



Higher National Unit specification: general information

Unit title: Environmental Issues in Business: Explaining their Impact on Management

Unit code: FA52 34

Superclass: AB

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Unit purpose

This Unit is designed to enable the candidate to evaluate the effectiveness of Environmental Management. Organisations have to manage the changes to their activities brought about by changes in the environment. This Unit therefore aims to develop the management skills to manage these changes, as well as increasing awareness of the impact of business activities upon the environment.

On completion of the Unit the candidate should be able to:

- ◆ explain relevant factors requiring organisations to introduce Environmental Management
- ◆ conduct an Environmental Review for an organisation
- ◆ evaluate the support available to enable organisations to meet environmental requirements

Recommended prior knowledge and skills

It is recommended that candidates undertaking this Unit should have good Communication, Information Technology, Interpersonal and Research skills. This could be demonstrated by relevant experience or achievement of relevant Units at SCQF level 6.

Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

General information (cont)

Core Skills

There are opportunities to develop the Core Skills of *Communication* at SCQF level 6, *Information and Communication Technology* at SCQF level 6 and *Working with Others* at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Context for delivery

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Assessment

A holistic approach may be taken to the assessment of all three Outcomes. This may be carried out with the use of a case study scenario of an organisation or it may be assessed by candidates conducting an investigation into an environment-based topic within their own work environment. In either case, it is recommended that the candidate will produce a report of 1,000–1,500 words and a supporting portfolio of evidence for assessment.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Explain relevant factors requiring organisations to introduce Environmental Management.

Knowledge and/or Skills

- ◆ Major Environmental issues
- ◆ Factors for establishing Environmental Management
- ◆ Purpose of Environmental Management
- ◆ Benefits of Environmental Management

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ research one major environmental issue impacting upon an organisation
- ◆ explain three factors that encourage the organisation to establish an Environmental Management System
- ◆ explain the purpose of an Environmental Management System
- ◆ explain two benefits to the organisation of an Environmental Management System

Assessment Guidelines

All Outcomes can be assessed by one integrated assessment. The assessment guidelines following Outcome 3 give further details.

Higher National Unit specification: statement of standards (cont)

Unit title: Environmental Issues in Business: Explaining their Impact on Management

Outcome 2

Conduct an Environmental Review for an organisation.

Knowledge and/or Skills

- ◆ Environmental Management Review
- ◆ Environment Management Systems
- ◆ Impact of Environmental Changes
- ◆ Management functions

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ conduct an Environmental Review of an organisation in the context of a major environmental issue
- ◆ based upon the Environmental review, critically analyse the Environmental Management System within the organisation
- ◆ analyse the impact of any environmental changes upon two management functions within the organisation

Assessment Guidelines

All Outcomes can be assessed by one integrated assessment. The assessment guidelines following Outcome 3 give further details.

Outcome 3

Evaluate the support available to enable organisations to meet environmental requirements.

Knowledge and/or Skills

- ◆ Sources of environmental information and advice
- ◆ Roles of organisations offering support for managing Environmental Issues
- ◆ Training Needs Analysis

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ identify two sources of environmental information and advice
- ◆ evaluate the roles of two organisations offering support and advice for managing Environmental Issues
- ◆ analyse the training needs of a staff member to enable them to meet Environmental requirements

Higher National Unit specification: statement of standards (cont)

Unit title: Environmental Issues in Business: Explaining their Impact on Management

Assessment Guidelines

All Outcomes can be assessed by one integrated instrument of assessment. A holistic approach can be taken to the assessment of all three Outcomes. A single instrument of assessment based on a case study scenario of an organisation can be used but, ideally, the candidate may be assessed by a critical analysis of the management of a current environmental issue.

Candidates could select one or more major Environmental Issue(s), eg waste management, recycling, emission control, etc. The candidates could then explain three factors that require the organisation to manage the issue; explain the purpose of Environmental Management within the context of the selected issue; and explain two benefits to the organisation of an Environmental Management System.

Within the context of the selected environmental issue, candidates should: review the organisation's current method for managing environmental issues; critically analyse this system; and, where appropriate, suggest improvements and analyse the impact of any changes upon two management functions.

Candidates should identify appropriate sources of information and advice and explain the roles of two organisations who support other organisations to meet their obligations to environmental management. In addition, candidates should be able to show how that support can benefit the organisation. In particular, candidates should also analyse the training needs of staff to enable the organisation to meet its environmental obligations.

It is recommended that candidates should provide a report of around 1,000–1,500 words and a portfolio of evidence based on the management of an environmental issue within an organisation or case study provided by the centre.

Higher National Unit specification: support notes

Unit title: Environmental Issues in Business: Explaining their Impact on Management

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is designed to enable the candidate to evaluate the effectiveness of Environmental Management.

In Outcome 1, candidates will need to know about:

- ◆ current major environmental issues, eg effects of climate change, renewable sources of energy, energy efficiency, recycling, waste management, nature conservation, pollution of land, air and sea, social and ethical values.
- ◆ factors encouraging Environmental Management Systems, eg UK/EU legislation, Scottish Environmental Protection Agency, global issues, environmental responsibilities, environmental liabilities, consequences of inaction, product disposal, waste disposal, customer needs, societal needs etc.
- ◆ purpose of Environment Management.
- ◆ benefits of environment, eg efficient use of finite resources; healthier work environment; protection against litigation, customer confidence, opportunities for business — expansion, marketing, customer relations, etc.

