

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 20400 — Sustainable Procurement Guidelines

ISO Certification Programme



LAPT — London Academy of Professional Training

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Reference ENV-CIR-20400 • ISO Environmental Sustainability

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AT A GLANCE

REFERENCE	ENV-CIR-20400
AWARD	Certificate
ASSESSMENT	430 marks — 258 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1 Circular Economy Concepts 5 chapters · 30 classes 65 marks	
• 1 Understanding Circular Economy Principles — 6 classes › 1.1 Define Circular Economy Concepts and Their Importance › 1.2 Identify Key Principles of Circular Economy › 1.3 Analyze Traditional vs. Circular Economic Models › 1.4 Explore the Role of Stakeholders in Circular Economy › 1.5 Evaluate Real-World Examples of Circular Economy Implementation › 1.6 Develop Strategies for Adopting Circular Economy Practices • 2 Comparing Linear and Circular Economic Models — 6 classes › 2.1 Define Linear and Circular Economic Models › 2.2 Identify Key Differences Between Linear and Circular Models › 2.3 Explore Benefits of a Circular Economy › 2.4 Analyze Case Studies of Circular Economic Practices › 2.5 Discuss Challenges in Transitioning to Circular Models › 2.6 Develop a Sustainable Procurement Plan Incorporating Circular Concepts • 3 Life Cycle Assessment in Circular Economy — 6 classes › 3.1 Define Life Cycle Assessment and Its Importance in the Circular Economy › 3.2 Identify the Stages of Life Cycle Assessment in Sustainable Procurement › 3.3 Analyze Life Cycle Impact Assessment Methods for Circular Economy Practices › 3.4 Evaluate Real-world Examples of Life Cycle Assessment in Sustainable Products › 3.5 Apply Life Cycle Assessment to Develop a Sustainable Procurement Strategy › 3.6 Create a Life Cycle Assessment Report for a Selected Product or Service	• 4 Stakeholder Engagement in Circular Initiatives — 6 classes › 4.1 Identify Key Stakeholders in Circular Initiatives › 4.2 Analyze Stakeholder Needs and Expectations › 4.3 Develop Effective Communication Strategies for Stakeholder Engagement › 4.4 Facilitate Collaborative Workshops with Stakeholders › 4.5 Evaluate Stakeholder Feedback on Circular Initiatives › 4.6 Create Action Plans Based on Stakeholder Engagement Results • 5 Measuring Success and Impact of Circular Strategies — 6 classes › 5.1 Define Key Performance Indicators for Circular Strategies › 5.2 Analyze Data Collection Methods for Measuring Circular Impact › 5.3 Evaluate Case Studies of Successful Circular Economy Implementations › 5.4 Assess the Role of Stakeholder Engagement in Measuring Success › 5.5 Develop a Framework for Reporting Circular Economy Outcomes › 5.6 Create Action Plans for Continuous Improvement in Circular Practices

• 1 Understanding Sustainable Procurement Principles — 6 classes

- › 1.1 Define Sustainable Procurement and Its Importance
- › 1.2 Identify Key Principles of Sustainable Procurement
- › 1.3 Explore the Benefits of Sustainable Procurement Practices
- › 1.4 Assess Barriers to Implementing Sustainable Procurement
- › 1.5 Develop Strategies for Sustainable Supplier Engagement
- › 1.6 Evaluate Real-World Case Studies in Sustainable Procurement

• 2 Integrating Circular Economy Concepts into Projects — 6 classes

- › 2.1 Understand Circular Economy Principles in Project Context
- › 2.2 Identify Key Opportunities for Circular Practices in Projects
- › 2.3 Assess the Impact of Linear vs Circular Approaches in Project Design
- › 2.4 Develop Strategies to Integrate Circular Economy into Project Plans
- › 2.5 Create Evaluation Metrics for Circular Economy Integration
- › 2.6 Present and Advocate for Circular Economy Strategies in Project Stakeholder Meetings

