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Hi there and welcome to the latest edition of the RRC e-newsletter. The weather's been pretty miserable in the UK but, nevertheless, this is the Summer edition. Regular readers will know that we publish our e-newsletter quarterly – every February, May, August and November.

If you're a student then it's vital that you read the **Student Focus** section for some really important updates to our courses, including any new legislation that you need to know about.

As well as course updates, we've also got lots of other news to bring you. As always we've been busy developing some brand new courses, but we also wanted to take this opportunity to celebrate some of the **amazing success** our students have been having. We'll be looking at our recent exam results, as well as reporting from the 2011 NEBOSH Graduation ceremony.

In addition, there's news of a brand new **FREE** Technical Update publication we've produced on psychosocial risks in the workplace. Psychosocial risks like stress, violence or harassment are often not easy to see or quick to fix, so a systematic, realistic and gradual improvement approach is really beneficial - which is exactly what our Technical Update will help you to achieve.

It's always great to hear from our students so if you've got any feedback about our e-newsletter then please let us know – just email [rrchsb@rrc.co.uk](mailto:rrchsb@rrc.co.uk).

Best regards

David Towlson

Lead Tutor and Director of Training and Quality

[www.rrc.co.uk/blogs](http://www.rrc.co.uk/blogs)





# Contents

<b>RRC News</b>	<b>2</b>
Celebrating Success at RRC	2
NEBOSH Graduation Ceremony	3
Safety and Health Expo 2011	3
FREE Technical Update	4
New Courses at RRC	4
RRC Staff Make Their YouTube Debut!	5
<b>Important Exam Information</b>	<b>6</b>
NEBOSH Certificate Exam Dates	6
NEBOSH National Diploma Exam Dates	6
NEBOSH International Diploma Exam Dates	6
NEBOSH Diploma in Environmental Management Exam Dates	6
RRC Middle East	6
<b>Student Focus</b>	<b>7</b>
Students on Environmental Courses	7
NEBOSH National Diploma in Occupational Health and Safety	7
NEBOSH International Diploma in Occupational Health and Safety	8
NEBOSH National Diploma in Environmental Management	9
NEBOSH National General Certificate in Occupational Health and Safety	9
NEBOSH International General Certificate in Occupational Health and Safety	10
NEBOSH National Certificate in Construction Health and Safety	10
NEBOSH International Certificate in Construction Health and Safety	10
NEBOSH Certificate in Fire Safety and Risk Management	11
NEBOSH National Certificate in Environmental Management	11
IEMA Introduction to Environmental Management Systems	11
IEMA Foundation Certificate in Environmental Management	11
IEMA Associate Certificate in Environmental Management	12

## RRC News

### Celebrating Success at RRC

We really do care about our students at RRC. We listen to feedback, monitor exam results closely, and have a genuine commitment to continually improving the service we provide.

Our courses have always been highly respected for their technical accuracy but last year we embarked on a project to make them even more effective.

After a massive investment and lots of hard work, our pilot course was the NEBOSH International General Certificate. Brand new full-colour printed textbooks were introduced for distance learning students and an e-learning option was produced that was jam-packed with interactive activities and tutor video clips.

We waited with baited breath to see the results of our new courses, and were delighted to find that an incredible 85% of our IGC students received a pass or above at the first IGC1 exam sitting (compared to an overall NEBOSH average from all training providers of just 67%). At the next two sittings the success continued with IGC2 pass rates of 80% and 81% (compared to NEBOSH averages of 62% and 63% respectively).

As well as working on our materials, we also continued to steadily expand our tutor team in order to provide the expertise needed by our students. As a result, our face-to-face courses also saw tremendous success, with 100% achieving a pass or above for IGC1, IGC2 and IGC3 in December 2010 **and** March 2011.

Next, we took a really close look at our practical assessment guidance, following feedback that distance and e-learning students were really struggling. Once again, the first IGC3 sitting saw dramatic improvements, with our pass rate rising from 33% to 71%; an incredible result considering the fact that many of our students do not attend any face-to-face classes.

After much hard work, every single one of our NEBOSH courses has now been completely redeveloped in a similar way to the IGC. Feedback has been exceptionally positive; many of you have contacted us to say that you are delighted with the service RRC is providing. What's more, you are also telling friends and colleagues that RRC is the only training provider worth considering.

We want to say a big thank you to all those who have been in touch to give us your feedback on the new courses (we've included some of your comments below), and a huge well done to all of our students who have recently passed exams.

