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***Technical Assistance for Strengthening the Capacity of the
Ministry of Environment in Albania for Law Drafting and
Enforcement of National Environmental Legislation***

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**Component B: Improved inspection, enforcement and
prosecution of environmental legislation**

Environmental Protection Services Training Manual



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This report has been prepared by a project team working for Grontmij. The findings, conclusions and interpretations expressed in this document are those of Grontmij alone and should not in any way be taken to reflect the opinions and policies of the European Commission.

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Introduction

SELEA have developed a suite of 20 vocational training units to cover a range of activities normally associated with delivery of environmental protection services.

These units can be undertaken in 12 distinct pathways depending on the job role of the candidate.

All of the units are underpinned by either practical exercises or question and answer sheets to ensure that the candidate demonstrates competence in the unit being undertaken.

All of the training materials are available electronically on the DVD attached to this training manual.

The manual has four basic sections to assist the trainer in delivering the course programme:

1. Structure of the Awards in a Unit Context
2. Assessment Guidance for the Qualification
3. Methodology for the Delivery of the Awards
4. Course Programme

It is important to allocate enough time for the award s delivery and to ensure that sufficient emphasis is placed on the practical tasks and site visits.

The trainer should take the approach that where appropriate candidates are placed in small teams to encourage discussion and team building.

Note:

The award contains a pathway for a climate change adaption auditor. This post does not currently exist in Albania however this is an important subject area globally and the EU is focused on addressing climate change adaption in all projects and funding programmes.

This will ensure that the Ministry of Environment address climate change adaption at least within its own area of responsibility.

Qualification Structure

To achieve the full qualification candidates must complete all Mandatory Units. To achieve the full award for Environmental Permit Inspection, Monitoring and Reporting, the learner must achieve the following *twenty* units in total.

All learners must complete the following units:

Unit No.	Unit Title
1	Contribute to Environmental Impact Assessment (EIA) and Strategic Environmental Assessment (SEA) Processes
2	Plan and Conduct and Environmental Audit
3	Plan and Conduct an Environmental Risk Assessment
4	Understanding Environmental Legislation and the Environmental Inspection Process
5	Considering Health & Safety in the Delivery of Environmental Protection Services
6	Plan an Inspection at an Installation with an Environment Permit
7	Prepare an Installation with an Environment Permit for an Inspection Visit (Permit Holder)
8	Conduct an Inspection at an Installation with an Environment Permit
9	Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit
10	Present the Findings and Recommendations in a Report following an Inspection at an Installation with an Environment Permit
11	Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
12	Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
13	Conduct Water Sampling as part of an Environmental Monitoring Programme
14	Manage Laboratory and On-Site Data Analysis & Reporting
15	Prepare for and Deliver Witness Testimony and Present Evidence at a Court Relating to an Environmental Crime or Offence
16	Managing a Team and/or Individuals in the Delivery of Environmental Protection Services
17	Manage Stakeholder Relationships and Communications
18	Effectively Manage Environmental Incidents and Emergencies
19	Contribute to the Development of a National Environment Permit Inspection Strategy
20	Contribute to the Development, and Assist in the Implementation, of a Regional Environment Permit Inspection Programme

Achievement of the qualification demonstrates competence by the learner to operate appropriately and in accordance with employment requirements as determined by the units selected, within the Environmental Services Industry.

The qualification is assessed 'on-the-job' at a suitable facility, or a number of suitable facilities. The qualification is designed for those working in the field of the delivery of environmental protection services, and covers a range of activities from environmental audits, environmental risk assessments, environmental audits and laboratory analysis. The award has been split into pathways to suit different requirements, and can be achieved on a unit by unit basis, or as individual units are accredited. The 12 suggested pathways are as follows:

Pathway 1: Environment Protection Officer (20 units)

1. Contribute to Environmental Impact Assessment and Strategic Environmental Assessment Processes
2. Plan and Conduct and Environmental Audit
3. Plan and Conduct an Environmental Risk Assessment
4. Understanding Environmental Legislation and the Environmental Inspection Process
5. Considering Health & Safety in the Delivery of Environmental Protection Services
6. Plan an Inspection at an Installation with an Environment Permit
7. Prepare an Installation with an Environment Permit for an Inspection Visit
8. Conduct an Inspection at an Installation with an Environment Permit
9. Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit
10. Present the Findings and Recommendations at an Installation after an Environment Permit related Inspection
11. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
12. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
13. Conduct Water Sampling as part of an Environmental Monitoring Programme
14. Manage Laboratory and On-Site Data Analysis & Reporting
15. Prepare for and Deliver Evidence at a Court Relating to an Environmental Crime or Offence
16. Managing Teams and Individuals in the Delivery of Environmental Protection Services
17. Manage Stakeholder Relationships and Communications
18. Effectively Manage Environmental Incidents and Emergencies
19. Contribute to the Development of a National Environment Permit Inspection Strategy
20. Contribute to and Assist in the Implementation of a Regional Environment Permit Inspection Programme