• 3 Risk Assessment and Mitigation Strategies — 6 classes

- › 3.1 Identify Key Risks in Sustainable Procurement
- › 3.2 Analyze the Impact of Risks on Project Outcomes
- › 3.3 Develop Risk Mitigation Strategies for Sustainable Practices
- › 3.4 Evaluate the Effectiveness of Risk Mitigation Plans
- › 3.5 Communicate Risk Assessment Findings to Stakeholders
- › 3.6 Integrate Continuous Improvement in Risk Management Processes

• 4 Monitoring and Measuring Project Sustainability Performance — 6 classes

- › 4.1 Define Key Performance Indicators for Sustainable Projects
- › 4.2 Develop a Monitoring Framework for Sustainability Performance
- › 4.3 Implement Data Collection Techniques for Project Sustainability
- › 4.4 Analyze Sustainability Data to Assess Project Impact
- › 4.5 Create a Reporting Template for Sustainability Outcomes
- › 4.6 Evaluate and Adjust Strategies Based on Performance Feedback

• 5 Reporting and Communicating Sustainability Outcomes — 6 classes

- › 5.1 Identify Key Sustainability Metrics for Reporting
- › 5.2 Develop a Framework for Communicating Sustainability Outcomes
- › 5.3 Analyze Stakeholder Needs for Effective Reporting
- › 5.4 Create Visual Aids for Presenting Sustainability Data
- › 5.5 Implement Feedback Mechanisms for Continuous Improvement
- › 5.6 Evaluate the Impact of Sustainability Communication Strategies

• 1 Understanding Regulatory Frameworks in Sustainable Procurement — 6 classes

- › 1.1 Identify Key Regulatory Frameworks Affecting Sustainable Procurement
- › 1.2 Examine the Role of ISO Standards in Regulatory Compliance
- › 1.3 Analyze the Impact of Legislative Requirements on Procurement Practices
- › 1.4 Assess Risk Management Strategies in Sustainable Procurement
- › 1.5 Explore Best Practices for Aligning Procurement with Regulatory Mandates
- › 1.6 Develop an Action Plan for Implementing Compliance Measures in Procurement

• 2 Identifying and Assessing Compliance Risks — 6 classes

- › 2.1 Explore Compliance Risks in Sustainable Procurement
- › 2.2 Identify Key Regulatory Frameworks Impacting Procurement
- › 2.3 Analyze Potential Risks Associated with Non-Compliance
- › 2.4 Evaluate Stakeholder Roles in Compliance Risk Management
- › 2.5 Develop a Risk Assessment Matrix for Procurement Activities
- › 2.6 Create Action Plans to Mitigate Compliance Risks

• 3 Implementing Effective Mitigation Strategies — 6 classes

- › 3.1 Analyze Risks in Sustainable Procurement Processes
- › 3.2 Identify Mitigation Strategies for Key Risk Categories
- › 3.3 Develop a Risk Assessment Framework Based on ISO 20400 Guidelines
- › 3.4 Create Action Plans for Effective Risk Mitigation
- › 3.5 Implement Monitoring Mechanisms for Mitigation Strategies
- › 3.6 Evaluate the Effectiveness of Mitigation Strategies in Practice

• 4 Monitoring and Reporting Compliance Performance — 6 classes

- › 4.1 Assess Compliance Metrics for Sustainable Procurement
- › 4.2 Identify Key Performance Indicators (KPIs) for Compliance Monitoring
- › 4.3 Establish Reporting Frameworks for Sustainability Performance
- › 4.4 Analyze Data Collection Methods for Compliance Reporting
- › 4.5 Interpret Compliance Reports for Stakeholder Engagement
- › 4.6 Develop Action Plans for Continuous Compliance Improvement

• 5 Integrating Regulatory Compliance into Organizational Culture — 6 classes

- › 5.1 Define Organizational Culture and Its Role in Compliance
- › 5.2 Identify Key Regulations Impacting Organizational Culture
- › 5.3 Assess Current Compliance Practices Within Your Culture
- › 5.4 Develop Strategies for Enhancing Compliance Awareness
- › 5.5 Implement Training Programs to Foster a Compliance Culture
- › 5.6 Evaluate the Effectiveness of Compliance Integration in Culture