### Thank You For Your Feedback...



Madeleine is a Health and Safety Advisor. She enrolled on the National Diploma e-learning course with RRC in January 2011.

*"E learning on your own can be difficult but the course notes and e-learning support in the tutor modules is really supportive. I felt the notes were set out so well so as to be closely allied to the syllabus and covered everything...The Exam Success booklet was invaluable...I have only completed Unit A so far and perhaps ought to wait for my exam results before I say too much but I feel that RRC couldn't have done anymore for me to help me pass!!!"*



Kayode is an HSE Co-ordinator. He started the International Diploma distance learning course in September 2010. Kayode summed up his experience of studying with RRC in three ways:

*"1. Very explicit course materials 2. Highly experienced tutors 3. Prompt response from admin and support staff. Thanks for the good work RRC is doing."*



Fiona is a Health, Safety and Wellbeing Manager. She enrolled on the National Diploma e-learning course in March 2011 and has been really impressed with our course resources.

*"Love the resources and how they are laid out, key features, topic focus, makes the info jump out"*

If you want to know more about our new courses, why not have a look at our YouTube videos. [Click here](#) if you're interested in our course material and [click here](#) if you want to watch our e-learning demo.

We always like hearing from our students and we take your feedback seriously. To get in touch please email [customer.services@rrc.co.uk](mailto:customer.services@rrc.co.uk) or join our group on Facebook.



## RRC News

### NEBOSH Graduation Ceremony

Earlier this month NEBOSH held their prestigious Graduation ceremony at Warwick University. This year saw another 68 successful Diploma students added to the RRC graduate alumni, including 12 students who passed with credit.

Our NEBOSH Diploma students are the successful health and safety practitioners of tomorrow and we were really proud not only to attend the awards ceremony, but also to sponsor the event too. We look forward to congratulating many more of you in the future.

For more information on our NEBOSH Diploma courses please visit our website [www.rrc.co.uk](http://www.rrc.co.uk).



### Safety and Health Expo 2011

In the last edition of our e-newsletter we included a short reminder about the forthcoming Safety and Health Expo 2011 at the NEC in Birmingham. This time, it's our opportunity to say thank you to everyone who came and met us on the stand.

The event was a real success and it was great to meet so many of you. We were tempted to use the following photos in a caption competition but maybe that's not a good idea...



For those who couldn't attend, we hope to see you next year.

## RRC News

### FREE Technical Update

#### Guidance on the Management of Psychosocial Risks in the Workplace

Psychosocial risks like stress, bullying and harassment are sometimes overlooked, but recent statistics by the UK Health and Safety Executive show that work-related stress, in particular, is widespread across the UK working population. Failure to address these workplace risks effectively can have a really detrimental effect on the health and wellbeing of employees, which can in turn drastically affect performance.



If you need more convincing, some of the HSE case studies on stress are definitely worth a read, just [click here](#).

To successfully deal with these psychosocial risks, newly available guidance recommends applying specific policies and the general risk management framework.

The development of the Publicly Available Specification 1010: 2011 (Guidance on the Management of Psychosocial Risks in the Workplace) was facilitated by the British Standards Institution (BSI) and sponsored by the University of Nottingham and the Institute of Work Health and Organisations (I-WHO). It is the first best practice standard for psychosocial risks.

Our FREE Technical Update provides you with a succinct and accessible guide to PAS 1010: 2011 so you can quickly and easily establish how the guidance might be useful to you and your organisation. You can access it (and all of our other FREE Technical Updates) from our website, just [click here](#).

### New Courses at RRC

#### Fire Safety

Fire safety is important in any workplace – the **Regulatory Reform (Fire Safety) Order 2005** applies to all workplaces, regardless of the number of employees. It requires all employers to provide adequate training in fire awareness for all members of staff. We know this can be difficult to achieve effectively – but our RRC Online Fire Safety Training course provides a really cost effective way of creating an awareness of the risks of fire; the best ways to reduce and prevent fire; and what to do in the event of a fire. The course is comprised of engaging video content and includes assessment and certification – for a demonstration, [click here](#).

Accredited by the Institute of Fire Engineers, the online Fire Safety Training course is available for just £25.00 + VAT, with discounts available for bulk licence purchases – just contact Gosia on +44 (0)20 8944 3112.

RRC also offer a classroom taught Fire Warden course, designed to ensure that your appointed fire wardens/ marshals really know what to do in the event of a fire. The half-day course is delivered at our Wimbledon training centre or, if you have a group to train, we can tailor our course to meet your specific requirements and deliver it on your company premises.



