strengths, Weaknesses, Opportunities and Threats", are identified;
- (6) an understanding of the way an SME can develop and introduce an appropriate environmental management policy, integrating with other company management policies;
- (7) a knowledge of the various sources of advice and information.

CONTENT/CONTEXT Corresponding to outcomes:

Outcome 3

Sources of advice and information:

Regulatory authorities: Her Majesty's Industrial Pollution Inspectorate; Scottish Environment Protection Agency; Local Authorities; Water Authorities.

Government Departments: Department of Environment/Department of Trade and Industry/Scottish Office/Energy Efficiency Office.

Centre of Environment and Business in Scotland/Institute of Environmental Management (0131 555 5334).

Scottish Enterprise National/Local Enterprise Companies/Enterprise Trusts/Scottish Business Shops/Chambers of Commerce.

Trade associations/environmental consultants.

ASSESSMENT PROCEDURES Centres may use the Instruments of Assessment which are considered by tutors/trainers to be most appropriate. Examples of Instruments of Assessment which could be used are essays, case studies, exams, portfolios or a combination of all four.

REFERENCES

1. Guide to unit writing.
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
3. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures.
4. For details of other SQA publications, please consult SQA's publications list.
5. "Developing successful business with the environment in mind - a guide for business advisers" provides useful supporting information. This is available from the Institute of Environmental Management 58/59 Timber Bush, Edinburgh EH6 6QH Tel 0131 555 5334.

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