• 1 Understanding Stakeholder Identification in Sustainable Procurement — 6 classes

- › 1.1 Define Key Stakeholders in Sustainable Procurement
- › 1.2 Analyze Stakeholder Interests and Influences
- › 1.3 Map Stakeholders to Procurement Processes
- › 1.4 Evaluate Stakeholder Engagement Techniques
- › 1.5 Develop Effective Communication Strategies for Stakeholders
- › 1.6 Implement Stakeholder Feedback in Procurement Decisions

• 2 Building Effective Communication Strategies for Stakeholder Engagement — 6 classes

- › 2.1 Identify Key Stakeholders for Effective Engagement
- › 2.2 Analyze Stakeholder Needs and Expectations
- › 2.3 Develop Clear Communication Objectives for Stakeholders
- › 2.4 Choose Appropriate Communication Channels for Engagement
- › 2.5 Craft Meaningful Messages for Stakeholder Communication
- › 2.6 Evaluate the Effectiveness of Stakeholder Communication Strategies

• 3 Facilitating Stakeholder Collaboration and Partnerships — 6 classes

- › 3.1 Identify Key Stakeholders for Sustainable Procurement
- › 3.2 Analyze Stakeholder Interests and Influence
- › 3.3 Develop Effective Communication Strategies for Engagement
- › 3.4 Facilitate Collaborative Workshops and Meetings
- › 3.5 Build Trust and Foster Long-term Partnerships
- › 3.6 Evaluate and Enhance Stakeholder Collaboration Outcomes

• 4 Managing Stakeholder Expectations and Feedback — 6 classes

- › 4.1 Identify Key Stakeholders and Their Expectations
- › 4.2 Analyze Stakeholder Influence on Procurement Decisions
- › 4.3 Design Effective Communication Strategies for Stakeholder Engagement
- › 4.4 Gather and Interpret Stakeholder Feedback Mechanisms
- › 4.5 Respond to Stakeholder Feedback to Enhance Procurement Practices
- › 4.6 Monitor and Evaluate Stakeholder Relationships for Continuous Improvement

• 5 Evaluating Stakeholder Engagement Impact on Circular Economy Practices — 6 classes

- › 5.1 Identify Key Stakeholders in Circular Economy Practices
- › 5.2 Assess Stakeholder Influence on Sustainable Procurement Decisions
- › 5.3 Analyze Communication Strategies for Engaging Stakeholders
- › 5.4 Measure Impact of Stakeholder Engagement on Circular Economy Outcomes
- › 5.5 Develop Action Plans to Enhance Stakeholder Contributions
- › 5.6 Evaluate and Report on Engagement Strategies for Continuous Improvement

• 1 Understanding Sustainable Procurement: Principles and Frameworks — 6 classes

- › 1.1 Define Sustainable Procurement and Its Importance
- › 1.2 Explore the Key Principles of Sustainable Procurement
- › 1.3 Identify Relevant Frameworks for Sustainable Procurement
- › 1.4 Analyze Case Studies of Successful Sustainable Procurement
- › 1.5 Evaluate the Challenges in Implementing Sustainable Procurement
- › 1.6 Develop an Action Plan for Sustainable Procurement Strategies

• 2 ISO 20400: Structure and Key Requirements — 6 classes

- › 2.1 Explore the Structure of ISO 20400
- › 2.2 Identify Key Requirements for Sustainable Procurement
- › 2.3 Analyze the Scope and Benefits of ISO 20400 Compliance
- › 2.4 Examine Stakeholder Engagement in Sustainable Procurement
- › 2.5 Discuss the Roles and Responsibilities in ISO 20400 Implementation
- › 2.6 Apply ISO 20400 Guidelines to Real-World Procurement Scenarios

• 3 Stakeholder Engagement and Collaboration in Sustainable Procurement — 6 classes