Pathway 2: Environment Permit Inspection (16 units)

1. Plan and Conduct an Environmental Risk Assessment
2. Understanding Environmental Legislation and the Environmental Inspection Process
3. Considering Health & Safety in the Delivery of Environmental Protection Services
4. Plan an Inspection at an Installation with an Environment Permit
5. Prepare an Installation with an Environment Permit for an Inspection Visit
6. Conduct an Inspection at an Installation with an Environment Permit
7. Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit
8. Present the Findings and Recommendations at an Installation after an Environment Permit related Inspection
9. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
10. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
11. Conduct Water Sampling as part of an Environmental Monitoring Programme
12. Prepare for and Deliver Evidence at a Court Relating to an Environmental Crime or Offence
13. Manage Stakeholder Relationships and Communications
14. Effectively Manage Environmental Incidents and Emergencies
15. Contribute to the Development of a National Environment Permit Inspection Strategy
16. Contribute to and Assist in the Implementation of a Regional Environment Permit Inspection Programme

Pathway 3: Environment Monitoring Laboratory Scientist (11 units)

1. Plan and Conduct and Environmental Audit
2. Plan and Conduct an Environmental Risk Assessment

3. Understanding Environmental Legislation and the Environmental Inspection Process
4. Considering Health & Safety in the Delivery of Environmental Protection Services
5. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
6. Conduct Water Sampling as part of an Environmental Monitoring Programme
7. Manage Laboratory and On-Site Data Analysis & Reporting
8. Prepare for and Deliver Evidence at a Court Relating to an Environmental Crime or Offence
9. Managing Teams and Individuals in the Delivery of Environmental Protection Services
10. Manage Stakeholder Relationships and Communications
11. Effectively Manage Environmental Incidents and Emergencies

Pathway 4: Environmental Monitoring – Sampling Officer (8 units)

1. Understanding Environmental Legislation and the Environmental Inspection Process
2. Considering Health & Safety in the Delivery of Environmental Protection Services
3. Plan an Inspection/Monitoring Visit at an Installation with an Environment Permit
4. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
5. Conduct Water Sampling as part of an Environmental Monitoring Programme
6. Manage Laboratory and On-Site Data Analysis & Reporting
7. Prepare for and Deliver Evidence at a Court Relating to an Environmental Crime or Offence
8. Manage Stakeholder Relationships and Communications

Pathway 5: Environmental Manager (10 units)

1. Contribute to Environmental Impact Assessment and Strategic Environmental Assessment Processes
2. Plan and Conduct and Environmental Audit
3. Plan and Conduct an Environmental Risk Assessment
4. Understanding Environmental Legislation and the Environmental Inspection Process
5. Considering Health & Safety in the Delivery of Environmental Protection Services
6. Prepare an Installation with an Environment Permit for an Inspection Visit
7. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
8. Managing Team and Individuals in the Delivery of Environmental Protection Services
9. Manage Stakeholder Relationships and Communications
10. Effectively Manage Environmental Incidents and Emergencies

Pathway 6: Climate Change Adaption Auditor (12 Units)

1. Contribute to Environmental Impact Assessment and Strategic Environmental Assessment Processes
2. Plan and Conduct and Environmental Audit
3. Plan and Conduct an Environmental Risk Assessment
4. Understanding Environmental Legislation and the Environmental Inspection Process
5. Considering Health & Safety in the Delivery of Environmental Protection Services
6. Prepare an Installation with an Environment Permit for an Inspection Visit
7. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
8. Managing Team and Individuals in the Delivery of Environmental Protection Services
9. Manage Stakeholder Relationships and Communications
10. Effectively Manage Environmental Incidents and Emergencies
11. Contribute to the Development of a National Environment Permit Inspection Strategy

12. Contribute to and Assist in the Implementation of a Regional Environment Permit Inspection Programme

Pathway 7: Environment Monitoring Data Controller (2 units)

1. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
2. Conduct Water Sampling as part of an Environmental Monitoring Programme

