November 2014

Guide to the NEBOSH Environmental Awareness at Work Qualification

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Guide to the NEBOSH Award in Environmental Awareness at Work (November 2014 specification)

Contents

1. Introduction

The NEBOSH Award in Environmental Awareness at Work focuses on topics which provide learners with an overall awareness of environmental issues including an overview of an environmental management system (EMS) and what certification of an EMS can mean to an organisation.

It is suitable for anyone who needs to gain an understanding of environmental awareness at work as part of their job or as awareness training for those learners whose organisations are introducing an EMS such as ISO 14001:2015.

1.1 Benefits for employers

This qualification will benefit organisations who are seeking to implement an EMS. It will provide their workforce with an awareness of the organisation's impacts on the environment as well as the individual's role in the maintenance of a successful EMS.

This course can be delivered within an organisation, eg, in-house training, or employees can attend accredited training courses run throughout the world by our network of Learning Partners. NEBOSH Learning Partners offer a variety of flexible course formats, so training can be arranged according to business needs.

1.2 Qualification level and UK accreditation

The NEBOSH *Award in Environmental Awareness at Work* is accredited and credit rated by the Scottish Qualifications Authority (SQA - www.sqa.org.uk) for delivery across the UK. It is rated within the Scottish Credit and Qualifications Framework (SCQF - www.scqf.org.uk) at SCQF Level 5 with 1 SCQF credit points.

For users in England, Wales and Northern Ireland, this qualification is intended to be *broadly comparable* to a Vocationally-Related Qualification (VRQ) at Level 2 in the Regulated Qualifications Framework (RQF), comparable to GCSE standard.

For further information regarding UK qualification levels, please refer to the *"Qualifications can cross boundaries"* comparison chart issued by the UK regulators, available from the SQA website (www.sqa.org.uk).

1.3 Key topics covered

- The meanings of basic environmental terms
- Importance and benefits of sustainable development
- Certification of an EMS
- Air, water and land pollution
- Dealing with emergencies.

1.4 Course tuition and private study time requirements

Unit EAW1: 6 hours tuition
3 hours pre-course study
1 hour assessment preparation/assessment time
Total: 10 hours

A programme of study therefore needs to be based around a minimum of **3 hours pre-course study, 6 taught hours** and approximately **1 hour of assessment preparation and assessment time** for an overall total of **10 hours.**

It is anticipated that the course can be taught in one day with the multiple-choice assessment taken at the end of the day.

1.5 Entry requirements

There are no specific barriers, in terms of academic qualifications, skills or experience to entry to the NEBOSH Award in Environmental Awareness at Work programme.

1.6 Minimum standard of English required for learners

The standard of English required by learners studying for the NEBOSH Award in Environmental Awareness at Work must be such that they can both understand and articulate the concepts contained in the syllabus. It is important to stress that the onus is on Learning Partners to determine their learners' standards of proficiency in English.

NEBOSH recommends to Learning Partners that learners undertaking this qualification should reach a minimum standard of English *equivalent* to an International English Language Testing System score of **5.0** or higher in IELTS tests in order to be accepted onto an Award in Environmental Awareness at Work programme.

For further information please see the latest version of the IELTS Handbook or consult the IELTS website: http://www.ielts.org/institutions/test_format_and_results.aspx

Learners wishing to assess their own language expertise may consult the IELTS website for information on taking the test: http://www.ielts.org/institutions/faqs.aspx

1.7 Languages

The Unit EAW1 examination can be taken in other languages; please refer to your Learning Partner for further details.

Examinations in languages other than English ***cannot*** be taken in the UK.

1.8 Legislation

The syllabus contains no references to either UK legislation or international conventions/recommendations.

1.9 National Occupational Standards (NOS) and best practice

The syllabus is mapped to the relevant UK National Occupational Standard (NOS):

- Unit EAW1 maps to the National Occupational Standards (NOS) for Environmental Awareness and Management developed by Lantra.

The mapping of the syllabus units to each NOS can be found on page 9.

1.10 Qualification type

NEBOSH qualifications are categorised as 'Other' qualifications by SQA Accreditation in Scotland. These are categorised as Vocationally-Related Qualifications (VRQs) in England, Wales and Northern Ireland.

VRQs provide the knowledge and practical skills required for particular job roles through a structured study-based training programme, that combine the testing of knowledge and understanding in written examinations with practical application of learning in the workplace.

VRQs are a popular type of qualification because they are nationally recognised, flexible and offer routes for progression to employment or further study.

1.11 Qualification progression

The Award in Environmental Awareness at Work provides both a valuable introduction to the subject and a foundation for further study.

