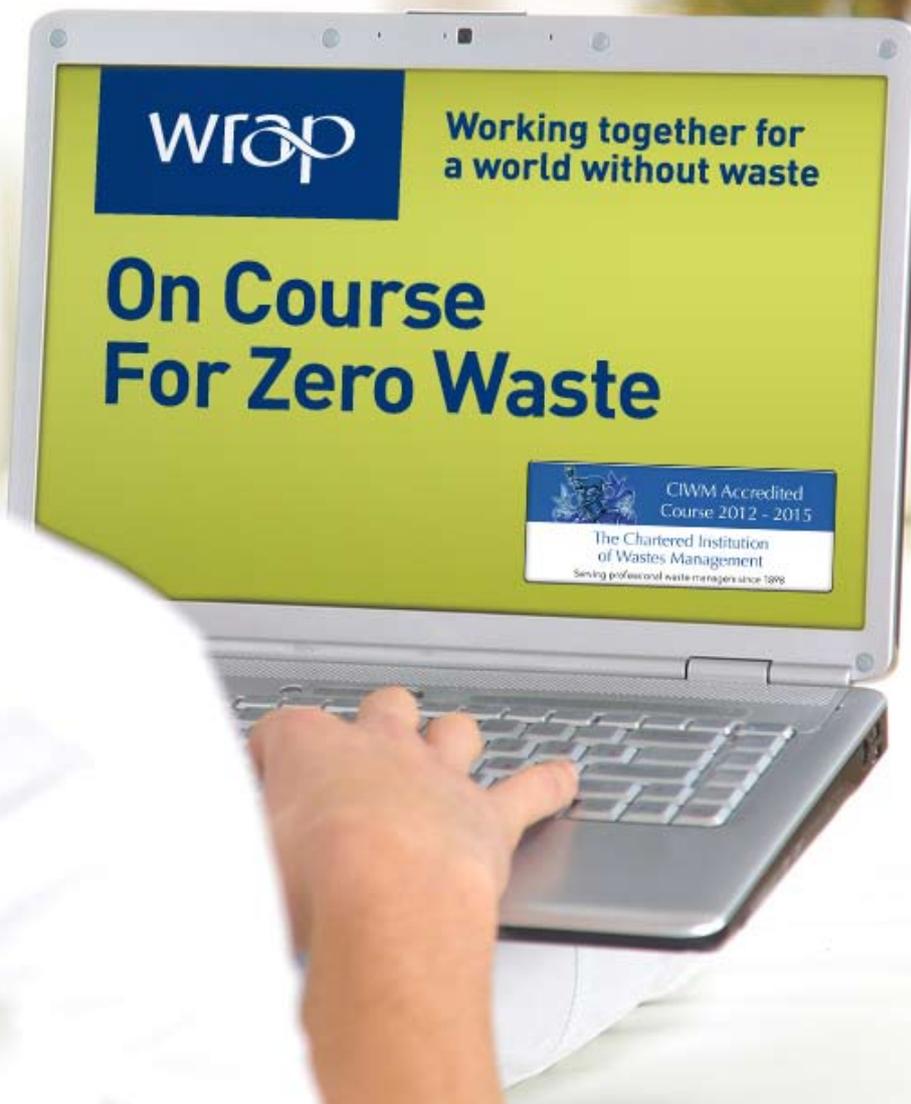


On Course For Zero Waste: Accredited Distance Training for English and Welsh SMEs



Giving you the skills and tools you need to improve the resource efficiency and environmental performance of your organisation – and, of course, save money too.

On Course For Zero Waste is a free online training course for English and Welsh small to medium enterprises/organisations (SMEs). It has been designed to give you the skills and tools you need to improve the resource efficiency and environmental performance of your organisation – and, of course, save money too.

There's never been a better time to get On Course For Zero Waste

Are rising resource costs, changing environmental regulations and increasing customer demands putting pressure on you to demonstrate good environmental performance? Developed by WRAP's business resource efficiency team, On Course For Zero Waste helps you meet these challenges. The course gives quick, structured access to knowledge, tried- and-tested techniques, and free tools and templates that will fast-track your capabilities.



**Enhance
your CV with
accredited skills
and knowledge**

Create a FREE training account and you benefit from:

- four, free 40-minute foundation training modules;
- an extra four advanced and in-depth practitioner modules;
- tried-and-tested tools and templates to download and start using; and
- the chance to enhance your CV with Continuing Professional Development (CPD) and course certificates, accredited by the Chartered Institution of Wastes Management (CIWM).



**Get the
skills that
will save your
organisation
money**

By benefiting from your new skills and expertise, your organisation will:

- understand how much waste it produces;
- identify how waste costs are affecting profits;
- identify simple ways to start reducing waste and save money;
- be able to measure the waste and cost savings made; and
- be able to bring about change.

Who is this course designed for?

Designed for English and Welsh SMEs (organisations with up to 250 employees), this course is ideal for office managers, administrators, environment managers, health and safety personnel, purchasing teams and others who influence the environmental performance of your organisation.

Course outline

Foundation level certificate

CPD

Module 1: Waste and process mapping	What and where are my wastes?
Module 2: Measuring and monitoring	How much waste do I have?
Module 3: Developing an action plan	How do I reduce my waste?
Module 4: Gaining support	How do I make it happen?
Waste Prevention Plan	Using your new understanding to develop a Waste Prevention Plan.

The CIWM accredited course certificate is awarded on completion of your Waste Prevention Plan

Practitioner level certificate

Module 5:
Resource efficiency and process improvement

CPD

How do I improve my use of resources?

Module 6:
Behaviour change

CPD

How do I manage change in my organisation?