Pathway 8: Environmental Technologist (10 units)

1. Plan and Conduct an Environmental Risk Assessment
2. Understanding Environmental Legislation and the Environmental Inspection Process
3. Considering Health & Safety in the Delivery of Environmental Protection Services
4. Plan an Inspection at an Installation with an Environment Permit
5. Prepare an Installation with an Environment Permit for an Inspection Visit
6. Conduct an Inspection at an Installation with an Environment Permit
7. Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit
8. Present the Findings and Recommendations at an Installation after an Environment Permit related Inspection
9. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
10. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility

Pathway 9: Environmental Permit Administrator

1. Plan and Conduct an Environmental Risk Assessment
2. Understanding Environmental Legislation and the Environmental Inspection Process
3. Considering Health & Safety in the Delivery of Environmental Protection Services
4. Plan an Inspection at an Installation with an Environment Permit
5. Conduct an Inspection at an Installation with an Environment Permit
6. Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit
7. Present the Findings and Recommendations at an Installation after an Environment Permit related Inspection
8. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
9. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility

Pathway 10: Environmental Impact Assessment

1. Contribute to Environmental Impact Assessment and Strategic Environmental Assessment Processes
2. Plan and Conduct and Environmental Audit
3. Plan and Conduct an Environmental Risk Assessment
4. Understanding Environmental Legislation and the Environmental Inspection Process

Pathway 11: Strategic Environmental Assessment

1. Contribute to Environmental Impact Assessment and Strategic Environmental Assessment Processes
2. Plan and Conduct and Environmental Audit
3. Plan and Conduct an Environmental Risk Assessment
4. Understanding Environmental Legislation and the Environmental Inspection Process

Pathway 12: Environmental Monitoring Officer

1. Plan and Conduct an Environmental Risk Assessment
2. Understanding Environmental Legislation and the Environmental Inspection Process
3. Considering Health & Safety in the Delivery of Environmental Protection Services
4. Plan an Inspection at an Installation with an Environment Permit
5. Prepare an Installation with an Environment Permit for an Inspection Visit
6. Conduct an Inspection at an Installation with an Environment Permit
7. Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit
8. Present the Findings and Recommendations at an Installation after an Environment Permit related Inspection
9. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
10. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
11. Conduct Water Sampling as part of an Environmental Monitoring Programme
12. Prepare for and Deliver Evidence at a Court Relating to an Environmental Crime or Offence

Qualification Assessment Guidance

The types of assessment methods used can vary, depending on a number of factors. Ultimately it will be left at the discretion of the assessor to determine which assessment method to assess competence in any given situation, any one, or more, of the following assessments when measuring competence.

Simulation (S): Simulation may only be used in rare circumstances; where no other evidence types can be used and or where simulation is the only means of demonstrating competence (e.g. emergency procedures).

Professional Discussion (PD): The assessor can use PD in place of questioning. There are various options for recording PD; audio or video taping or paper based logging. The assessor will record the relevant evidence points from the PD.

Assessor Statement (AS): The assessor may provide a statement which supports other evidence types (e.g. statement which provides a description/discussion of an evidence item, a statement outlining the observation of a candidate undertaking a specific task or activity)

Photographic Evidence (PhE): The candidate can provide photographic evidence to support statements or other evidence types, or to show evidence where there is no written documentation.

Practical Exercise (PrE): The assessor may ask the candidate to carry out practical exercises which demonstrate competence in a particular task or skill.

Product Evidence (PE): The most commonly used evidence will be copies of site documentation. As far as practicable these documents should show the candidates name, to show their involvement in the management process.

Direct observation (DO): Where the Assessor witnesses the candidate carrying out a particular task.

Witness Testimony (WT): Where a manager confirms in a written statement the candidate is competent in a certain function.

Candidate Reflective Account (RA): The candidate can provide a short statement in support of learning outcomes, evidence items or activities.

Question and Answers (Q&A): As part of the assessment process, the assessor may ask questions in order to establish knowledge and understanding points, and to meet performance standards. The candidate's answers may be verbal or written.

Note:

Where the evidence type requires the candidate to explain or describe, the assessor must hear or observe the explanation/description (directly or being delivered to others) or see it in writing. The assessor must not infer that the candidate can explain/describe based purely on observation.

Course Programme Structure

The structure of the training course has been outlined below. There are 20 Units in the suite and these are underpinned by 36 Power Point modules which contain embedded exercises and which also have associated tasks.

