

EARTHCHECK TRAINING & CAPACITY PROGRAMS

Participating in approved EarthCheck training courses will ensure the success and continuity of your sustainability policy and programs and facilitate the EarthCheck process by developing capacity within your organisation. EarthCheck training programs are designed for EarthCheck Coordinators, business Managers and staff to learn about the EarthCheck process and requirements for Benchmarking and Certification. Our training programs provide practical skills for developing, implementing and maintaining an effective sustainability system for your business.

ONLINE TRAINING MODULES

EarthCheck Training modules are now available online. Delivered via webinar, they enable flexible learning and offer accessible and cost effective training options for Members wishing to expand their knowledge of the EarthCheck program and sustainability policy and processes.

Flexible Learning - With modules delivered throughout the year, Members can choose training options specific to their current training needs and progress through the EarthCheck program.

Accessible & Cost Effective - Online programs delivered via webinar offer ease of access to EarthCheck Members across the globe and reduces costs associated with travel and training.

For details of training dates refer to the EarthCheck Training Calendar.

GROUP TRAINING

In-house or online group training provides a valuable learning opportunity and forum for groups. Groups may include enterprise, industry or sector groups. Group training assists to align a company's sustainability goals and efforts of group participants. It facilitates

group wide commitment to and adoption of sustainable policy and practice and provides an opportunity for participants to share and learn from each other's experiences and knowledge.

Group training programs are available online and in-house.

MASTER TRAINER

The EarthCheck Master training program aims to develop capacity within organisations to guide and drive its sustainability efforts and commitment through the up-skilling of in-house trainers to deliver approved EarthCheck training programs.

EARTHCHECK AUDITOR WORKSHOPS

Auditor workshops are scheduled throughout the year. They open possibilities for environmental professionals, to obtain formal training on the EarthCheck Company Standard.

The workshop is designed for those who already have auditing experience and those who hold environmental auditor qualifications (ISO 14001) and wish to expand the scope of their auditing skills.

Coordinators

The first 3 days of the Auditor program covers components of the EarthCheck Coordinator program and are open to EarthCheck Members and industry professionals wishing to extend their knowledge of the EarthCheck Company Standard and its requirements. The program includes an onsite mock audit.

For details of training dates refer to the EarthCheck Training Calendar.

For further information contact training@earthcheck.org

Code	Module	Individual Rate for scheduled courses*	In-house Group Rate	Max participants
5A	Introduction to EarthCheck Duration: 1.5 hours	AU\$135	AU\$800	20 pax
			AU\$40 pp	21 – 30 pax
5B	Policy Development & Benchmarking Duration: 2 hours	AU\$165	AU\$1000	20 pax
5C.1	Planning, Culture Change & Compliance Duration: 2 hours	AU\$165	AU\$1000	15 pax
5C.2	Risk Duration: 1.5 hours	AU\$135	AU\$800	15 pax
5C.3	Developing & Implementing your Approach Duration: 2 hours	AU\$165	AU\$1000	15 pax
5C.4	Communication, Preparing for Certification & Continual Improvement Duration: 2 hours	AU\$165	AU\$1000	15 pax
5C	EarthCheck Coordinator Training (All Modules) Duration: 11 hours over 3 weeks	AU\$850	AU\$5000	15 pax
5D	Master Trainer**	NA	AU\$850 pp	5 pax
5E	EarthCheck Coordinator & Auditor Workshops Duration: 5 days (Auditors) or 3 days (Coordinators)	AU\$1,200 (3 days)	NA	NA
		AU\$2,200 (5 days)		

* Scheduled online webinar modules require a minimum of six participants to proceed

**In-house training preferred mode of delivery with special consideration will be given for online training requests

NOTE:

- All fees exclude travel time & costs, venue hire and catering (for inhouse / group training) communication costs (for online programs) and coordination of invitations & training material.
- Refer to EarthCheck training calendar for scheduled courses.
- Some modules may require additional time for pre-course preparation

EARTHCHECK TRAINING CALENDAR 2011

Online Modules (delivered via webinar)

