

Overview

This standard describes the skill and knowledge requirements to produce and disseminate an environmental report in accordance with good practice. It includes the evaluation of information for inclusion in a report and how the report can be communicated and validated.

This standard would be appropriate for:

- A manager with responsibility for environmental management and/or sustainability
- An owner/manager of a business seeking to improve the environmental performance of the organisation
- An individual with a specific brief to report on environmental performance
- An environmental management systems co-ordinator or equivalent
- A consultant providing environmental advice.

This standard covers gathering, evaluating and presenting information for inclusion in an environmental report, communication of the report and gaining feedback.

Performance
criteria

You must be able to:

- P1 Produce reports on environmental performance
- P2 Collect data and information on the organisation's environmental performance
- P3 Evaluate the data and information collected
- P4 Produce reports which include data which is verifiable
- P5 Prepare reports within the required timescale and present them in a format which is suited to the needs of the reader
- P6 Ensure that the arrangements for the dissemination of the reports meet organisational requirements
- P7 Disseminate the reports in a way which is cost-effective and minimises environmental damage
- P8 Encourage feedback from interested parties on the report contents and its value.

Knowledge and understanding

You need to know and understand:

- K1 Organisational systems for reporting and communicating environmental information
- K2 The organisation's interested parties
- K3 How to determine to whom the report should be disseminated
- K4 How the different interested parties will use the report
- K5 How to anticipate and respond to requests for further information and feedback
- K6 The role of environmental reporting
- K7 The different types of report that include environmental information
- K8 The methods and formats available for preparing and presenting reports, both internal and external
- K9 How to collect and evaluate data and information on environmental performance
- K10 The options for independent validation of reports and when this might be required
- K11 How to identify the need for, and access to additional expertise and information
- K12 How to tailor the format of the report for different interested parties
- K13 Sources of information on environmental reporting good practice and recognised standards for reporting.

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Report environmental performance



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Relevant occupations Environmental Management Officer; Director of Gardens; Director of Parks and Open Spaces; Horticulture Production Manager; Garden Centre Manager

Suite Environmental Awareness and Management; Environmental Conservation; Horticulture

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