

ECO TEX

User's Manual

e-Platform UDEMY

*Circular Economy Innovative Skills in the Textile Sector
User Manual for the Sustainability Expert e-course
January 2020*

Centro Tecnológico das Indústrias Têxtil e do Vestuário de Portugal – CITEVE (Portugal)

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| <i>Project Title</i> | <i>Circular Economy Innovative Skills in the Textile Sector</i> |
| <i>Project Acronym</i> | <i>ECO TEX</i> |
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| <i>Project Partners</i> | P1 <i>Confederación de la Industria Textil - TEXFOR (Spain)</i> P2 <i>Hellenic Fashion Industry Association - SEPEE (Greece)</i> P3 <i>Technical University of Iasi – TUIASI (Romania)</i> P4 <i>Rigas Tehniska Universitate - RTU (Latvia)</i> P5 <i>Centro Tecnológico das Indústrias Têxtil e do Vestuário de Portugal – CITEVE (Portugal)</i> |

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The objective of the Intellectual Output 6 – User's Manual

Following this manual, the users will easily be able to access the on-line platform (UDEMY). In this platform, the course “Sustainability Expert” is available, with no costs to the user that can navigate through the course in a very flexible way. The manual is analytical and easy reading.

The manual will be produced in e-format and 100 items publication in each partner's language. CITEVE is the lead partner of this task and responsible for its development. CITEVE developed the manual in Portuguese and English. Other partners will be responsible for the translation of the Manual in each national language. Each partner will be responsible for printing 100 items of the manual and circulate it during the pilot phase to the participants.

This document is the final version of the User's Manual, which will serve as a guide for learners to access easily the on-line platform where the contents of the "Sustainability Expert" course are available to the public.

1. Objectives of the Sustainability Expert Course

The Sustainability Expert course aims to empower learners to develop an understanding of global garment supply chains and the impact they have on people and our planet, while building strategies for change by driving forward a Textile and Clothing industry that supports people, planet, profits and creativity in equal measure.

2. Structure of the Sustainability Expert Course

The Sustainability Expert course is comprised of four modules that can be used separately for a personalized learning journey:

Module 1 - Sustainability Management

- Unit 1.1 Sustainability definition and policies
- Unit 1.2 Sustainable Development (Business Models)
- Unit 1.3 Application of Certifications and Policies
- Unit 1.4 Sustainability Assessment
- Unit 1.5 Internal Sustainability

Module 2 - Environmental Performance

- Unit 2.1 Environmental performance management
- Unit 2.2 Remanufacturing and Eco efficiency
- Unit 2.3 Best Available Techniques (BAT) in the textile industry
- Unit 2.4 Textile products environmental performance
- Unit 2.5 Environmental legislation for the textile sector

Module 3 - Corporate Social Responsibility

- Unit 3.1 CSR definition and scope
- Unit 3.2 Fundamentals of corporate social responsibility (CSR)
- Unit 3.3 Organizational culture and CSR
- Unit 3.4 Implement and evaluate CSR
- Unit 3.5 Occupational Health and Safety legislation for the textile sector