In Outcome 2, candidates will need to know about:

- ◆ Environmental review, eg PEST, SWOT and stakeholder analyses
- ◆ Environmental policies
- ◆ Environment Management Systems, eg BSENISO 14001
- ◆ Management functions, eg production, marketing, finance, human resource, quality, purchasing, health and safety, etc.

In Outcome 3, candidates will need to know about:

- ◆ sources of advice and information, eg Government Departments such as Department of Environment for Food and Rural affairs, Department of Energy and Climate Change: Local Authorities, River Purification Authorities: Agencies such as Scottish Environment Protection Agency, European Union Environment Agency, Nature Conservancy Councils, Countryside Commission, Chambers of Commerce, trade associations, environmental consultants.
- ◆ the roles of Government departments, Local Authorities and at least one environmental agency.
- ◆ training needs analysis of staff with regard to meeting the organisation's environmental obligations, eg education/training courses, work shadowing, work placement.

Higher National Unit specification: support notes (cont)

Unit title: Environmental Issues in Business: Explaining their Impact on Management

Guidance on the delivery and assessment of this Unit

It is recommended that centres facilitate hands on experience for the candidates as far as possible, eg where candidates are employed, they should be encouraged to make contact with managers in their own work environment to research both the environment management system in that organisation and/or major environment topics appropriate to each of the Outcomes.

Teaching should be supported with relevant textbooks, internet sites, case studies and talks by environmental managers of local organisations. It is anticipated that this Unit may be delivered to candidates with a variety of industrial backgrounds and, wherever possible, teaching should be slanted towards individual needs.

In Outcome 1, candidates should be encouraged to identify a major environmental issue that has a significant impact upon an organisation and to make contact with managers of the organisation to find out how the organisation manages the situation. In Outcome 2, candidates should be encouraged to review and critically analyse the environmental system within the organisation. In Outcome 3, the candidate should be encouraged to research a range of organisations offering support to help businesses meet their environmental responsibilities. The candidate should select a staff member and analyse their training needs with regard to meeting environmental obligations. This will improve the candidate's research and networking skills.

If it is not possible for candidates to access necessary information within their own workplace, then the centre should provide case study material.

Opportunities for developing Core Skills

There are opportunities in this Unit to develop Core Skills as follows:

- ◆ *Communication* at SCQF level 6
- ◆ *Information and Communication Technology* at SCQF level 6
- ◆ *Working with Others* at SCQF level 6

Although skills in *Communication*, *Information Technology* and *Working with Others* are not formally assessed, they underpin the competencies developed in the Unit.

Candidates will be required contact managers and colleagues in their organisations to identify environmental issues, find out information about management systems for dealing with these issues. Candidates will have to communicate effectively both orally and in writing with these people and they will need to work effectively with these people to achieve the Outcomes in the Unit.

Candidates will also need to access internet sites to find out about environmental issues and sources of support. They may also need to access the organisation's internal electronic systems, eg intranet, databases, etc.

Higher National Unit specification: support notes (cont)

Unit title: Environmental Issues in Business: Explaining their Impact on Management

Open learning

This Unit could be delivered by open or distance learning methods. Additional planning and resources may be required for candidate support, assessment and quality assurance.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

History of changes to Unit

Version	Description of change	Date

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General information for candidates

Unit title: Environmental Issues in Business: Explaining their Impact on Management

The Unit is designed to develop those managerial skills that will enable you to investigate environmental issues, critically appraise systems for managing such issues and find sources of support and advice that help organisations meet their environmental obligations. Upon completion of this Unit, you will be able to explain relevant factors requiring organisations to introduce Environmental Management, conduct an Environmental Review for an organisation and evaluate the support available to organisations to meet environmental requirements.

This Unit is a 1 credit Unit at SCQF level 7. You will greatly benefit if you can secure the co-operation of an employer with regards to access to information regarding their environmental management system. However, if this is not possible, your tutor will provide you with appropriate case study materials.

This Unit has three Outcomes.

In **Outcome 1**, you will research a major environmental issue impacting upon an organisation. You will examine reasons why organisations should establish an environmental management system and identify the benefits that an environmental management system has to an organisation.

In **Outcome 2**, you will conduct a review of the environmental management system of an organisation in the context of a major environmental issue. You will critically analyse this system and analyse the impact on management functions.

In **Outcome 3**, you will research sources of environmental information and advice. You will evaluate the roles of at least two organisations offering such advice and support. Finally, you will analyse the training needs of staff to ensure that the organisation can meet its environmental obligations.

The content of the Unit will be made relevant through the use of appropriate examples and case study materials.

For successful completion of this Unit, you will be required to achieve a satisfactory level of performance on the assessment work. This is likely to be along the lines of a report (recommended word count 1,000–1,500 words) and a supporting portfolio of evidence based on the management of an environmental issue within your own work environment or a case study provided by your tutor.