

# **CEP1001: Planning Fundamentals Module Outline**

## **“Self-directed” Online Training**

### **Prerequisites**

None

### **Recommended prior learning/experience**

None

### **Description**

This training module on "Planning Fundamentals" equips participants with a comprehensive understanding of the planning process. It enables them to define the scope of plans and strategies effectively. Participants will explore various tools and techniques to support efficient planning and will delve into the Plan-Do-Check-Act cycle for continuous improvement.

The module also covers the emissions reduction hierarchy, including strategies to Avoid, Reduce, Switch and Offset emissions. Learners will gain insights into the application of energy audits and understanding carbon footprints, and how to apply these concepts into the planning cycle for more sustainable outcomes.

### **Position and pathway**

This module has an associated assessment which takes the form of an online examination. Success in the associated assessment is an element of CEP's Certified Professional in Energy and Certified Professional in Carbon professional qualifications.

### **Delivery mode**

The training module consists of nine (9) videos, four (4) progression quizzes and one (1) completion quiz. The progression quizzes serve as gatekeeper steps, requiring successful completion before participants can advance to the next lesson.

### **Hours**

This module is split into nine (9) lessons and totals approximately four (4) hours of viewing time. Students will be required to undertake four (4) progression quizzes, which should take around five (5) minutes each.

## Learning outcomes

By the end of the module, students should:

1. Understand the planning process.
2. Be able to define the scope of plans and strategies.
3. Understand the tools and techniques available to support effective planning.
4. Understand the Plan-Do-Check-Act cycle.
5. Understand the emissions reduction hierarchy: Avoid, Reduce, Switch, Offset.
6. Be able to understand energy audits and carbon footprints and how they can be used in the planning cycle.

## Module Structure and Progression

Lesson Outlines	
Lesson 1	The Planning Process
	<p><b>Video duration:</b> 25 minutes approximately.</p> <p>Content relates to learning outcomes 1:</p> <ul style="list-style-type: none"> <li>• The Planning Process</li> <li>• Learning Objectives</li> <li>• Importance of Planning</li> <li>• Planning Components</li> <li>• Strategic Planning</li> <li>• Tactical Planning</li> <li>• Operational Planning</li> <li>• Budget Cycles</li> <li>• Capital Funding</li> <li>• Financial Planning Tools</li> <li>• Monitoring and Evaluation</li> </ul>
Lesson 2	Scope and Strategies
	<p><b>Video duration:</b> 30 minutes approximately.</p> <p>Content relates to learning outcomes 2:</p> <ul style="list-style-type: none"> <li>• Importance of Defining Scope</li> <li>• Scope Components</li> <li>• Goals</li> <li>• Deliverables</li> <li>• Tasks and Activities</li> <li>• Inclusions and Exclusions</li> <li>• Assumptions and Constraints</li> <li>• Strategies</li> <li>• Implementing Strategies</li> </ul>

Lesson 3	Tools and Techniques
	<p><b>Video duration:</b> 25 minutes approximately.</p> <p>Content relates to learning outcomes 3:</p> <ul style="list-style-type: none"> <li>• Importance of Effective Planning Tools</li> <li>• Key Concepts</li> <li>• Project Management Software</li> <li>• Examples of Project Management Software</li> <li>• Work Breakdown Structures</li> <li>• WBS Example: New Software Application</li> <li>• Budgeting</li> <li>• Budgeting Example: Software Development</li> <li>• Resource Mapping</li> <li>• Resource Mapping Example: Construction Project</li> <li>• Gantt Charts</li> </ul>
Progression Quiz 1	
Lesson 4	The Plan-Do-Check-Act Cycle
	<p><b>Video duration:</b> 20 minutes approximately.</p> <p>Content relates to learning outcomes 4:</p> <ul style="list-style-type: none"> <li>• What is the PDCA Cycle?</li> <li>• Plan</li> <li>• Do</li> <li>• Check</li> <li>• Act</li> <li>• Benefits of PDCA</li> <li>• Applications of PDCA</li> <li>• Common Pitfalls to Avoid</li> </ul>
Lesson 5	The Emissions Reduction Hierarchy
	<p><b>Video duration:</b> 25 minutes approximately.</p> <p>Content relates to learning outcomes 5:</p> <ul style="list-style-type: none"> <li>• What is the Emissions Reduction Hierarchy?</li> <li>• Avoid</li> <li>• Reduce</li> <li>• Switch</li> <li>• Offset</li> <li>• Benefits</li> <li>• Challenges and Limitations</li> <li>• Applications</li> <li>• Best Practices</li> </ul>