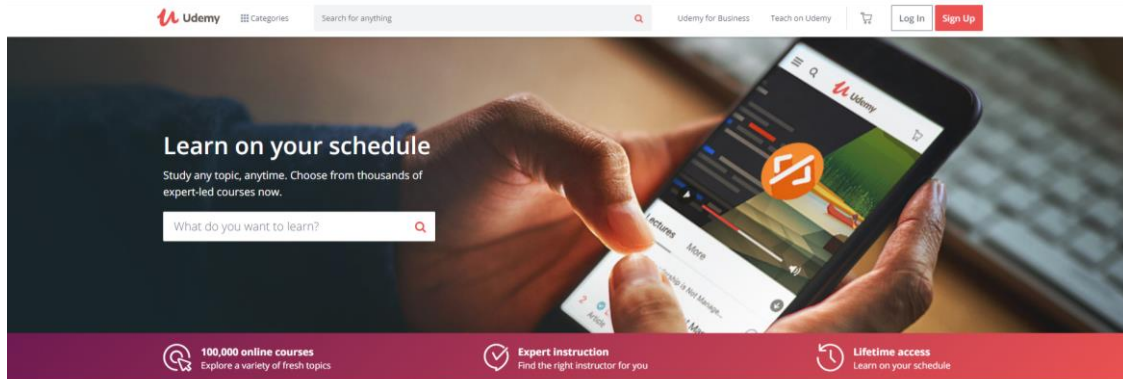
Module 4 - Circular Economy

- Unit 4.1 Circular economy definition and principles
- Unit 4.2 Identification of environmental legislation regarding waste management
- Unit 4.3 Circular Economy in the textile sector
- Unit 4.4 Eco-design
- Unit 4.5 Circular business models for the textile sector

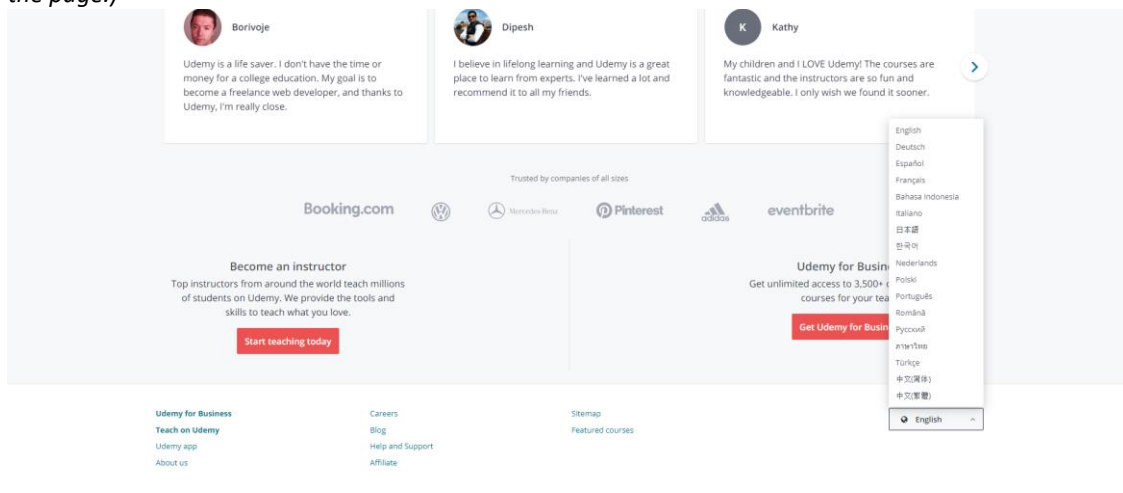
3. Steps to perform the “Sustainability Expert” course