Fee* per person

5A	Introduction to EarthCheck	AU\$135		5D	EarthCheck Coordinator & Auditor Workshops	
5B	Policy Development & Benchmarking	AU\$165		Coordinators	AU\$1200	Auditors AU\$2200
5C.1	Planning, Culture Change & Compliance	AU\$165	Kuala Lumpur, Malaysia		11 – 13 April	11 – 15 April
5C.2	Risk	AU\$135	Sydney, Australia		13 – 15 June	13 – 17 June
5C.3	Developing & Implementing your Approach	AU\$165				
5C.4	Communication Certification & Continual Improvement	AU\$165				
5C	EarthCheck Coordinator Training = all modules	AU\$850				

*All fees are exclusive of GST for businesses in Australia and other country specific taxes and do not include materials and communication costs

Online training modules will be delivered via webinar by an EarthCheck Trainer. Training times will be confirmed at time of registration and where possible will be delivered during local business hours. Scheduled modules require a minimum of six participants to proceed and dates may be subject to change.

Training modules and programs are also available at group rates for delivery in-house or online via webinar.

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EARTHCHECK TRAINING COURSE OVERVIEW AND OUTLINE

[5A] Introduction to EarthCheck

1.5 hours

Group rate: AU\$800 (max 20 pax)
Individual rate: AU\$135 pp (6 – 15 pax)
Delivery: In-house or Online
Scheduled Modules: Available Online

Understanding the principals of sustainability and the EarthCheck system is a critical first step in your journey of sustainability

This introductory module aims to provide participants with an overview of the EarthCheck Company Standard, program requirements and benefits of adopting an operational framework for sustainability. It will provide Managers, Staff and EarthCheck Coordinators with an opportunity to learn how the EarthCheck system can facilitate improved business performance and resource efficiency.

Recommended for:

This program is particularly beneficial for managers, EarthCheck Coordinators, Green Teams and staff wishing to gain an understanding of the EarthCheck program, its requirements and benefits of sustainable policy and practices.

Course Outline

- Sustainability and your business
- Introduction to EarthCheck
- Benefits of participation
- Introduction to the Company Standard and Key Performance Areas
- The 6 Step Process
- EarthCheck Tools & Resources

Outcome

Following completion of the workshop, participants should be able to:

- ✓ Demonstrate an understanding of the EarthCheck Program, including the Key Performance Areas, Key Program steps and requirements for benchmarking and certification
- ✓ Navigate EarthCheck tools and resources to complete the benchmarking and certification process

Course Materials

Copies of presentation material will be provided to participants.

[5B] Policy Development & Benchmarking (Key step 1 & 2)

2 hours

Group rate: AU\$1000 (max 20 pax)
Individual rate: AU\$165 pp (6 – 15 pax)
Delivery: In-house or Online
Scheduled Modules: Available Online

***‘You can’t manage what you don’t measure’
Implementation of a sustainability policy and measuring your operational performance will provide the foundations for greater operational efficiency and sustainable outcomes for your business***

This module guides participants in the development of a sustainability policy and the EarthCheck Benchmarking process. It explores the EarthCheck benchmarking methodology and provides practical guidance and techniques for data collection and measurement. The program includes an online demonstration of the EarthCheck Benchmarking software.

This module relates to key steps 1 and 2 of the EarthCheck Company Standard

Course Outline

- Developing an Environmental & Social Sustainability Policy
- Benchmarking overview
- Benchmarking in context
- The benchmarking process
- Carbon reporting with EarthCheck
- Benchmarking Sectors, indicators and measures
- Introduction to the EarthCheck Benchmarking Software
- Benchmarking Assessment & Report

Outcome

Following completion of the workshop, participants should be able to:

- ✓ Understand the requirements and process for benchmarking with EarthCheck
- ✓ Collect, enter and submit their benchmarking data through the EarthCheck Benchmarking Software
- ✓ Design and implement an effective data collection process
- ✓ Interpret and communicate the results of their benchmarking assessment & report
- ✓ Meet your organisational KPI’s via ongoing performance measurement?

Course Materials

Participants will be provided with an electronic copy of the module workbook and presentation.