Module 7:
Supply chain management and sustainable procurement

CPD

How do I work with suppliers and customers to improve our environmental performance?

Module 8:
Environmental management systems (EMS)

CPD

How do I set up and get the most from an EMS?

The CIWM accredited course certificate is awarded on completion of three practitioner level modules

Foundation level training

The foundation level course comprises four, 40-minute, step-by-step modules that are packed with expert advice, tips and tools on how to improve resource efficiency in your organisation.

40-minute
modules
ideal for
lunchtime
learning

Module 1: Waste and process mapping

In Module 1, we develop an understanding of the drivers for resource efficiency, the waste hierarchy and how to produce a waste map.

- Understand how waste is managed in your organisation.
- Understand the four-step, waste-mapping process.
- Be able to produce a waste map of your organisation.
- Understand the value of data to help in populating your Waste Prevention Plan.
- Be able to identify straightforward opportunities to eliminate, reduce, reuse and recycle your wastes.

Module 2: Measuring and monitoring

In Module 2, we look at techniques for measuring and monitoring the resources used by your organisation, focusing on the wastes produced.

- Understand the need to measure and monitor your resource consumption and waste production.
- Be able to identify where to find the required data to monitor waste.
- Learn techniques to estimate consumption and production when data are not available.
- Have a template for tracking your performance.
- Understand how your data can help you reduce your resource use and improve your waste management.

Module 3: Developing an action plan

In Module 3, we learn how to plan actions to reduce the wastes being produced and how to implement these actions successfully.

- Understand why planning is an important part of making a change.
- Be able to use a range of tried-and-tested techniques to identify suitable resource efficiency opportunities in your organisation.
- Understand how to formulate and complete an opportunity checklist.
- Be capable of developing an action plan summarising key resource efficiency opportunities for your site.
- Be able to prioritise five opportunities most likely to make the biggest impact in your organisation to include in your Waste Prevention Plan.

Module 4: Gaining support

In Module 4, we see how to gain support from colleagues and how to influence senior management.

- Understand why senior management support is key to success.
- Be able to gain senior management support.
- Know how to gain support from people in the workplace.
- Be able to set up a Green Team.
- Be able to communicate your successes.

Develop your Waste Prevention Plan

The foundation level provides all the information you need to develop a Waste Prevention Plan.

- Outline your organisation's waste management practices, giving an insight into current activities and procedures.
- Allow data gaps to be identified.
- Allow efficiency improvements to be identified.
- Set a timetable for delivering improvements and saving your organisation money.



Accredited by the Chartered Institution of Wastes Management, this course provides one day towards the Institution's Graduate Structured Learning & Development Programme or 4 hours of Continuing Professional Development.

CPD

Practitioner level training

Four in-depth modules covering advanced skills and techniques that will help you bring about sustained improvements in your organisation. Building upon the techniques learned in the foundation level training, practitioner modules can be completed in the order that best suits you and your organisation. The practitioner modules are available as soon as you register, should you already have the basic skills required to manage your resources effectively.

Module 5: Resource efficiency and process improvement

In Module 5, we look at three techniques to identify and quantify improvements in resource use in your organisation. We also look at the principles of eco-design and how to develop a business case for change.

- Learn about the changes to the waste hierarchy.
- Know what legislation has been introduced to influence the design of products.
- Be aware of how resource scarcity might impact on your organisation.
- Be able to use mass flow analysis to improve your organisation's processes.
- Find out about ecodesign principles and how to adopt them in your organisation.
- Be able to put forward your case for management support.

Module 6: Behaviour change

In Module 6, we look at developing an integrated package of interventions that will change workplace behaviour, including communications designed to motivate people, and how to create a behaviour-change communication plan.

- Understand why behaviour change is crucial to long-term resource efficiency.
- Be able to develop an integrated package of interventions that will change workplace behaviour.
- Know how to develop communications designed to motivate people.
- Be able to create a behaviour-change communication plan.

Module 7: Supply chain management and sustainable procurement

In Module 7, we look at working with your suppliers and customers to improve the environmental performance of your supply chain, including the 10 steps to sustainable procurement and understanding the sustainability drivers of your customers.

- Understand your customers' sustainability drivers.
- Know how to meet your customers' current and future expectations.
- Be aware of Government guidelines on sustainable procurement and why this is important to you.
- Be able to develop a sustainable procurement policy and put this into practice.
- Be able to apply sustainable choices in a practical way for cleaning, catering, furniture, ICT equipment, paper, waste management and other common services.

Module 8: Environmental management systems (EMS)

In Module 8, we look at how to set up an EMS and how you ensure that your EMS is delivering improvements in your organisation.

- Understand what the benefits are of implementing an EMS.
- Be familiar with the structure and eight key components of an EMS.
- Understand the range of tools and templates available to help you compile the required documentation for an effective system.
- Carry out a 'health check' and identify opportunities for your organisation to improve its EMS.
- Understand the resource and commitment required, and how to secure this.



Accredited by the Chartered Institution of Wastes Management, each practitioner module provides one day towards the Institution's Graduate Structured Learning & Development Programme or 4 hours of Continuing Professional Development.

CPD

We hope that you have found this guide helpful on your route to greater resource efficiency. Do not forget that WRAP is here to help you to improve resource efficiency. Visit the website at www.wrap.org.uk or contact the WRAP Resource Efficiency Helpline on 0808 100 2040.

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**Waste & Resources
Action Programme**

The Old Academy
21 Horse Fair
Banbury, Oxon
OX16 0AH

Tel: 01295 819 900
Fax: 01295 819 911
Email: info@wrap.org.uk

Resource Efficiency Helpline:
0808 100 2040

www.wrap.org.uk

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