3.1 - Registration in the training platform

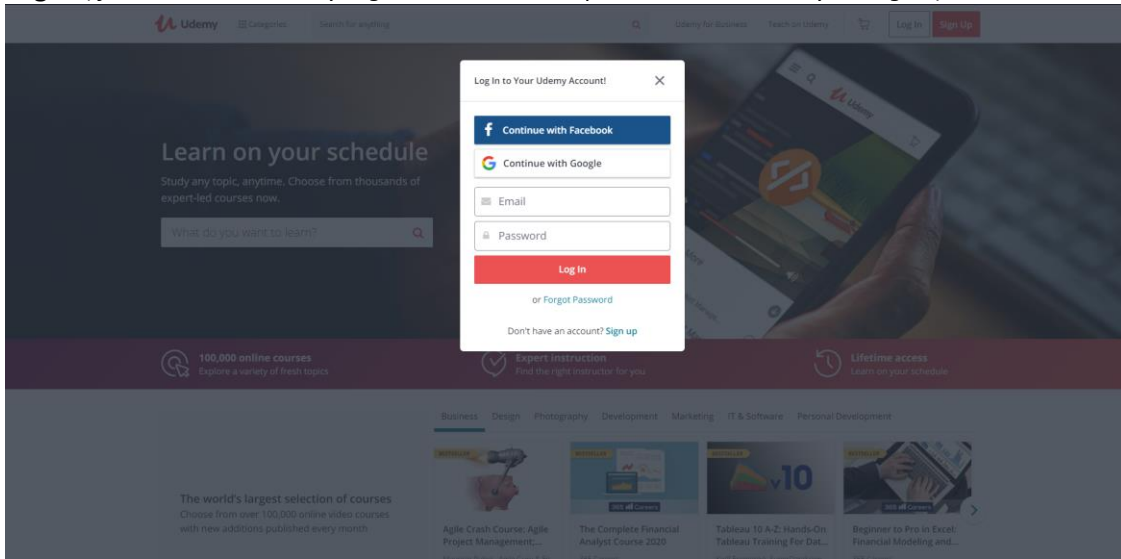
<https://www.udemy.com/>



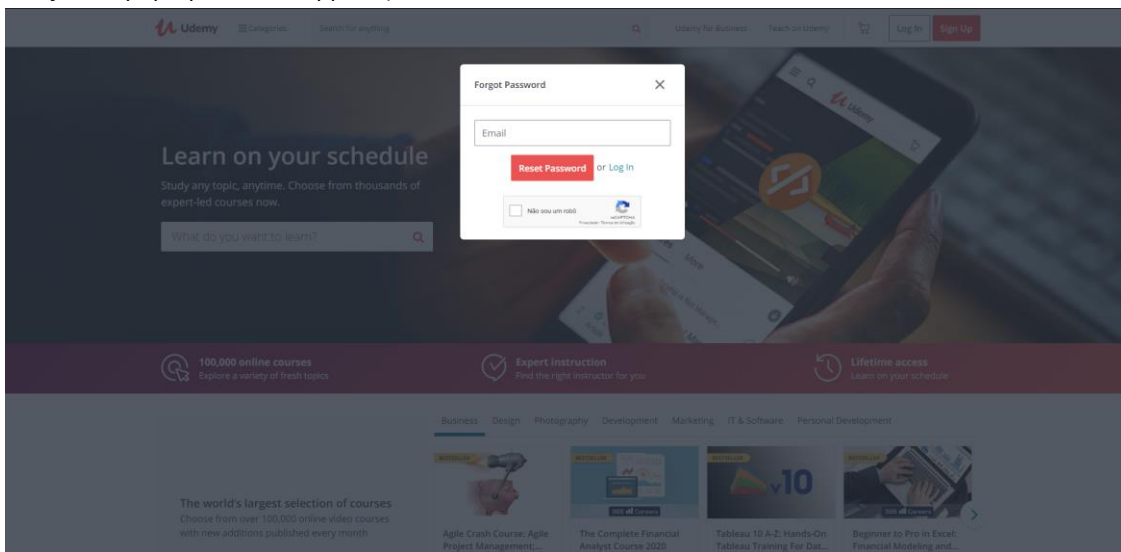
Choose language (*Learner has the possibility to choose the language of the platform in the bottom of the page.*)



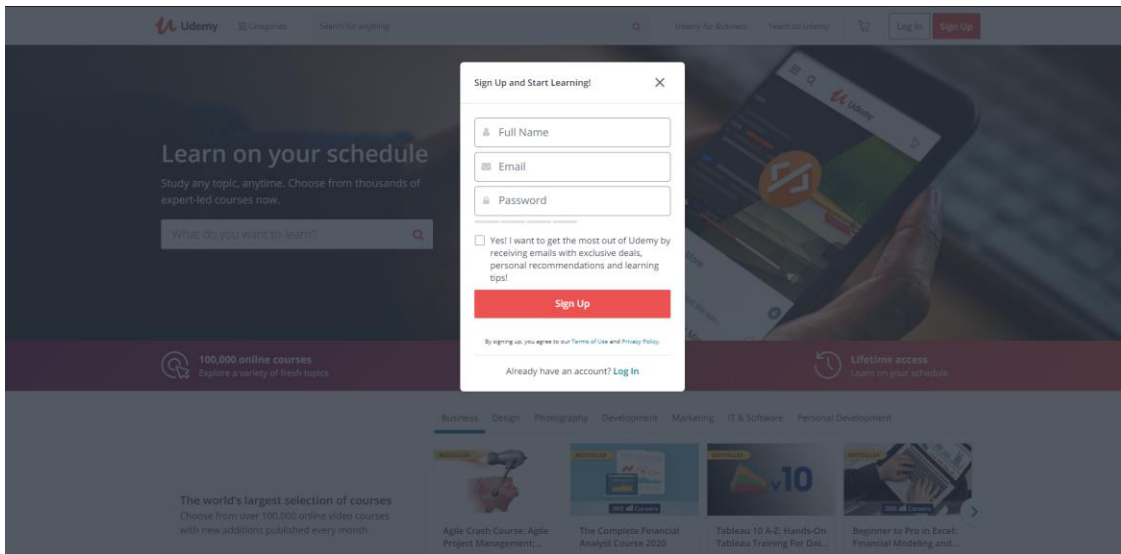
Log In (If the learner is already registered at UDEMY, please choose the way to Log In.)