Using state of the art, environmentally friendly fire training simulators, your fire wardens can experience the use of portable fire extinguishers in tackling a controlled fire – a really invaluable experience. Please visit [our website](#) for further details.

For more comprehensive fire safety training, we also offer the [NEBOSH Fire Certificate](#).



## NEBOSH Award in Safety, Health and Environment for the Process Industries

The NEW NEBOSH Award in Safety, Health and Environment for the Process Industries will be available by distance and e-learning from the 15th August 2011.

The qualification is a key part of Cogent's national framework for continuous professional development for those in key roles in the process industries (chemicals, pharmaceuticals, nuclear, oil and gas, petroleum and polymer industries). The course is broadly comparable to a Level 2 qualification (in the UK) and is largely aimed at:

- Process operators
- Technicians
- Managers/supervisors

Course content includes:

- Unit HSW1: Workplace Safety Foundations (20 study hours, assessed by MCQ exam)
- Unit HSW2: Workplace Risk Assessment (4 study hours, assessed by practical work-based project)
- Unit PS1: Process Safety (20 study hours, assessed by MCQ exam)
- Unit PS2: Environmental Management (9 study hours, assessed by practical work-based project)

Candidates who have previously achieved other NEBOSH qualifications will be exempt from certain units. For more information please see our course brochure, available from [our website](#), or call +44 (0)20 8944 3100.



## RRC Staff Make Their YouTube Debut!

We know that sometimes it's nice to put a face to a name. That's why last month some of our valuable members of staff at RRC recorded short videos which we have uploaded to our [RRC Training YouTube Channel](#). In the clips, Becky from Customer Services, Lucy from Course Management and Vicky from Course Development outline their roles at RRC and give a brief explanation of what they do to make studying that little bit easier for our students.

To watch the videos please click on the following icons.



You might also want to have a look at some of our other videos, or subscribe to our [YouTube Channel](#) or [Facebook group](#) so you'll be the first to know about any other videos we upload in future.

## Important Exam Information

The registration dates for the next available sittings for the NEBOSH exams are listed below. Please make sure you are aware of any mandatory entry requirements, such as submission of coursework, attendance at workshops, etc.

Please note that the following information is based on the National dates set by NEBOSH. Some centres arrange 'local' examination dates, which will fall on different days.

### NEBOSH Certificate Exam Dates

Course	RRC Exam Registration Cut off Dates	Examination Date
NEBOSH Certificate Unit NGC1	01/10/2011	09/12/2011
NEBOSH Certificate Unit NGC2	01/10/2011	09/12/2011
NEBOSH Certificate Unit FC1	01/10/2011	08/12/2011
NEBOSH Certificate Unit NCC1	01/10/2011	08/12/2011
NEBOSH International Certificate Unit IGC1	01/10/2011	07/12/2011
NEBOSH International Certificate Unit IGC2	01/10/2011	07/12/2011
NEBOSH International Certificate Unit ICC1	01/10/2011	08/12/2011
NEBOSH Env. Certificate Unit NEC1	01/10/2011	06/12/2011
NEBOSH Oil and Gas Certificate	01/10/2011	06/12/2011

### NEBOSH National Diploma Exam Dates

Course	RRC Exam Registration Cut off Dates	Examination Date
NEBOSH National Diploma Unit A	01/11/2011	24/01/2012
NEBOSH National Diploma Unit B	01/11/2011	25/01/2012
NEBOSH National Diploma Unit C	01/11/2011	26/01/2012

### NEBOSH International Diploma Exam Dates

Course	RRC Exam Registration Cut off Dates	Examination Date
NEBOSH International Diploma Unit IA	01/11/2011	24/01/2012
NEBOSH International Diploma Unit IB	01/11/2011	25/01/2012
NEBOSH International Diploma Unit IC	01/11/2011	26/01/2012

### NEBOSH Diploma in Environmental Management Exam Dates

Course	RRC Exam Registration Cut off Dates	Examination Date
NEBOSH Environmental Diploma	01/10/2011	08/12/2011

### RRC Middle East

Please click the following link to access RRC Middle East to check course dates and fees for 2011/2012.

[www.rrc.com.bh](http://www.rrc.com.bh)

## Student Focus

This is the section of the e-newsletter where we focus on any important updates to your course. Please review the following carefully for anything which may impact your studies.