Learners looking to build their environmental management expertise may consider studying:

- NEBOSH Certificate in Environmental Management

Learners wishing to further develop their environmental management expertise may consider studying:

- NEBOSH National Diploma in Environmental Management
- NEBOSH International Diploma in Environmental Management

The NEBOSH diplomas in Environmental Management are designed for individuals with responsibilities for the management of environmental risk in relation to the damage caused by work activities. They will be invaluable for managers taking on environmental responsibilities and those aiming to develop and implement effective EMS within their organisations.

The diplomas are designed to provide the specialist knowledge and understanding combined with the application of the expertise that underpins competent performance within environmental management. They also provide a sound basis for progression to further study to MSc level.

Further information regarding our qualification portfolio can be found on our website: www.nebosh.org.uk/qualifications

1.12 Programmes offered by NEBOSH Learning Partners

Learning Partners can be located using the 'Where to study' section on our website: www.nebosh.org.uk

NB: Learners are advised to check up-to-date information on course dates with Learning Partners directly.

1.13 Examination dates

Learning Partners may request 'on-demand' examinations on a date of their choosing for this qualification.

1.14 Specification date

The November 2014 specification for this qualification replaces the previous May 2013 pilot specification for all examinations from (and including) 1 April 2015.

1.15 Syllabus development and review

The syllabus has been developed by NEBOSH following extensive consultation with key stakeholders, notably Learning Partners, professional bodies, employers, standards setting organisations, enforcement bodies and subject experts. NEBOSH would like to take this opportunity to thank all those who participated in the development, piloting and implementation of this qualification.

1.16 Further information for learners

Further information for learners including a syllabus summary and qualification overview leaflet can be found via the NEBOSH website (www.nebosh.org.uk). A sample question paper can be found at the back of the Guide in Section 5.

1.17 Further information for Learning Partners

Further information for Learning Partners including policies and procedures can be found in the Learning Partners' section of the NEBOSH website.

2. Qualification structure

2.1 Unit assessment

The Award in Environmental Awareness at Work is a one unit qualification.

Unit EAW1: Environmental awareness

- Unit EAW1 is a taught unit, assessed by a thirty-minute multiple choice examination
- Each examination consists of twenty mandatory questions (1 mark each) with one correct and three incorrect responses available per question
- Each examination paper covers the whole unit syllabus with at least one question per unit element and all questions are compulsory
- Answer sheets are scanned and marked electronically
- A sample question paper can be found in Section 5.

For more information on the assessment feedback provided for this qualification, please visit the NEBOSH website: https://www.nebosh.org.uk/faqs/how-can-i-gain-feedback-on-my-performance-to-assist-with-future/

2.2 Unit exemptions

There are no exemptions available for this qualification.

2.3 Achieving the qualification

There is no time restriction (other than those given in section 1.13) on passing the Award in Environmental Awareness at Work as this is a one unit only qualification.

2.4 Unit pass standard

The pass standard for the unit/qualification is 60%.

2.5 Qualification grade

Once learners have achieved a Pass in Unit EAW1, they are deemed to have passed the overall qualification. The only grade available for successfully completing this qualification is 'Pass'.

2.6 Qualification parchment

Once a learner has achieved a Pass they are normally considered to have completed the qualification and an overall qualification parchment will be issued within 20 working days of the confirmed date of the passed unit.

However, once the result has been issued the learner has **20 working days** from the confirmation date of the unit to submit an Enquiry About Result (EAR) request (see Section 3.3).

2.7 Re-sitting the unit

A learner can re-sit if a 'Refer' result is received. There is no limit on the number of times a learner can re-sit a unit. Learners must register and pay the current fee/s by the registration closing date for the relevant examination sitting.

Learners who register for the Award in Environmental Awareness at Work whilst awaiting a result from a previous sitting of an assessment for the same qualification may not seek a refund of the registration fee if they retrospectively claim exemption from the qualification, subsequent to the issue of the awaited result.

3. Policies

3.1 Requests for access arrangements/reasonable adjustments

Access arrangements and reasonable adjustments are modifications which are approved in advance of an examination to allow attainment to be demonstrated by learners with either a permanent or long-term disability or learning difficulty, or temporary disability, illness or indisposition.

Requests for access arrangements/reasonable adjustments must be made to NEBOSH by Learning Partners at least one month before the assessment.

For further details see the NEBOSH *"Policy and procedures for access arrangements, reasonable adjustments and special consideration"* available from the NEBOSH website (www.nebosh.org.uk).

3.2 Requests for special consideration

Special consideration is a procedure that may result in an adjustment to the marks of learners who have not been able to demonstrate attainment because of temporary illness, injury, indisposition or an unforeseen incident at the time of the assessment.