[5C.1] Planning, Culture Change & Compliance (Key Step 3)

2 hours

Group rate: AU\$1000 (max 15 pax)
Individual rate: AU\$165 pp (6 – 15 pax)
Delivery: In-house or Online
Scheduled Modules: Available Online

Managing the planning process, culture change and understanding compliance in your organisation will help you achieve sustainability success

This module aims to provide EarthCheck Coordinators and business Managers with an understanding of the planning and resource requirements for a sustainability program and the EarthCheck process. It explores the legal and regulatory framework for the travel and tourism sector and compliance requirements and introduces strategies for managing culture change.

This module relates to key step 3 of the EarthCheck Company Standard

Course Outline

- Understanding Roles & Responsibilities
- Managing cultural change
- Establishing your Green Team
- Define scope of your operations
- Planning & Resources
- Legal and regulatory frameworks
- Documenting a legislation register

Outcome

Following completion of the workshop, participants should be able to:

- ✓ Identify roles and responsibilities for program implementation & managing compliance
- ✓ Develop programs and strategies to communicate with staff and facilitate culture change
- ✓ Identify resource requirements for program implementation and ongoing compliance
- ✓ Identify the local and national regulations as they apply to your organisation
- ✓ Develop a legislation register
- ✓ Understanding ongoing compliance

Course Materials

Participants will be provided with an electronic copy of the module workbook and presentation.

[5C.2] Risk (Key steps 4)

1.5 hours

Group rate: AU\$800 (max 15 pax)
Individual rate: AU\$135 pp (6 – 15 pax)
Delivery: In-house or Online
Scheduled Modules: Available Online

Identifying and understanding the impacts of your organisation form the foundations for managing environmental and social risk

This module introduces EarthCheck Coordinators to the importance of risk management and informs participants how to identify aspects and impacts and assess environmental risk assessment of their business operations.

This module relates to key step 4 of the EarthCheck Company Standard

Course Outline

- Determining and assessing Risk in the Key Performance Areas
- Documenting your risk assessment

Outcome:

Following completion of this course, participants should be able to

- ✓ Assess your organisations aspects and impacts
- ✓ Understand the relationship between the Risk Assessment, Policy and Action Plan
- ✓ Develop risk minimisation and mitigation strategies for your operation
- ✓ Complete a Risk Assessment

Course Materials

Participants will be provided with an electronic copy of the module workbook and presentation.

[5C.3] Developing and implementing your environmental approach (Key Step 4 & 5)

2 hours

Group rate: AU\$1000 (max 15 pax)
Individual rate: AU\$165 pp (6 – 15 pax)
Delivery: In-house or Online
Scheduled Modules: Available Online

Developing an environmental approach will help you systematically address your organisation's environmental risks and improve performance in the Key Performance Areas

This module aims to provide EarthCheck Coordinators and business Managers with an understanding of how to identify and implement an environmental approach relevant to their operations. It explores the Key Performance Areas of the Company Standard and provides examples and case studies of actions and activities for performance improvement.

This module relates to key step 4 and 5 of the EarthCheck Company Standard

Course Outline

- Determining Approach – EMS, Action Plan or Environmental Program
- Steps to a documented approach
- Environmental Management Systems & EMS Tool
- EarthCheck Key Performance Areas

Outcome

Following completion of the workshop, participants should be able to:

- ✓ Determine an Approach suitable to the size, scope and risk of their operations
- ✓ Understand the relationship between Risk and your Approach
- ✓ Develop and implement an approach that complies with the EarthCheck Company Standard
- ✓ Determine actions to be taken to address the Key Performance Areas of the Company Standard

Course Materials

Participants will be provided with an electronic copy of the module workbook and presentation.

[5C.4] Communication, Preparing for Certification & Continual Improvement (Key step 6)

2 hours

Group rate: AU\$1000 (max 15 pax)
Individual rate: AU\$165 pp (6 – 15 pax)
Delivery: In-house or Online
Scheduled Modules: Available Online

Communicating your sustainability goals, programs and achievements will help you deliver sustainable outcomes for your business, the environment and community

This module informs EarthCheck Coordinators and business Managers of the importance and requirements of communication as part of an overall sustainability approach. It includes an overview of the steps involved leading up to, during and after Certification Services and next steps to ensure ongoing compliance and performance improvement.

