

## TRAINING

If your organisation is looking to upskill its staff in sustainable procurement, ECO-Buy can provide specialist training. Training helps your staff to understand the environmental and social impacts of purchases made by the company, recognise and act on opportunities to make more sustainable purchases, and incorporate sustainability into overall procurement systems.

Details on our two most popular courses are provided below as an example outline.

### SUSTAINABLE PROCUREMENT FUNDAMENTALS

This module gives staff a basic understanding of the benefits and considerations of sustainable procurement. Training includes:

- The what and why of sustainable procurement;
- What is a sustainable product? Discussion of product examples;
- Making an environmentally or socially preferable procurement;
- Supply chain risk assessment;
- Best practice frameworks for embedding sustainability in procurement.

Sustainable Procurement Fundamentals is currently scheduled for 21 May in Melbourne and 23 May in Sydney and runs from 9am to 4pm.

### GREEN CONTRACTS AND TENDERS

This module helps procurement staff incorporate environmental and social criteria into individual procurements. Training includes:

- Planning your procurement;
- Understanding life cycle impacts;
- Sustainability in the tender document:
  - Performance and technical specifications,
  - Evaluation criteria

Green Contracts & Tenders is currently scheduled for 18 June in Sydney and 20 June in Melbourne and runs from 9am to 12.30pm.

We can also offer training around the following topics:

- Writing a sustainable purchasing policy
- Assess and prioritise your green spend
- Supply chain engagement
- Tracking and reporting green spend
- Marketing green products and services

ECO-Buy can provide training through two methods: public training courses and in-house workshops.

### PUBLIC TRAINING COURSES

Public courses are a set calendar of training. Different courses may be scheduled each year according to demand. Public training is open to a variety of organisations, member and non-member, so they offer a chance to hear other organisations' perspectives and experiences.

Public courses are \$520 for half-day and \$840 for full-day training per attendee excluding GST. ECO-Buy Members receive a 50% discount.

For more details including full course outlines and calendar, visit:  
<http://www.ecobuy.org.au/director/events/training/courses.cfm>

### IN-HOUSE WORKSHOPS

If you have more than 5 staff requiring training or have a specific training need, in-house workshops may be a better option. In-house workshops accommodate up to 20 staff in one session.

In-house workshops are customised to your organisation, depending on your needs and specific procurement systems. They can also be tailored to the time you have available, usually 2 hour, half day, or full day, and also have the advantage of saving staff travel time.

The exact price of in-house workshops will vary depending on the amount of customisation required. The prices below are indicative and do not include travel expenses.

	<b>Outcomes</b>	<b>Non-Members*</b>	<b>Members*</b>
<b>2-hour</b>	a very quick overview, and especially for large numbers of staff	\$3,000	\$2,400
<b>Half day</b>	basic understanding of the topic and cover most areas of interest	\$3,600	\$2,880
<b>Full day</b>	more in-depth understanding	\$4,600	\$3,680

\* excluding GST.

ECO-Buy has delivered customised in-house training solutions for organisations such as Goulburn Valley Water, Department of Treasury and Finance SA, National Gallery of Victoria, Parks Victoria, Queen Victoria Market, Eastern Health, Qantas, Heinz Australia, University of Tasmania and several local government councils.

Please contact us at [training@ecobuy.org.au](mailto:training@ecobuy.org.au) or (03) 9349 0402 to discuss in-house training options.