- › 3.1 Analyze Stakeholder Identification Methods for Sustainable Procurement
- › 3.2 Assess the Role of Stakeholder Engagement in Sustainable Procurement Strategies
- › 3.3 Develop Techniques for Effective Communication with Stakeholders
- › 3.4 Explore Collaborative Approaches to Enhance Sustainable Procurement Outcomes
- › 3.5 Implement Stakeholder Feedback Mechanisms to Improve Procurement Practices
- › 3.6 Evaluate the Impact of Stakeholder Collaboration on Sustainable Procurement Success

• 4 Circular Economy and Its Role in Strategic Procurement — 6 classes

- › 4.1 Explain the Principles of Circular Economy in Strategic Procurement
- › 4.2 Identify Key Benefits of Implementing Circular Economy Practices
- › 4.3 Evaluate Current Procurement Processes Through a Circular Lens
- › 4.4 Develop Strategies for Integrating Circular Economy into Procurement
- › 4.5 Assess Case Studies of Successful Circular Economy Implementations
- › 4.6 Create an Action Plan for Circular Procurement Initiatives

• 5 Implementing and Measuring Sustainable Procurement Practices — 6 classes

- › 5.1 Define Sustainable Procurement Criteria and Objectives
- › 5.2 Analyze Current Procurement Practices Against Sustainable Standards
- › 5.3 Identify Key Stakeholders in Sustainable Procurement Implementation
- › 5.4 Develop a Sustainable Procurement Implementation Plan
- › 5.5 Create Metrics for Measuring Sustainable Procurement Success
- › 5.6 Evaluate and Adjust Sustainable Procurement Practices Based on Feedback

• 1 Foundations of Sustainability in Procurement — 6 classes

- › 1.1 Define Sustainability and Its Importance in Procurement
- › 1.2 Identify Key Principles of Sustainable Procurement
- › 1.3 Explore Environmental, Social, and Economic Impacts in Procurement
- › 1.4 Analyze Case Studies of Successful Sustainable Procurement Practices
- › 1.5 Develop a Framework for Assessing Supplier Sustainability
- › 1.6 Create an Action Plan for Implementing Sustainable Procurement Strategies

• 2 Understanding Circular Economy Principles — 6 classes

- › 2.1 Define Circular Economy Concepts in Procurement
- › 2.2 Identify Key Principles of Circular Economy
- › 2.3 Analyze Case Studies of Circular Economy in Action
- › 2.4 Explore Benefits and Challenges of Circular Procurement
- › 2.5 Develop Strategies for Implementing Circular Practices
- › 2.6 Create an Action Plan for Circular Economy Integration

• 3 Evaluating Sustainable Suppliers and Products — 6 classes

- › 3.1 Identify Key Criteria for Evaluating Sustainable Suppliers
- › 3.2 Assess Environmental Impact of Supplier Products
- › 3.3 Analyze Social Responsibility Practices of Suppliers
- › 3.4 Compare Supplier Certifications and Standards
- › 3.5 Develop a Supplier Evaluation Tool for Sustainability
- › 3.6 Create an Action Plan for Continuous Improvement in Procurement

• 4 Integrating Sustainability into Procurement Strategies — 6 classes

- › 4.1 Analyze the Importance of Sustainability in Procurement
- › 4.2 Identify Key Principles of Sustainable Procurement
- › 4.3 Evaluate Current Procurement Practices for Sustainability
- › 4.4 Develop Sustainability Criteria for Supplier Selection
- › 4.5 Integrate Circular Economy Concepts into Procurement Strategies
- › 4.6 Create an Action Plan for Implementing Sustainable Procurement

• 5 Measuring and Reporting on Sustainable Procurement Outcomes

— 6 classes

- › 5.1 Define Key Performance Indicators for Sustainable Procurement
- › 5.2 Collect Data on Sustainable Procurement Practices
- › 5.3 Analyze Sustainability Metrics in Procurement Outcomes
- › 5.4 Report Findings on Sustainable Procurement Effectiveness
- › 5.5 Implement Improvements Based on Sustainability Assessments
- › 5.6 Communicate Sustainable Procurement Successes to Stakeholders