Candidate are expected to provide evidence from their workplace to support their attainment of competence. A suggested list of such evidence is outlined in the last column of the table.

The concept of vocational training infers that the candidate is assessed at their place of work and in this regard the trainer or assessor delivering the training has a number of options in relation to this assessment process. In the last column of the table a number of possible assessment methods have been proposed for the assessment of the candidate undertaking the specific unit.

UNIT	TOPIC	National Occupational Standard used	Power Point Modules	Practical Exercises & Evidence List
1	Environmental Impact Assessment	<ul style="list-style-type: none"> • Prepare Screen & Scope an Environmental Impact • Co-ordination and Management of the Assessment Process and Initial Environmental Statement Compilation • Final Environmental Statement Reporting Communication and Follow Up • Environmental Impact Assessment for Planners 	Mod 01: Environmental Impact Assessment	<p>PE1 EIA Exercise and participation in inter-agency workshop on EIA Process</p> <p>Questions and Answers Practical Exercise Product Evidence Observation Photo/Video</p> <p>EIA Legislation EIA Documentation (Application Form) Completed EIA Permit EIA Meeting Minutes EIA Site Visit EIA Communication</p>

2	ENVIRONMENTAL AUDITING	<ul style="list-style-type: none"> • Environmental Auditing • Review Environmental Performance • Improve Environmental performance 	Mod 02: Environmental Auditing	<p>PE2 Conduct an Environmental Performance Audit</p> <p>Questions and Answers Practical Exercise Product Evidence Observation Photo/Video</p> <p>Env. Audit Documentation Env. Improvements Env. Audit Meeting Photographs</p>
3	Environmental Risk Assessment	<ul style="list-style-type: none"> • Conduct an Environmental Risk Assessment • Develop and implement systems and procedures within the workplace to minimise environmental impact of the organisation • Contribute to maintaining sustainable development and environmental good practice at work <p>Develop an awareness of environmental good practice</p>	Mod 03: Environmental Risk Assessment	<p>PE3 Conduct an Env. Risk Assessment</p> <p>Questions and Answers Practical Exercise Product Evidence Observation Photo/Video</p> <p>Env. Risk Ass. Documentation Env Risk Ass. Meeting Photographs</p>
4	ENVIRONMENTAL LEGISLATION AND THE INSPECTION PROCESS	<ul style="list-style-type: none"> • Identify and demonstrate compliance with Environmental, legal and other non-regulatory environmental requirements for the organisation • Protect the environment through legal enforcement • Administer environmental legislation • Set and Review Environment Permit Conditions 	<p>Mod 04: Environmental Protection</p> <p>Mod 05: Legislative Framework for Environment</p> <p>Mod 06: Environmental</p>	<p>Questions and Answers Reflective Account Professional Discussion Product Evidence</p> <p>Organogram Legislative Instruments Permit Application Form</p>

		<ul style="list-style-type: none"> Determine legislative and working practice requirements for environmental technology systems 	<p>Inspection Legal Framework</p> <p>Mod 07: NEA/SEI Organisation and Structure</p> <p>Mod 08: The Permitting Process</p>	<p>Meeting Minutes</p> <p>Environmental Permits</p>
5	HEALTH & SAFETY	<ul style="list-style-type: none"> Conform to general workplace health, safety and welfare Ensure your own actions reduce risks to health and safety Health & Safety Risk Assessment and Method Statement Preparation 	<p>Mod 09: Health & Safety Considerations in Environmental Protection Service delivery</p>	<p>PE4 <i>Conduct a Health & Safety Risk Assessment and Prepare a Method Statement</i></p> <p>Questions and Answers</p> <p>Practical Exercise</p> <p>Product Evidence</p> <p>H&S Risk Assessment Form</p> <p>H&S Method Statement</p>
6	PLAN AN INSPECTION AT A PERMITTED INSTALLATION	<ul style="list-style-type: none"> Plan and Initiate an Inspection or Review 	<p>Mod 10: Plan an Inspection at a permitted installation</p>	<p>PE5 <i>Conducting an Inspection Planning meeting and complete inspection planning documentation</i></p> <p>Questions and Answers</p> <p>Practical Exercise</p> <p>Product Evidence</p> <p>Inspection Planning Meeting Minutes</p> <p>Inspection Planning Forms</p>