Learners who feel disadvantaged due to illness, distraction or any other reason during the assessment must report this to the invigilator (or the Learning Partner in the case of a practical examination) before leaving the examination room and request that their written statement, together with the invigilator's comments on the statement, be sent by the Learning Partner to NEBOSH.

Requests for special consideration must be made to NEBOSH by the Learning Partner as soon as possible and no more than seven working days after the assessment.

For further details see the NEBOSH *"Policy and procedures for access arrangements, reasonable adjustments and special consideration"* available from the NEBOSH website (www.nebosh.org.uk).

3.3 Enquiries about results and appeals

NEBOSH applies detailed and thorough procedures to moderate and check assessment results before they are issued. It thereby ensures that the declared results are a fair and equitable reflection of the standard of performance by learners.

There are, however, procedures for learners or Learning Partners to enquire about results that do not meet their reasonable expectations. An 'enquiry about result' (EAR) must be made in writing within one month of the date of issue of the result to which it relates.

For details see the NEBOSH *"Enquiries About Results (EARs) and appeals policy and procedures"* document available from the NEBOSH website (www.nebosh.org.uk).

3.4 Malpractice

Malpractice is defined as any deliberate activity, neglect, default or other practice by learners and/or Learning Partners that compromise the integrity of the assessment process, and/or the validity of certificates. Malpractice may include a range of issues from collusion or use of unauthorised material by learners, to the failure to maintain appropriate records or systems by Learning Partners, to the deliberate falsification of records in order to claim certificates. Failure by a Learning Partner to deal with identified issues may in itself constitute malpractice.

For further details see the NEBOSH *"Malpractice policy and procedures"* document available from the NEBOSH website (www.nebosh.org.uk).

4. Syllabus - NEBOSH Award in Environmental Awareness at Work (November 2014 specification)

Structure

The qualification is a one unit qualification with Unit EAW1 being divided into two elements.

The matrix below indicates how the syllabus elements map to the relevant UK National Occupational Standards (See also section 1.9):

- Unit EAW1 maps to the National Occupational Standards (NOS) for 'Environmental Awareness and Management' developed by Lantra.

Unit EAW1: Environmental Awareness

Element Number	Element Title	Recom-mended hours	Relevant Lantra units and elements	Page
1	Foundations of environmental awareness	1	LANEM15	10
2	Pollution, impact assessments and emergencies	5	O29NEM3, LANEM15	12
	Minimum unit tuition time	**6**		
	Recommended pre-course reading time*	**3**		
	Assessment preparation / assessment time	**1**		

* Pre-course reading could, for example, include:

- Review of the environmental policy issued by the learner's organisation (sections, content etc)
- Review of other material produced on environmental issues by the learner's employer
- Research on current relevant environmental issues relevant to the sector/industry in which the learner is employed.

4.1 Unit EAW1: Environmental awareness

Element 1: Foundations of environmental awareness

Learning outcomes

On completion of this element, learners should be able to demonstrate understanding of the content through the application of knowledge to given situations. In particular they should be able to:

1.1 Identify the meaning of: the environment; weather; climate; habitats; ecosystems; biodiversity; pollution; sustainability

1.2 Identify the importance and benefits of sustainable development

1.3 Identify an environmental management system's main components and the certification process.

Content

1.1 The meaning of environment, weather, climate, habitats, ecosystems, biodiversity, pollution and sustainability

- Meaning of environment: as the surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation. 'Surroundings' can extend from within an organisation to the global system
- Meaning of weather: the state of the atmosphere at a given time and place, with respect to variables such as temperature, moisture, wind velocity, and barometric pressure
- Meaning of climate: the weather averaged over a long period (usually 30 years); meteorological conditions such as temperature, rain, wind and atmospheric pressure that characteristically occur in a particular region
- Meaning of habitats: natural environment of a plant, animal or human which sustains life and allows growth
- Meaning of eco-systems: a community of plants, animals and organisms which interact with the physical environment
- Meaning of bio-diversity: the range and number of organisms living within an eco-system/area
- Meaning of pollution: the presence of substances or objects in the environment which may cause adverse effects on the natural environment or on life
  - global vs. local pollution
  - types of pollution (in relation to medium - air, water and land) (also see Element 2)
- Meaning of sustainability such as "*the right to development must be fulfilled so as to equitably meet developmental and environmental needs of present and future generations*" (with reference to Principle 3 of the Rio Declaration on Environment and Development from the Rio Earth summit) http://www.un.org/documents/ga/conf151/aconf15126-1annex1.htm

1.2 The importance and benefits of sustainable development

- Importance and benefits of sustainable development as a means of ensuring:
  - effective protection/enhancement of the environment
  - sensible use of natural resources
  - maintenance of stable levels of growth
  - social progress (including fair and ethical trade)
  - competitive edge for the business
  - sustainable purchasing provides energy efficient equipment giving value for money, lower whole life costs.

