

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.

We offer training around the following topics:

- Fundamentals of green procurement
- Writing a sustainable purchasing policy
- Assess and prioritise your green spend
- Greening your contracts and tenders
- Supply chain engagement
- Tracking and reporting green spend
- Marketing green products and services

We also have relationships with external training providers who offer the following Masterclasses:

- Behaviour change
- Green cleaning
- Sustainable events
- Sustainable catering
- Social procurement criteria

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

FUNDAMENTALS OF GREEN PROCUREMENT

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

- What is a sustainable product? Discussion of product examples;
- Making an environmentally preferable purchase –
 - Considerations in comparing products and services,
 - Weighing costs and benefits,
 - Case studies; and
- Embedding environmental considerations into standard purchasing procedures.

GREEN CONTRACTS AND TENDERS

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

- Planning your procurement – understanding impacts and supply market analysis
- Sustainability in the tender document –
 - Performance and technical specifications,
 - Evaluation criteria, and
 - Contract clauses.

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 \$550 for half-day and \$880 for full-day training per attendee. ECO-Buy Members receive a 50% discount.

The current calendar of training courses can be found on our website at
<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 assume one day of preparation.

	Outcomes	Non-Members*	Members*
2-hour	a very quick overview, and especially for large numbers of staff	\$2,500	\$2,000
Half day	basic understanding of the topic and cover most areas of interest	\$3,000	\$2,400
Full day	more in-depth understanding	\$4,000	\$3,200

* Prices do not include GST.

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

To discuss what we can do for you, please contact ECO-Buy at
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