7	PREPARE A PERMITTED INSTALLATION FOR AN INSPECTION VISIT	<ul style="list-style-type: none"> • Prepare for and Facilitate an Inspection Visit at Your Organisation from Regulatory Bodies • Prepare for and manage compliance inspections by the regulator • Prepare for and facilitate an inspection visit at your Organisation from Regulatory Bodies 	Mod 11: Prepare an Installation for an Inspection Visit (Installation Perspective)	<p>PE6 <i>Complete a set of installation inspection planning forms</i></p> <p>Questions and Answers Practical Exercise Product Exercise Professional Discussion Reflective Account</p> <p>Installation Inspection Planning Forms</p>
8	CONDUCT AN INSPECTION AT A PERMITTED INSTALLATION	<ul style="list-style-type: none"> • Conduct an Inspection at a Permitted Installation 	Mod 12: Conduct an Inspection at a Permitted Installation	<p>PE7 <i>Conduct an Installation Inspection</i></p> <p>Questions and Answers Practical Exercise Product Evidence Observation Photo/Video</p> <p>Installation Inspection Documentation Environment Permit Risk Assessment Method Statement Inspection History Self-Monitoring Data</p>
9	CONDUCT AN INSPECTION OF A TECHNICAL UNIT AT A PERMITTED INSTALLATION	<ul style="list-style-type: none"> • Inspect Environmental Technology Systems, Equipment and Components • Inspect Mechanical Plant and Equipment 	Mod 13: Conduct an Inspection of a Technical Unit at a Permitted Installation	<p>PE8 <i>Conduct an Inspection of a technical unit at a permitted installation</i></p> <p>Questions and Answers Practical Exercise</p>

				<p>Product Evidence Observation Photo/Video</p> <p>Technical Unit Inspection Documentation Technical Specification Operating Procedures Maintenance Records Fault Records Installation Plans Commissioning Data Environmental Monitoring Data</p>
10	REPORT & GIVE FEEDBACK ON FINDINGS OF AN INSPECTION AT A PERMITTED INSTALLATION	<ul style="list-style-type: none"> Report and follow-up Outcomes of inspections or reviews 	Mod 14: Inspection Reporting	<p>PE9 <i>Provide feedback to an installation post inspection</i></p> <p>Questions and Answers Practical Exercise Product Evidence Observation Photo/Video</p> <p>Installation Inspection Report Form List of Prioritised Recommendations Implementation Action Plan Meeting Minutes Correspondence</p>

11	MONITOR AND REVIEW THE IMPLEMENTATION OF INSPECTION RECOMMENDATIONS	<ul style="list-style-type: none"> • Monitor and Review the Response to Inspection Recommendations • Determine solutions to hazards and risks identified through inspection and investigation • Evaluate feedback information and recommend improvements 	Mod 15: Implementation of Inspection Recommendations	<p>PE10 <i>Conducting a Monitoring visit to a permitted installation post an inspection.</i></p> <p>Questions and Answers Practical Exercise Product Evidence Observation Photo/Video</p> <p>Installation Inspection Report Form List of Prioritised Recommendations Implementation Action Plan Meeting Minutes Correspondence Follow up Inspection Report & Recommendations</p>
12	ENVIRONMENTAL MONITORING (Could be at a facility e.g. emissions, noise or in the ambient environment e.g. air, water, soil etc.)	<ul style="list-style-type: none"> • Introduction to Environmental Monitoring • Conduct environmental monitoring at a permitted installation • Survey and report on the condition of the environment 	Mod 16: Environmental Monitoring	<p>PE9 <i>Conduct an Environmental Monitoring Exercise at an Installation or in the Ambient Environment</i></p> <p>Questions and Answers Practical Exercise Product Evidence Observation Photo/Video</p> <p>Monitoring Data Monitoring Protocols Monitoring Equipment Specifications/Manuals</p>

				<p>Installation Inspection Documentation Environment Permit Risk Assessment Method Statement Inspection History Self-Monitoring Data</p>
13	SAMPLING/ MONITORING	<ul style="list-style-type: none"> • Sample from water systems • Carry out simple sampling operations • Carry out on-site Sampling and testing to maintain the quality of the treatment process 	<p>Mod 17: Framework for onsite sampling and analysis</p> <p>Mod 18: Evaluation of Laboratory Data</p>	<p>PE10 <i>Conduct a Water Monitoring Exercise at an Installation or in the Ambient Environment</i></p> <p>Questions and Answers Practical Exercise Product Evidence Observation Photo/Video</p> <p>Monitoring Data Monitoring Protocols Monitoring Equipment Specifications/Manuals Installation Inspection Documentation Environment Permit Risk Assessment Method Statement Inspection History Self-Monitoring Data</p>

