

COURSE OVERVIEW

Course Title	ENERGY PROCUREMENT
Course Aim	Procurement of energy can be complex, time consuming and very pressurised for businesses and professionals who are unfamiliar with energy markets, how they operate and how suppliers offer contracts. This course aims to inform participants about the basic procurement processes for electricity and gas in the UK.
Course Description	<p>The course describes how the electricity and gas industries are structured and how this impacts on the prices customers pay. It will explain the main drivers on energy pricing in the UK and how electricity and gas tariffs are structured. It will also explain the types of energy contracts that are available and the simple procurement processes that can be used by energy buyers.</p> <p>The course also includes information about how third party intermediaries work, how to get the best out of them, reveals how they get paid and how to minimise their costs.</p>
Course Outcomes	<p>The course will help you to:</p> <ul style="list-style-type: none"> • UK electricity and gas industry structures • What makes up delivered energy tariffs • What are the basic drivers of energy prices in the UK • The basic contract types available in the UK • How to run a basic procurement exercise • What third party intermediaries do and how they get paid
Course Structure and Features	<p>This course is delivered as a 1 day workshop.</p> <p>The course structure outlined below is indicative as some sections may be amended to assure the best outcomes for participants. Participants are encouraged to contribute with their own experiences and examples.</p> <p>The course material such as slide pack, case studies and course activities and any other necessary information will be issued by the course tutor at the beginning of the course and throughout.</p> <p>Course Structure:</p> <ol style="list-style-type: none"> 1. Opening 2. UK Electricity Industry – Structure and its effects on tariffs and billing 3. UK Gas Industry – Structure and its effects on tariffs and billing 4. UK Contract Pricing 5. Energy Contracts 6. Procurement Processes 7. Using Third Party Intermediaries 8. Post-course Assessment <p>Related teaching/learning methods and strategies: <u>Lecture and workshop:</u> These provide the basic foundation by presenting</p>



	<p>relevant knowledge, theories and techniques.</p> <p><u>Billing examples and exercises:</u> These provide examples of how bills actually look, how contracts are formed using attendees own bills as examples.</p> <p><u>Peer interaction from exercises and discussions:</u> These provide periods where participants can discuss the information presented and sharing experiences from their own organisations.</p>
Who Should Attend the Course	<p>This course is aimed at professionals or teams assigned with, or interested in, procuring energy for their organisation or clients. Professionals with an interest in understanding the UK energy market's structure and procurement processes should also consider completing this course.</p> <p>As a guide, participants with the following job titles may be appropriate for the course:</p> <ul style="list-style-type: none"> • Energy Trainees • Energy Engineers / Managers • Environmental Engineers / Managers • Buyers / Financial Managers
Prerequisites	<p>The minimum requirements for admission are:</p> <ul style="list-style-type: none"> • Educated to degree standard or equivalent business based energy management experience. • For those whose first language is not English, and who have not undertaken a course of study where the principal medium of instruction is English, certificate of competency in one of the standard language tests (e.g. IELTS, TOEFL) will normally be required.
Further Information	<p><u>Preparation for the course:</u> The EMA aims to make parts of the course more relevant to participants by giving them opportunity to discuss their own data. In preparation for the course, we suggest that participants obtain all the pages of an electricity and gas bill for their organisation/one of their organisation's sites and bring it along. If participants cannot get company bills, we advise to bring their own household bills along as this would still work. If participants are unable to obtain their bills, we will provide some bill samples.</p> <p><u>Post course assessment:</u> After the course, participants will be required to complete an assessment to test their knowledge, understanding, and application of the contents covered in this course.</p> <p><u>Certification:</u> Participants who complete and pass the assessment will receive a certificate including 5 hours of Continuing Professional Development (CPD) recognition.</p>
Other Related Training Courses	<p>Water Management</p> <p>Energy Management Strategy</p> <p>On-site Electricity Generation</p>

