

## CEP1003: Target Setting and Monitoring Module Outline “Self-directed” Online Training

### Prerequisites

None

### Recommended prior learning/experience

None

### Description

This module on “Target Setting and Monitoring” equips participants with the skills to effectively quantify goals and objectives, focusing on continuous improvement rather than mere compliance.

Learners will discover how to identify and access relevant data, recognise the appropriate metrics for specific applications, and establish accurate baselines when setting targets. Additionally, the module covers the design of comprehensive monitoring regimes, ensuring that participants can implement effective strategies for sustainability and performance enhancement within their organisations.

### 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 eight (8) videos, four (4) progression quizzes and one (1) completion quiz (in 3 parts). The progression quizzes serve as gatekeeper steps, requiring successful completion before participants can advance to the next lesson.

### Hours

This module is split into eight (8) lessons and totals approximately three and a half (3.5) 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. Quantify goals and objectives.
2. Design for improvement not compliance.
3. Identify available data and know how to access it.
4. Understand how to establish baselines when setting targets.
5. Recognise the correct metrics for specific applications.
6. Understand how to design a monitoring regime.

## Module Structure and Progression

Lesson Outlines	
Lesson 1	Quantifying Goals and Objectives
	<p><b>Video duration:</b> 25 minutes approximately.</p> <p>Content relates to learning outcomes 1:</p> <ul style="list-style-type: none"> <li>• Objectives vs Goals</li> <li>• Benefits to Carbon and Energy Productivity</li> <li>• Setting Targets</li> <li>• Quantifying Targets</li> <li>• Alignment and Adjustment</li> <li>• Monitoring and Evaluation</li> <li>• Engaging Stakeholders</li> </ul>
Lesson 2	Designing for Improvement
	<p><b>Video duration:</b> 25 minutes approximately.</p> <p>Content relates to learning outcomes 2:</p> <ul style="list-style-type: none"> <li>• Challenges of Compliance-Centric Approaches</li> <li>• Principles of Designing for Improvement</li> <li>• Setting Ambitious Targets</li> <li>• Leveraging Technology and Innovation</li> <li>• Collaboration and Partnerships</li> <li>• Metrics and Monitoring</li> <li>• Continuous Learning and Adaptation</li> </ul>
Progression Quiz 1	
Lesson 3	Data Availability and Access

	<p><b>Video duration:</b> 25 minutes approximately.</p> <p>Content relates to learning outcomes 3:</p> <ul style="list-style-type: none"> <li>• Benefits of Data</li> <li>• Types of Data</li> <li>• Data Collection Methods</li> <li>• Data Management</li> <li>• Data Analytics and Visualisation</li> <li>• Ensuring Interoperability</li> <li>• Facilitating Access to Data</li> <li>• Engaging Stakeholders</li> <li>• Data Governance and Compliance</li> <li>• Using Data to Drive Decision-Making</li> </ul>
<b>Lesson 4</b>	<b>Establishing Baselines</b>
	<p><b>Video duration:</b> 30 minutes approximately.</p> <p>Content relates to learning outcomes 4:</p> <ul style="list-style-type: none"> <li>• What is a Baseline?</li> <li>• Why Establish Baselines?</li> <li>• How to Establish Baselines</li> <li>• Examples of Baselines</li> <li>• Setting Targets from Baselines</li> <li>• Setting Targets from Baselines (continued)</li> <li>• Monitoring Progress</li> <li>• Challenges</li> <li>• Solutions</li> <li>• Best Practices</li> </ul>
<b>Progression Quiz 2</b>	
<b>Lesson 5</b>	<b>Choosing the Right Metrics</b>
	<p><b>Video duration:</b> 25 minutes approximately.</p> <p>Content relates to learning outcomes 5:</p> <ul style="list-style-type: none"> <li>• Types of Metrics</li> <li>• Importance of Metrics in Sustainability</li> <li>• Key Considerations</li> <li>• Industry Specific Metrics</li> <li>• Metrics for Continuous Improvement</li> <li>• Metric Data Collection</li> <li>• Stakeholder Engagement</li> <li>• Tools and Technologies</li> <li>• Challenges</li> <li>• Examples</li> </ul>
<b>Lesson 6</b>	<b>Monitoring Regimes</b>

	<p><b>Video duration:</b> 25 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>• Key Elements</li> <li>• Designing KPIs</li> <li>• Monitoring Frequency and Methods</li> <li>• SCADA</li> <li>• Building Management Systems (BMS)</li> <li>• Audit Trails</li> <li>• Reporting and Communication</li> <li>• Feedback Loops</li> <li>• Challenges and Solutions</li> </ul>
<b>Progression Quiz 3</b>	
<b>Lesson 7</b>	<b>Continuous Improvement Monitoring – Part 1</b>
	<p><b>Video duration:</b> 30 minutes approximately.</p> <p>Content relates to learning outcomes 2. and 6:</p> <ul style="list-style-type: none"> <li>• Kaizen</li> <li>• PDCA Cycle</li> <li>• Total Quality Management</li> <li>• Root Cause Analysis</li> <li>• Average Quantity System</li> <li>• Six Sigma</li> <li>• Six Sigma - DMAIC</li> <li>• Six Sigma - Belts</li> <li>• Six Sigma - Statistical Process Control (SPC)</li> </ul>
<b>Lesson 8</b>	<b>Continuous Improvement Monitoring – Part 2</b>
	<p><b>Video duration:</b> 25 minutes approximately</p> <p>Content relates to learning outcomes 2. and 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> <li>• GHG Protocol</li> <li>• International Agreements</li> </ul>

<b>Progression Quiz 4</b>	
<b>Completion Quiz (in 3 parts)</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 each part of the Completion Quiz (which has no limit on number of attempts).