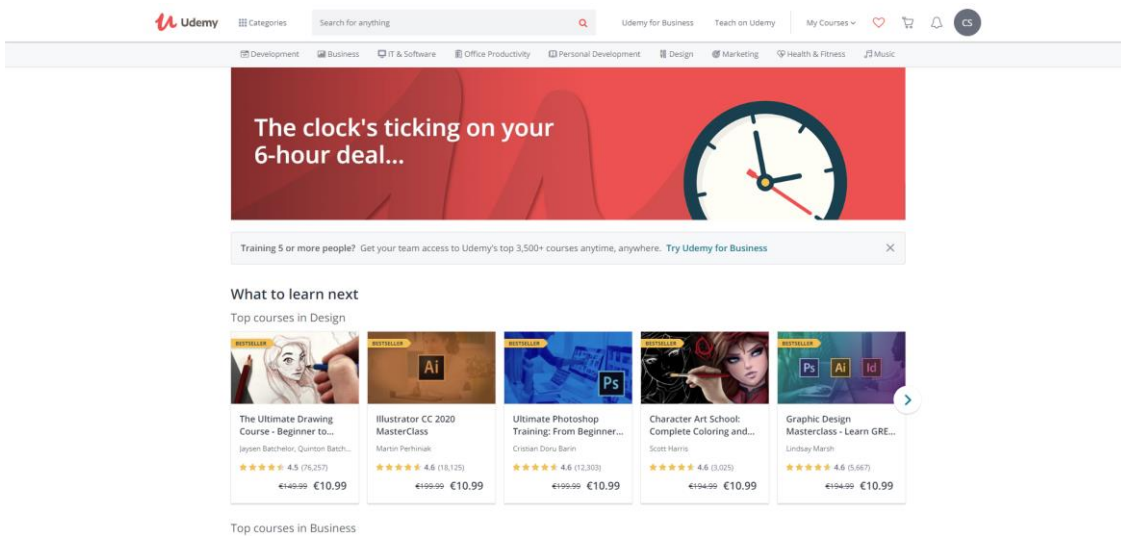
Forgot Password (If the learner does not remember his/her password must click on “Forgot Password” and fill the pop-up that will appear.)



Sign Up (If the learner is not registered at UDEMY, must click on "Sign Up" and fill the pop-up that will appear.)