<b>Progression Quiz 2</b>	
<b>Lesson 6</b>	<b>Energy Audits - Part 1</b>
	<p><b>Video duration:</b> 20 minutes approximately.</p> <p>Content relates to learning outcomes 6:</p> <ul style="list-style-type: none"> <li>• Industry Specific Audits</li> <li>• ISO 50001</li> <li>• AS/NZS 3598:2014</li> <li>• AS/NZS 3598:2014 Part 1 - Commercial</li> <li>• AS/NZS 3598:2014 Part 2 - Industrial</li> <li>• AS/NZS 3598:2014 Part 3 – Transport</li> <li>• Energy Audit Reporting</li> </ul>
<b>Lesson 7</b>	<b>Energy Audits - Part 2</b>
	<p><b>Video duration:</b> 30 minutes approximately.</p> <p>Content relates to learning outcomes 6:</p> <ul style="list-style-type: none"> <li>• Types: Preliminary, Detailed, Investment-Grade Audits</li> <li>• Type 1 Audits</li> <li>• Type 2 Audits</li> <li>• Type 3 Audits</li> <li>• Components</li> <li>• Benefits</li> <li>• Challenges</li> <li>• Best Practices</li> <li>• Energy Audit Techniques</li> <li>• Technology Integration</li> <li>• Energy Management Systems (EMS)</li> </ul>
<b>Progression Quiz 3</b>	
<b>Lesson 8</b>	<b>Carbon Footprints: Emission Sectors and Standards</b>
	<p><b>Video duration:</b> 30 minutes approximately</p> <p>Content relates to learning outcome 6:</p> <ul style="list-style-type: none"> <li>• Introduction to Emissions</li> <li>• Emissions Sectors</li> <li>• Agriculture Sector</li> <li>• Energy Sector</li> <li>• Transport Sector</li> <li>• Industrial Sector</li> <li>• Waste Sector</li> <li>• Land Use Land-Use Change and Forestry</li> <li>• ISO 14064</li> </ul>

	<ul style="list-style-type: none"> <li>• GHG Protocol</li> <li>• International Agreements</li> </ul>
<b>Lesson 9</b>	<b>Carbon Footprints: Emission Scopes and Factors</b>
	<p><b>Video duration:</b> 30 minutes approximately</p> <p>Content relates to learning outcome 6:</p> <ul style="list-style-type: none"> <li>• Emissions Scopes</li> <li>• Emissions Categories</li> <li>• Scope 1 - Category 1</li> <li>• Scope 2 - Category 2</li> <li>• Scope 3 - Category 3</li> <li>• Scope 3 - Category 4</li> <li>• Scope 3 - Category 5</li> <li>• Scope 3 - Category 6</li> <li>• Benefits</li> <li>• Challenges</li> <li>• Emissions Factors</li> </ul>
<b>Progression Quiz 4</b>	
<b>Completion Quiz</b>	<b>CEP1001: Planning Fundamentals</b>

### Assessment

This training module does not have a formal assessment. CEP runs a credential, assessed by examination for CEP1001: Planning Fundamentals, which operates independently of this training module. Completion of this module is not a pre-requisite for the formal assessment.

### Completion

The module will be considered completed and a digital “Completion” certificate will be available when the student has achieved a score of 75% or above in the Completion Quiz.