14	DATA ANALYSIS AND REPORTING	<ul style="list-style-type: none"> • Evaluate water treatment for process water systems • Analyse samples from water systems on site • Interpret data from field surveys and report on findings 	<p>Mod 19: Sampling Operations</p> <p>Mod 20: Analysis with hand held meter</p>	<p>PE11 <i>Conduct a Water Monitoring Results Evaluation Exercise</i></p> <p>Questions and Answers Practical Exercise Product Evidence Observation Photo/Video</p> <p>Evaluation Monitoring Data Monitoring Protocols Monitoring Equipment Specifications/Manuals Installation Inspection Documentation Environment Permit Risk Assessment Method Statement Inspection History Self-Monitoring Data</p>
15	COMBATING ENVIRONMENT CRIME	<ul style="list-style-type: none"> • Provide expert evidence to courts and hearings • Trans-boundary Shipment of Wastes • Environment Crime: CITES/Invasive Species 	<p>Mod 21: Environmental Crime Directive</p> <p>Mod 22: CITES/Invasive Species Legislation and Evidence Gathering</p> <p>Mod 23: Invasive Species</p> <p>Mod 24: Import/Export of CITES Species (Plants)</p>	<p>PE12 <i>Court Proceedings Preparation Exercise & participation in inter-agency workshop</i></p> <p>Questions and Answers Practical Exercise Product Evidence Observation Photo/Video</p>

			<p>Mod 25: Waste Definition</p> <p>Mod 26: Ship Generated Waste</p> <p>Mod 27: Vehicle Search</p> <p>Mod 28: Presenting Evidence in Court and Evidence Management</p>	<p>Court proceedings checklist</p> <p>Witness Statement</p> <p>Evidence List</p> <p>Workshop Proceedings</p>
16	MANAGING TEAMS & INDIVIDUALS	<ul style="list-style-type: none"> • Develop productive working relationships with colleagues • Work effectively alone and as part of a team • Gain the trust and support of teams and individual • Develop teams and individuals to enhance work based performance 	<p>Mod 29: Create Effective Working Relations</p> <p>Mod 30: Team Work</p>	<p>PE13 <i>Conduct a team meeting and conduct an employee appraisal session.</i></p> <p>Questions and Answers</p> <p>Practical Exercise</p> <p>Product Evidence</p> <p>Observation</p> <p>Photo/Video</p> <p>Meeting Minutes</p> <p>CV</p> <p>Appraisal Form</p>
17	STAKEHOLDER RELATIONSHIPS AND COMMUNICATION	<ul style="list-style-type: none"> • Respond to Complaints • Develop productive working relationships with stakeholders • Understand how to communicate in a business environment 	<p>Mod 31: Managing Environmental Complaints</p> <p>Mod 32: Stakeholder Co-ordination & Consultation</p>	<p>PE14 <i>Complete customer complaint procedure</i></p> <p>Questions and Answers</p> <p>Practical Exercise</p> <p>Product Evidence</p> <p>Customer Complaint Procedure</p>
				PE15 <i>Environment</i>

18	RESPONDING TO EMERGENCIES	<ul style="list-style-type: none"> • Deal with problems, unexpected situations and emergencies • Controlling emergencies • Respond to incidents, hazardous conditions, emergencies • Manage and maintain effective systems for responding to emergencies • Manage incidents and emergencies in the land based sector • Deal with a pollution incident • Develop, maintain and evaluate emergency plans and arrangements 	Mod 33: Environmental Emergency Response	<p><i>Incident/Emergency Response Protocol Development workshop &/or participation in inter-agency emergency planning workshop</i></p> <p>Questions and Answers Practical Exercise Product Evidence Simulation Photo/Video</p> <p>Environment Incident Checklist Workshop Attendance List Workshop Proceedings Emergency Planning Documentation Emergency Incident Management Documentation</p>
19	CONTRIBUTE TO THE DEVELOPMENT OF AN INSPECTION STRATEGY	<ul style="list-style-type: none"> • Contribute to the Development of a Strategy for Inspections 	Mod 34: Inspection Strategy Development	<p>PE16 <i>Participate in an inspection strategy workshop</i></p> <p>Questions and Answers Practical Exercise Product Evidence</p> <p>Inspection Strategy Meeting Minutes</p>
20	CONTRIBUTE TO THE DEVELOPMENT OF AN INSPECTION PROGRAMME	<ul style="list-style-type: none"> • Contribute to the Preparation of a Programme of Inspections 	<p>Mod 35: Developing and Inspection Programme</p> <p>Mod 36: Climate Change Adaption</p>	<p>PE17 <i>Prepare an Inspection Programme & participation in a workshop</i></p> <p>Questions and Answers Practical Exercise</p>

				Product Evidence Observation Photo/Video Inspection Programme Meeting Minutes
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Delivery Methodology

As a consequence of the 6 different pathways the time required to deliver the units in those pathways varies enormously.