1.3 Environmental management systems (EMS)

- An EMS consists of: policy, organisational structure, planning, responsibilities, practices, processes/procedures, resources
- Certification of an EMS (ISO 14001:2015)
  - obtaining
  - maintaining
  - the individual's role in maintaining a successful EMS.

Recommended tuition time not less than 1 hour

Element 2: Pollution, impact assessments and emergencies

Learning outcomes

On completion of this element, learners should be able to demonstrate understanding of the content through the application of knowledge to familiar situations. In particular they should be able to:

2.1 Outline the principles and practice of impact assessments

2.2 Identify the main sources, types, controls and impacts of air pollution

2.3 Identify the main sources, controls and impacts of water pollution

2.4 Identify the main sources, controls and impacts of environmental noise

2.5 Identify waste types

2.6 Identify the waste hierarchy and ways to effectively manage waste

2.7 Outline the measures that need to be in place when dealing with emergencies.

Content

2.1 Principles and practice of impact assessments

- Definition of aspects, impacts (reference to ISO 14001:2015)
- Source, pathway, receptor
- Identifying receptors at risk; flora, fauna, water course, local population
- Identification of aspects
- Identification of impacts
- Identification of inputs and outputs of a process
- Cradle-to-grave concept (life cycle analysis, ie, past, present and future impacts).

2.2 The main sources, types, control and impacts of air pollution

- Sources and types of air pollution:
  - burning fossil fuels to generate energy; transport; industrial processes such as cement plants, metal smelting
  - gaseous, vapour, odours, mist, fume, smoke, dust, grit, fugitive emissions and fibres
- Control hierarchy: eliminate, minimise, render harmless, with examples
- Effects of air pollution: smog; local habitat/ecosystem harm; human health effects; acid rain; global warming; ozone depletion; climate change.

2.3 The main sources, controls and impacts of water pollution

- Sources of water pollution
  - Domestic waste waters
  - agriculture: water run-off from land containing fertilizers (phosphate and/or nitrogen) and/or pesticides
  - industry: untreated discharges into surface waters; surface water drainage and risks of contamination from spills; process water, sewage and cooling water; leakage from disused process facilities, tanks; spillage onto unmade ground allowing build up and seepage through the earth to ground waters
- Control hierarchy: eliminate, minimise, render harmless
- Effects of water pollution: contamination of surface and/or ground water; damage to local aquatic systems; build-up of pollutants/toxins; sedimentation; pollutants discharged into oceans.

2.4 The main sources, controls and impacts of environmental noise

- Main sources: industrial processes/machinery; transport; construction; mining/quarrying; public address system; music; entertainment venues
- Controls:
  - engineering controls: isolation, absorption, insulation, damping, silencing, maintenance regimes
  - management controls: hours of working (including delivery times); restrict use of radios and public address systems; controlling vehicle routes
- Impacts: nuisance, stress, loss of sleep, disruption of wildlife.

2.5 Types of waste

- Hazardous
- Non-hazardous
- Other legally controlled categories.

2.6 Waste management

- The waste hierarchy:
  - prevent
  - reduce
  - re-use
  - recover (re-cycle followed by other methods of recovery, eg, energy recovery)
  - disposal
- Managing waste
  - barriers to reuse and recycling and how they can be overcome
  - responsible waste management
  - segregation, identification and labelling
  - packaging waste
  - electrical and electronic waste
  - legal documentation.

2.7 Dealing with environmental emergencies

- Typical environmental incidents: loss of containment; spillages (loading/unloading from tankers and storage tanks); fire
- Environmental hazards associated with loss of containment, spillages, fire
- Materials and equipment to deal with pollution incidents (loss of containment, spillages, fires)
- Emergency response plan
- Training and practices (recognising risk situations and action to take)
- Liaison with regulatory bodies and emergency services
- Handling the media (who is the person in the organisation who should be doing this).

Recommended tuition time not less than 5 hours

5a. Sample question paper

EXAMINATION QUESTION PAPER

EAW1 Environmental Awareness

For: NEBOSH Award in Environmental Awareness at Work

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ACP:

VENUE:

DATE AND TIME

STUDENT NUMBER:

Before starting the examination you should check that your student number on both this question paper and the examination answer sheet are correct. If they are not correct then please inform the invigilator.