### Students on Environmental Courses

#### RRC Environmental Law and Case Law Guide

We have made some amendments to the RRC Environmental Law and Case Law Guide to include:

- Revised entries on the **CRC Energy Efficiency Scheme Order 2010** and the **Environmental Protection (Duty of Care) Regulations 1991**.
- A new entry on the **Waste (England and Wales) Regulations 2011**.

If you are studying a national (UK) environmental course, you should add the following entry to your Environmental Law and Case Law Guide:

#### [Waste \(England and Wales\) Regulations 2011](#)

You should also note the following amendments:

#### **CRC Energy Efficiency Scheme Order 2010**

The note at the beginning of the entry on this Order has been amended to read:

**“Note:** Following the UK Government Spending Review it is likely that the requirement for organisations to receive back revenue from the selling of allowances will change. It is likely that the Order will be further amended and will require that the revenue will stay with the Government rather than being recycled to participants.”

At the end of the entry the following text has been added:

#### **“The CRC Energy Efficiency Scheme (Amendment) Order 2011**

The CRC Energy Efficiency Scheme has been amended by the **CRC Energy Efficiency Scheme (Amendment) Order 2011**. The key amendments include:

- Extension of the first phase by one year.
- Introduction of new series of phases for the trading scheme rather than the original phases. (All phases other than the first and seventh phases will be six years with the second phase beginning on 1st April 2013 and the seventh phase will be of five years’

duration with the scheme finishing in 2046. All phases will overlap previous phases by one year - rather than two previously.)

- Redistribution of the provisions between the Environment Agency, SEPA and chief inspector.
- Information no longer needs to be provided to the administrator for those using between 3,000 and 6,000 MWh.”

#### **Environmental Protection (Duty of Care) Regulations 1991**

The first two paragraphs of the entry on these Regulations have been deleted and replaced by the following note:

**“Note:** These Regulations cover Scotland only and have been replaced by the **Waste (England and Wales) Regulations 2011** in England and Wales. Similar regulations are applicable in Northern Ireland.”

All these amendments have already been included in the online version of the Environmental Law and Case Law Guide which can be accessed via your e-Zone Library.

Any changes required to your study elements as a result of the legislation referred to above are covered in the section on your course below.

### NEBOSH National Diploma in Occupational Health and Safety

#### Unit A

#### Element A5

When considering risk management, you may find BS ISO 31000:2009 Risk Management – Principles and Guidelines useful as an additional source of reference. For a summary, download RRC’s Technical Update from the Free Resources section of the website.

#### [Technical Update](#)

#### Element A8

We have revised the section of this element on the **Role of the European Union** to focus it more specifically on exam requirements. Unnecessary detail has been removed (e.g. on the ECJ referral procedure) and some of the material has been simplified (e.g. on the co-decision procedure). The relevant part of the element Summary and the answer to Revision Question 6 have also been amended.



# Student Focus

Please click on the following link to access the revised section and amended Summary and answer.

## [National Diploma A8](#)

Students on e-learning courses should note that these amendments have already been included in the online version of the course materials.

## Element A9

We have made a slight amendment to the subsection on **Maximum Penalties** under **HSWA 1974**. You may recall that the **Health and Safety (Offences) Act** amended **HSWA**, chiefly by increasing most penalties to £20,000 and/or one year's imprisonment for summary offences (triable in a Magistrates' Court). This was, however, contingent on a change to the law governing the powers of Magistrates' Courts (specifically S.154(1) of the **Criminal Justice Act 2003**) coming into force. Despite the initial anticipation of imminent change, this has still not happened and there is no sign that it will happen anytime soon. So, in practice, the maximum term of imprisonment per offence is still six months. We have amended the notes accordingly to reflect the practicalities of this situation. Apologies for 'jumping the gun' on that one.

## Unit B

### Element B7

The Office for Nuclear Regulation was established as an agency of the HSE on 1st April 2011, pending planned legislation to establish it as a statutory body. It will bring together the relevant nuclear regulatory functions of the HSE and the Department for Transport.

### Element B10

We have amended the study material for this element to include an additional requirement of the ACoP to the **Workplace (Health, Safety and Welfare) Regulations** in respect of rest facilities.

In your copy of Element B10, in the section on **Welfare Facilities**, under the subsection heading **Rest and Eating Facilities**, please insert the following after "The ACoP to the regulations requires that:"

- "For people who have to work standing, seats should be provided if the work allows the opportunity to sit from time to time."

## Element B11

We have amended the study material for this element to include more detail on the work of an occupational health physician and occupational health nurse.