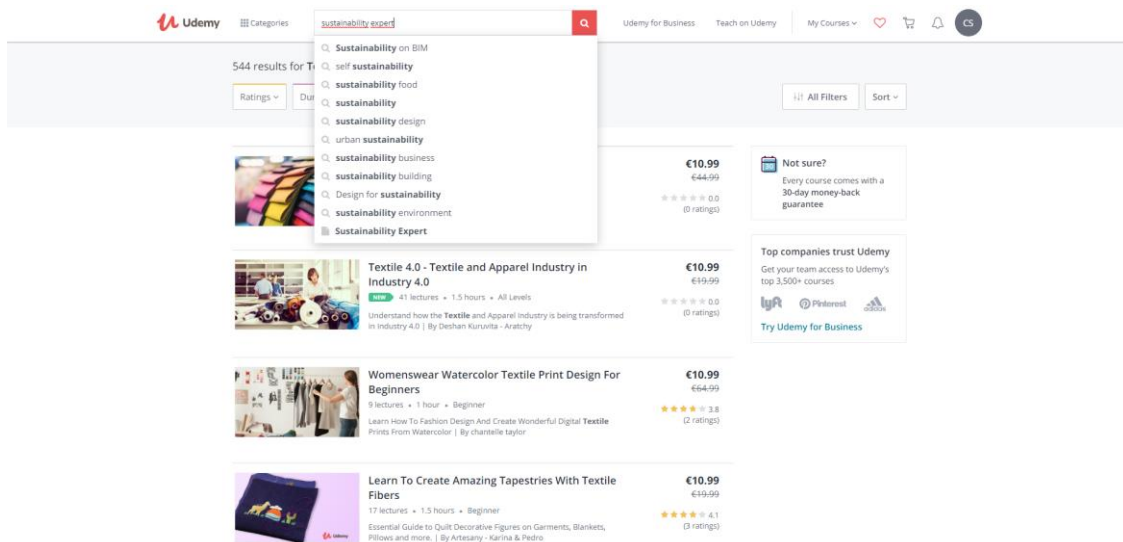


Use Platform (After Signing Up or Logging In the learner will immediately have access to the platform.)