If however the candidate group is to undertake all 20 units then it is suggested that this be done in a two week time frame with a gap of perhaps three months between the weeks in order to give the candidates time to gather evidence from the workplace relevant to the first half of the course.

All of the materials for the course are available on the attached DVD and the course consists of the following training materials:

1. 36 Modules in Power Point Format
2. Set of Question and Answer Sheets
3. Set of Practical Exercises
4. List of Training Support Documentation

In order to successfully deliver the award the trainer will need to provide each candidate with the following:

1. Clipboard, Pen/Pencil and Notepad
2. Portfolio in the form of an A4 four hole ring binder
3. Complete set of the Modules
4. Complete set of Q&A plus Practical Exercise Forms
5. Complete set of PPE appropriate to the Installation/Site visit programme

In addition the trainer will need to provide the following:

1. A suitable training room for no more than 8 candidate per session
2. A Laptop and Projector
3. Environmental Permits for the Installations to be visited
4. Site visits to Installations and suitable Water Sampling Locations
5. All equipment to conduct the site visits namely camera and sampling apparatus.

As far as the candidates are concerned they must provide the trainer with the following:

1. A current CV
2. A completed Portfolio of their own work and a statement to this effect
3. A statement of competence outlining their work experience and their current job role.
4. Lastly and within their portfolio the work based evidence documentation required to underpin their competence

A suggested format for the training course based on the delivery on two separate weeks of the entire 36 modules is outlined below.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
0900 – 1100hrs	Module 4: Environmental Protection Module 5: Permitting Law Module 6: Inspection Law	Module 9: Consider Health & Safety	Module 14: Report and Follow-up Outcomes of Inspections	Module 31: Respond to Complaints	Module 28: Giving Evidence Module 34: Develop a Strategy for Inspection
1100 - 1115hrs	<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>
1115 – 1300hrs	Module 7: DCM on State Environment Inspectorate Module 8: Environmental Permits Application & the Inspection Process	Site visit Class A Installation Practical Exercises Session	Module 15: Monitor and Review the Response to Inspection Recommendations	Site visit Class B Installation Practical Exercises Session	Module 35: Prepare a Programme of Inspection
1300 -1400hrs	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>End of Course</i>
1400 – 1530hrs	Module 10: Plan and Initiate an Inspection Module 12: Conduct an Inspection	Site Visit Class A Installation	Module 11: Prepare for and Facilitate an Inspection Visit at your Installation by the SEI	Site Visit Class B Installation	
1530 -1545hrs	<i>Coffee Break</i>		<i>Coffee Break</i>		
1545 – 1700hrs	Module 13: Inspect Technology Systems, Equipment & Components		Module 3: Environmental Risk Assessment		
1700hrs	<i>End of Session</i>	<i>End of Session</i>	<i>End of Session</i>	<i>End of Session</i>	

Time	Monday	Tuesday	Wednesday	Thursday	Friday
0900hrs	0930hrs Induction Mod 36 Climate Change Adaption Mod37 Climate Change Adaptation Auditing	Module 21 Environment Crime Directive Module 22 CITES/Invasive Species Legislation and Evidence Gathering Module 22A CITES Albania Module 22B CITES Permits Albania	Module 30 Teams and Team Management Module 29 Develop Working Relationships	Mod16 Environmental Monitoring Module 17 Framework for Water Sampling and Analysis	H&S Risk Assessment Plus Method Statement <u>1100hrs - Water Sampling Field Exercise</u>
1100 - 1115hrs	<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>	
1115 – 1300hrs	Climate Change Adaptation Workshop Mod 33 Manage Environmental Incidents	Module 23 Invasive Species Module 24 Import/Export of CITES Species (Plants)	Field Visit to Permitted Installation 1300hrs - Lunch	Module 18 Evaluation of Laboratory Water Sampling Data Module 19 Water Sampling Operations	<u>Water Sampling Field Exercise</u> Completion of Sampling Forms
1300 -1345hrs	<i>Lunch</i>	<i>1300hrs - Lunch</i>		<i>Lunch – 1300hrs</i>	
1345 – 1515hrs	Mod01 Environmental Impact Assessment	Module 25 Waste Definition Module 26 Ship Generated Waste	Permitting Exercise Coffee Break	Module 20 Water Sampling Analysis with Hand Held Meter Water Sampling Movie Classroom Exercise Equipment Set Up	Portfolio Review
1515 -1530hrs	<i>Coffee Break</i>	<i>Coffee Break</i>			<i>End of Session</i>
1530 – 1630hrs	Mod32 Stakeholder Consultation	Module 27 Vehicle Search	Mod02 Environmental Auditing		
1700hrs	<i>End of Session</i>	<i>End of Session</i>	<i>End of Session</i>	<i>End of Session</i>	