Please click on the following link to access the augmented information in the section on **Managing Occupational Health** under the subheadings **Occupational Health Physician** and **Occupational Health Nurse**.

## [National Diploma B11](#)

Students on e-learning courses should note that these amendments have already been included in the online version of the course materials.

# NEBOSH International Diploma in Occupational Health and Safety

## Unit IA- Element IA4

When considering risk management, you may find BS ISO 31000:2009 Risk Management – *Principles and Guidelines* useful as an additional source of reference. For a summary, download RRC's Technical Update from the Free Resources section of the website.

### [Technical Update](#)

## Unit IB - Element IB8

The Office for Nuclear Regulation was established as an agency of the UK's HSE on 1st April 2011, pending planned legislation to establish it as a statutory body. It will bring together the relevant nuclear regulatory functions of the HSE and the Department for Transport.

## Unit IC - Element IC10

Please note the following updates to your course material for this element:

### **Pollution Control Strategies – Minimise**

The text should now read:

"There has to be emphasis on reducing the total amount of waste in all waste streams - at plants, within companies, nationally and internationally. We can summarise the basic principles of waste management as:

- Prevent.
- Prepare for reuse.



## Student Focus

- Recycle/compost.
- Other recovery.
- Responsibly dispose.

Waste minimisation projects require a detailed analysis of the process and the waste products, but the results will almost certainly repay the effort involved.”

The diagram remains unchanged.

### Controlled Waste

This now includes waste from agriculture (under commerce), and from mines and quarries (under industry).

### The UK COMAH Regulations – Lower Tier Sites

For environmental tasks, prevention should now be based on using the best available technique (BAT) in place of the best available technology not entailing excessive cost (BATNEEC).

Students on e-learning courses should note that these amendments have already been included in the online version of the course materials.

## NEBOSH National Diploma in Environmental Management

NEBOSH have revised the syllabus for this course with effect from the December 2011 examination. **Please note that the amendments are minor, and the overall structure and assessments remain unchanged.**

The content of Unit ED1 has been revised to include:

- Scottish legislation covering the existing syllabus topics (in most elements). This will enable students in Scotland to answer exam questions in accordance with Scottish law. **There is no requirement for students in England to know the law in Scotland.**
- Sustainable development strategy in England and Wales and Scotland (in Element 1). Again **there is no requirement for students in England to know the strategy in Scotland.**
- Feed-in tariff and similar incentives (in Element 15).

The Relevant Statutory Provisions have also been updated and added to. You should already be aware of the majority of these changes, however, through the updating of your course material in Student Focus.

There are no changes at all to the project (Unit ED2).

We are preparing revised course material to:

- Incorporate the changes described above.
- Update your course with legislative developments since the May 2011 Student Focus.

This will be despatched to you by the end of August.

## NEBOSH National General Certificate in Occupational Health and Safety

### Unit NGC1 – Element 1

We have made a slight amendment to the subsection on **Penalties** under **HSWA 1974**. You may recall that the **Health and Safety (Offences) Act** amended **HSWA**, chiefly by increasing most penalties to £20,000 and/or one year's imprisonment for summary offences (triable in a Magistrates' Court). This was, however, contingent on a change to the law governing the powers of Magistrates' Courts (specifically S.154(1) of the **Criminal Justice Act 2003**) coming into force. Despite the initial anticipation of imminent change, this has still not happened and there is no sign that it will happen anytime soon. So, in practice, the maximum term of imprisonment per offence is still six months. We have amended the notes accordingly to reflect the practicalities of this situation. Apologies for 'jumping the gun' on that one.

Please also note that the full version of **HSWA** can be obtained from <http://www.legislation.gov.uk/> (rather than <http://www.opsi.gov.uk>).

### Unit NGC2 – Element 7

We have made a small amendment to the subsection on **Duty of Care** for waste, to reflect the fact that controlled waste now includes agricultural waste.

In your copy of Element 7, in the section on **Safe Handling and Storage of Waste**, under the subheading **Duty of Care**, please amend the second paragraph to read:

“Controlled waste is any domestic, commercial or industrial waste. Certain types of waste such as radioactive waste are excluded from this definition of controlled waste.”

Students on e-learning courses should note that these amendments have already been included in the online version of the course materials.



# Student Focus

## NEBOSH International General Certificate in Occupational Health and Safety

### Unit IGC2 – Element 6

We have made some amendments to the study material for this element to reflect the revised hierarchy of principles for waste management.

Please click on the following link to access the Supplement.

#### [IGC2 Supplement](#)

Students on e-learning courses should note that these amendments have already been included in the online version of the course materials.