This module relates to key step 6 of the EarthCheck Company Standard

Course Outline

- Communication & Awareness
- Preparing for Certification – how to prepare, what to expect
- Customer Satisfaction
- Continual Improvement – *what next?*

Outcome

Following completion of the workshop, participants should be able to:

- ✓ Understand communication requirements of the EarthCheck Company Standard
- ✓ Identify your organisational stakeholders
- ✓ Identify strategies and activities to effectively communicate with stakeholders
- ✓ Measuring your communication and consumer feedback
- ✓ Plan and prepare for EarthCheck Certification Services
- ✓ Interpret outcomes of EarthCheck Certification Reports
- ✓ Understand the requirements for ongoing compliance

Course Materials

Participants will be provided with an electronic copy of the module workbook and presentation.

[5C] EarthCheck Coordinator Training

2 days or equivalent 11 hours online

Group rate: AU\$5000 (max 15 pax)
Individual rate: AU\$850 pp(6 – 15 pax)
Delivery: In-house or Online
Scheduled Course: Available Online

Complete all modules and receive an EarthCheck Certificate of Achievement

Build a solid understanding of the EarthCheck program, process and requirements for benchmarking and certification. Learn the tools and techniques required to implement and maintain an operational framework for sustainability and achieve compliance with the Company Standard, including preparing a Policy, Risk Assessment and environmental approach for your business.

Course Outline

- As per 5A, 5B, 5C.1 to 5C.4

Outcome

Following completion of all modules participants should be able to:

- ✓ Demonstrate an understanding of the EarthCheck Company Standard, Key Performance Areas and requirements for benchmarking and certification
- ✓ Analyse their organisation to identify resource requirements and establish roles and responsibilities
- ✓ Lead the design, planning, development and maintenance of an the EarthCheck program within the organisation
- ✓ Collect and submit data and information required for benchmarking and certification using EarthCheck online tools
- ✓ Prepare and plan for EarthCheck Certification Services

Post Course Assessment (Optional) AU\$50

To receive an EarthCheck Certificate of Achievement, participants will be required to undergo and pass a post course assessment.

Components of the EarthCheck Coordinator program are delivered during the first 3 days of the EarthCheck Auditor Workshop. For scheduled course refer to the EarthCheck training calendar. Workshops include onsite Mock Audit and meals and cocktail reception. For further information about the training program refer to 5E.

[5C] EarthCheck Master Trainer

2 ½ days full program or 1 day upon completion of 5C

Group rate: Not applicable
Individual rate: 2 ½ days AU\$1750 pp (3 - 5 pax)
1 day AU\$850pp (3-5 pax)
Delivery: In-house or Online
Scheduled Course: Not applicable

Gain the required knowledge, skills and tools to deliver approved EarthCheck Training for your organisation

The EarthCheck Master training program aims to develop capacity within organisations to guide and drive its sustainability efforts and commitment through the up-skilling of in-house trainers to deliver approved EarthCheck training programs.

Course Outline

- As per 5A, 5B, 5C.1 to 5C.4 (for full program)
- Key issues and considerations for Master Trainers
- Master Trainer role & responsibilities
- Master Trainer support services
- Online demonstration of My EarthCheck and program tools & resources
- Benchmarking & Certification Policies and Procedures
- Overview of course materials and training exercises

Course Outcomes

Following completion of the course, participants should be able to:

- ✓ Demonstrate an in-depth understanding of the EarthCheck program and requirements for benchmarking and certification
- ✓ Communicate and educate management and staff on EarthCheck process and requirements for benchmarking and certification
- ✓ Understand benchmarking and certification policies & procedures
- ✓ Know tools and techniques to support EarthCheck Coordinators with the planning, implementation and maintenance of the EarthCheck Program
- ✓ Use training materials and support resources to design, plan and deliver internal EarthCheck training

Post Course Assessment

Following completion this course, appointed trainers will be required to undertake and pass a Trainer's assessment before being recognised as a qualified EarthCheck Trainer.

Master Trainer Support (Optional) AU\$1000 per annum

An annual trainer support package is provided for appointed Master Trainers and is a requirement to remain current as an EarthCheck Master Trainer. The package includes:

- Access to training materials and resources
- 2 hours technical support
- Inside EarthCheck Newsletter
- Access to My EarthCheck
- Hard copy trainers manual and Company Standard
- Updates on EarthCheck Products and Services
- Access to trainers' online discussion site