Learning Package Content

Attached to this manual on the rear cover is a DVD containing all the materials necessary for the entire training programme delivery.

A complete breakdown of the content is outlined in the table below and on a unit by unit basis.

Environmental Protection Services Award

Unit List with Exercises/Q&A Sheets

Unit No.	Unit Title	Q&A Sheets	Documents	Practical Exercises
1	Contribute to Environmental Impact Assessment (EIA) and Strategic Environmental Assessment (SEA) Processes	AU1 QA 1 to 3		
2	Plan and Conduct and Environmental Audit	AU2 QA 1 to 4	Environmental Audit Form	Conduct an Environmental Audit at your workplace
3	Plan and Conduct an Environmental Risk Assessment		Environmental Risk Assessment Form	Conduct an Environmental Risk Assessment in relation to issues identified at a permitted installation inspection visit
4	Understanding Environmental Legislation and the Environmental Inspection Process	AU4 QA 1 to 5		
5	Considering Health & Safety in the Delivery of Environmental Protection Services		Installation Permit Risk Assessment Form; Method Statement Form	Conduct a Risk Assessment and Complete a Method Statement
6	Plan an Inspection at an Installation with an Environment Permit		Installation Permit Inspection Planning Form	Conduct an Inspection Planning Meeting
7	Prepare an Installation with an Environment Permit for an Inspection Visit (Permit Holder)		Pre-Inspection Installation Checklist	Complete the pre inspection checklist
8	Conduct an Inspection at an Installation with an Environment Permit		Installation Inspection Checklist Installation Interview Recording Form Installation Evidence Recording Form	Conduct an Environmental Permit Inspection at a Permitted Installation

9	Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit		Technology Evidence Checklist Technology Evidence Recording Form	Conduct an Environmental Permit of a Technical Unit
10	Present the Findings and Recommendations in a Report following an Inspection at an Installation with an Environment Permit		Inspection Reporting Form	Complete an Inspection Report after a Permitted installation inspection visit
11	Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations		Post Inspection Recommendations Form Installation Action Plan	
12	Environmental Monitoring - Assess and Report on Environmental Conditions at a Waste Management Facility		Permit Conditions Checklist	Site Visit to Permitted Installation
13	Conduct Water Sampling as part of an Environmental Monitoring Programme	AU 13 QA	Water Sampling Form Water Sampling Chain of Custody Form	Classroom Exercise on Equipment set up and operation Water Sampling Exercise in the field
14	Manage Laboratory and On-Site Data Analysis & Reporting	AU14 QA		
15	Prepare for and Deliver Witness Testimony and Present Evidence at a Court Relating to an Environmental Crime or Offence		Court Attendance Checklist	Practical Exercise on Pollution Incident
16	Managing a Team and/or Individuals in the Delivery of Environmental Protection Services		Inspection Task Allocation Sheet	Pre Inspection Meeting Exercise
17	Manage Stakeholder Relationships and Communications	AU17 QA 1 to 5		
18	Effectively Manage Environmental Incidents and Emergencies		Environment Incident Checklist	Environment Incident Exercise
19	Contribute to the Development of a National Environment Permit	AU19 QA 1 to 5	Climate Change Adaptation	Inspection Strategy Workshop

	Inspection Strategy		Audit Form Regional Permit Lists Inspection Strategy Checklist	
20	Contribute to the Development, and Assist in the Implementation, of a Regional Environment Permit Inspection Programme	AU20 QA 1 and 2	Climate Change Adaptation Audit Form Regional Permit Lists Inspection Programme Checklist	Inspection Programme Workshop