## NEBOSH National Certificate in Construction Health and Safety

### Unit NCC1

We have made some amendments to the study material for this unit to cover:

- An EU Regulation affecting construction products (Element 5).
- The revised hierarchy of principles for waste management (Element 8).
- The revocation of the **Environmental Protection (Duty of Care) Regulations 1991** in England and Wales (Element 8).

Please click on the following link to access the Supplement.

#### [NCC1 Supplement](#)

Students on e-learning courses should note that these amendments have already been included in the online version of the course materials.

## NEBOSH International Certificate in Construction Health and Safety

### Unit ICC1

#### Element 7

We have amended the subsection on **Additional Causes of Fire and their Consequences during Construction Activities** to include a Topic Focus on arson.

In your copy of Element 7, in the section on **Principles of Fire Initiation, Classification and Spread and Fire Risks Caused by Construction Activities**, under the subheading **Additional Causes of Fire and their Consequences during Construction Activities** and before the Topic Focus on Friction, please insert the following:

#### [Element 7 Topic Focus](#)

#### Element 8

We have made a small amendment to the subsection on **Classification of Waste** to reflect the fact that controlled waste now includes agricultural waste.

In your copy of Element 8, in the section on **Safe Handling and Storage of Waste**, under the subheading **Classification of Waste**, please amend the opening text to read:

“Waste can be classified in the following way:

- **Controlled Waste**

Controlled waste is any domestic, commercial or industrial waste or any substance which is scrap, effluent or unwanted surplus from a process.

Certain types of waste such as radioactive waste are excluded from this definition of controlled waste.”

Students on e-learning courses should note that these amendments have already been included in the online version of the course materials.



# Student Focus

## NEBOSH Certificate in Fire Safety and Risk Management

### Unit FC1

We have made some small amendments to the study material for this unit in relation to:

- The role of external agencies in fire investigation (Element 1).
- Accidental fires arising from cooking activities (Element 3).
- Audible and visual alarm signalling (Element 4).
- Matters to consider in the risk assessment of dangerous substances (Element 6).
- Legal obligations related to environmental protection (Element 6).

Please refer to the Supplement by clicking on the following link.

#### [FC1 Supplement](#)

Students on e-learning courses should note that these amendments have already been included in the online version of the course materials.

## NEBOSH National Certificate in Environmental Management

### Unit NEC1

We have made some amendments to the study material for this unit, mainly to include:

- Changes to the Landfill Tax rates (Element 6).
- Changes introduced by the **Waste (England and Wales) Regulations 2011** (in particular the revised waste hierarchy and revocation of the **Environmental Protection (Duty of Care) Regulations 1991** in England and Wales)(Element 6).
- Additional information on:
  - Secondary legislation (Element 1).
  - Environmental policy (Element 2).
  - Identification of aspects and impacts (Element 3).
  - Assessing water quality (Element 5).
  - Water discharge activity permits (Element 5).
  - Spillage control (Element 5).
  - Benefits and limitations of wind as an energy source (Element 7).

Please refer to the Supplement by clicking on the following link.

#### [NEC1 Supplement](#)

Students on e-learning courses should note that these amendments have already been included in the online version of the course materials.

## IEEMA Introduction to Environmental Management Systems

We have made some small amendments to the study material and mock assessment for this course in relation to:

- ISO 14005.
- Availability of UK legislation for download.

Please refer to the Supplement by clicking on the following link.

#### [EMS Supplement](#)

Students on e-learning courses should note that these amendments have already been included in the online version of the course materials.

## IEEMA Foundation Certificate in Environmental Management

We have made some small amendments to the study material for this course, mainly to cover:

- The new requirement for waste carriers to be registered with the Environment Agency.
- Civil sanctions for environmental offences.

Please refer to the Supplement by clicking on the following link.

#### [IEEMA Foundation Supplement](#)

Students on e-learning courses should note that these amendments have already been included in the online version of the course materials.



## IEMA Associate Certificate in Environmental Management

We have made some amendments to the study material for this course, mainly in relation to:

- Changes introduced by the **Waste (England and Wales) Regulations 2011** (Elements 2 and 4).
- A change to the **CRC Energy Efficiency Scheme Order 2010** (Element 3).
- The revised **Waste Framework Directive** and waste hierarchy (Element 4).

Please refer to the Supplement by clicking on the following link.

### [IEMA Associate Supplement](#)

Students on e-learning courses should note that these amendments have already been included in the online version of the course materials.