- This question paper consists of 20 questions
- Attempt all questions
- Answer the questions on the answer sheet provided
- There is only one correct answer per question, mark only one box as shown below

- DO NOT mark your answers with a tick or a cross
- Erase any mistakes thoroughly
- Write only in the boxes provided. Do not put any other marks on the answer sheet.

DO NOT TURN THE PAGE UNTIL TOLD TO DO SO

This question paper must **NOT** be copied

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Q 1 Weather is

A global warming.

B climate change.

C current meteorological conditions.

D atmospheric smog.

Q 2 A good example of an ecosystem is

A a farm.

B a factory site.

C a tropical rainforest.

D a rural village.

Q 3 Which is not an example of sustainable development?

A Preventing pollution

B Using natural resources sensibly

C Environmental legislation

D Promoting ethical trade

Q 4 The objectives in the policy of an Environmental Management System are set in order to

A indicate the long term aims of the company.

B indicate the short term aims of the company.

C indicate the commitment of the management.

D indicate the allocation of resources.

Q 5 An impact (as defined in BS EN ISO 14001:2015) for a large office building could include

A energy used for heating and lighting.

B water consumption in the toilets and canteen.

C the visual appearance to the neighbours.

D All of these.

Q 6 Which are examples of environmental aspects?

A Global warming, ozone depletion and acid rain

B Emissions released to atmosphere, global warming and noise nuisance

C Emissions released to atmosphere, discharges to drain and generation of noise

D Climate change, skin cancer and noise nuisance.

Q 7 The 'cradle to grave' concept as applied to life cycle analysis of a manufactured product considers impacts from

A the manufacturing process.

B the use by the customer.

C the past, present and future impacts.

D the final disposal of the product.

Q 8 A bag filter is used for control of which type of air pollutant?

A Dusts

B Vapours

C Gases

D Odours

Q 9 Ozone depletion is a concern because it may cause

A increased occurrence of skin cancer.

B increased acidity in rainfall.

C rises in sea level.

D increased levels of respiratory diseases.

Q 10 Which substances are serious potential causes of water pollution from agricultural fertilisers?

A Nitrogen and phosphorous

B Nitrogen and carbon

C Carbon and fluorine

D Fluorine and chlorine

Q 11 Which statement about ground water is not true?

A It is an important source of drinking water

B Pollution of ground water is likely to be long lasting

C Ground water pollution can be very costly to clean up

D Ground water does not move

Q 12 Examples of engineering controls for noise include

A controlling vehicle routes and silencing.

B silencing and damping.

C damping and restricting use of public address systems.

D planning of work hours and control of vehicle routes.

Q 13 Which is not a normal impact of environmental noise?

A Damage to hearing

B Loss of sleep

C Causation of stress

D Nuisance to neighbours

Q 14 Which is most likely to be classified as hazardous waste?

A Paper and other combustible materials

B Liquids

C Used tyres

D Highly flammable liquids

Q 15 Waste management requires that the waste is segregated. Segregation means that

A the waste is reused at the site of production.

B the waste is sorted into various types and stored separately.

C the waste is sent to a recycling facility.

D the waste is mixed with inert matter.

Q 16 The principle of recycling applies to

A electrical waste.

B packaging waste.

C hazardous waste.

D all waste.

Q 17 The least acceptable method of waste disposal from an environmental point of view is

A landfill.

B recycling.

C energy recovery.

D reuse.

Q 18 Large volumes of oil must be stored

A in a container inside a bund.

B co-located with any other hazardous substances on site.

C within a secured building.

D adjacent to an oil interceptor on the drainage system.

Q 19 It is important for a nominated person to control liaison with the media in the event of an emergency situation

A because other staff may be nervous when talking to the press.

B to ensure that information that is released is concise, relevant and accurate.

C to ensure that only positive messages about the organisation are released.

D to ensure that no commercially sensitive information is released.

Q 20 The provision of a swift and effective response to an emergency such as a spillage of chemicals is best ensured by

A the provision of an emergency plan.

B the provision of an emergency control centre.

C the provision of a programme of training and practices.

D the provision of a list of emergency service contacts.

5b. Sample answer sheet

EXAMINATION ANSWER SHEET

EAW1 Environmental Awareness

NEBOSH Award in Environmental Awareness at Work

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ACP:

VENUE:

DATE AND TIME

STUDENT NUMBER:

- Use the HB pencil provided

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

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Invigilator's Use Only - Absentee Box

- Please fill in box completely if the candidate is absent from this examination. DO NOT mark box with a tick or a cross ☐

Declaration

I have read and understood the examination regulations as currently set by NEBOSH. I agree to be bound by those regulations.

Signature

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