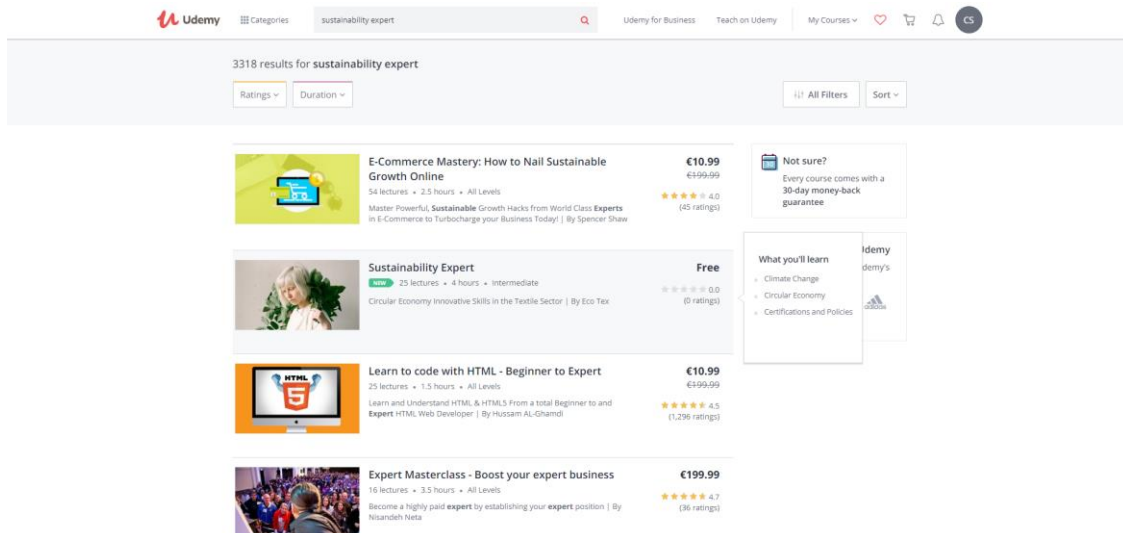


3.2 - Accessing the “Sustainability Expert” course

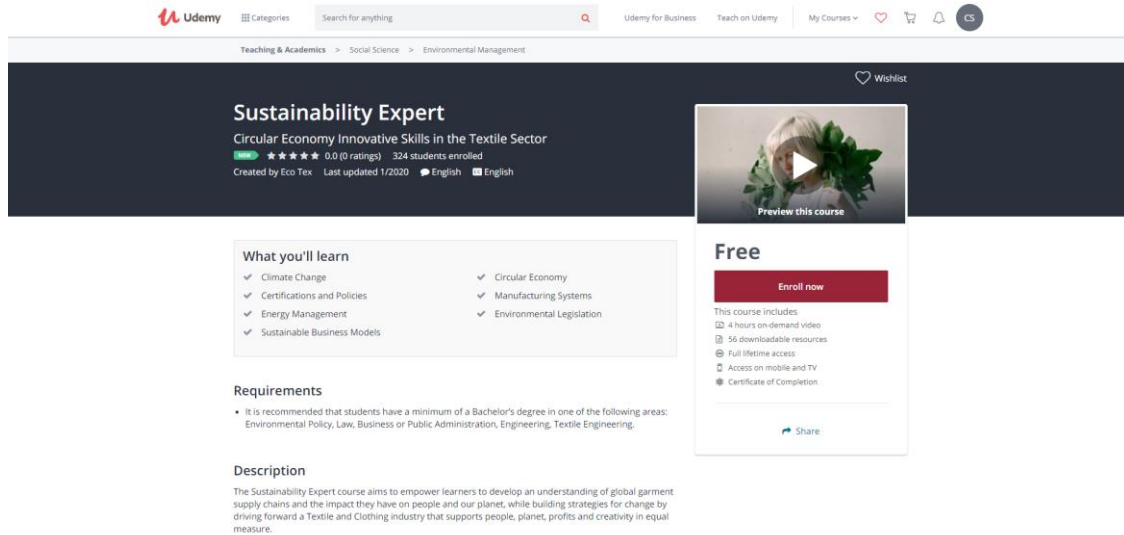
Search Course (To search for the “Sustainability Expert” course the learner can use the “Search” field and write “sustainability expert”.)



Choose Course (After the search, the course will appear on the screen and the learner must click on it to see more detailed information.)

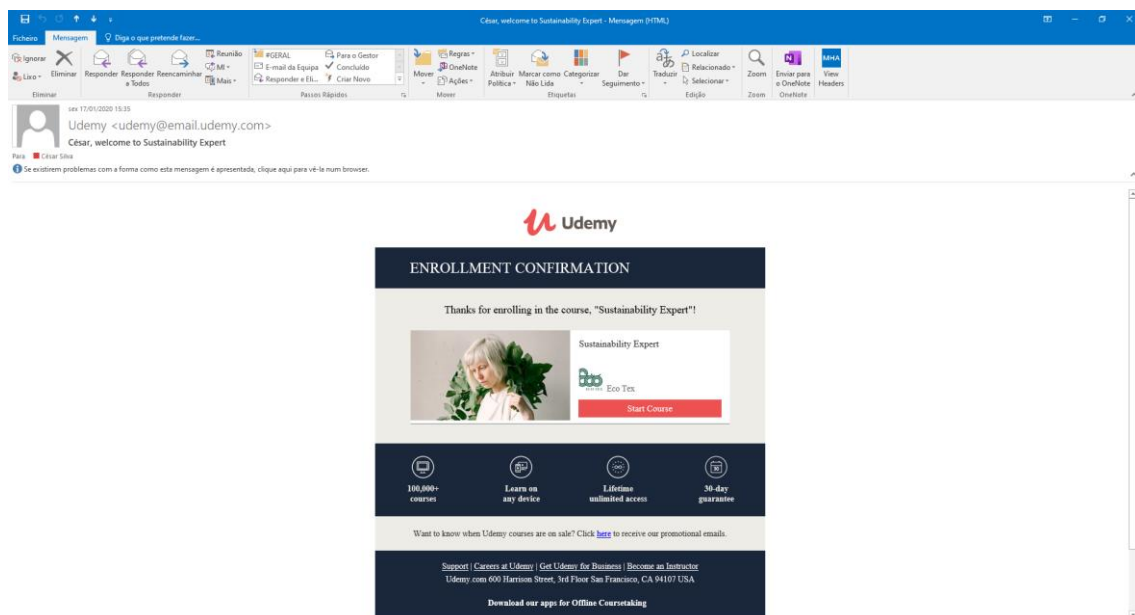


Enroll the Course (After checking all information about the course, if the learner wants to enroll on it, must click on the “Enroll now” button.)



The screenshot shows the Udeemy course page for "Sustainability Expert". The course is titled "Circular Economy Innovative Skills in the Textile Sector" and is created by Eco Tex. It has a rating of 0.0 (0 ratings) and 324 students enrolled. The course is updated as of 1/2020 and is available in English. The page lists what you'll learn, including Climate Change, Certifications and Policies, Energy Management, Sustainable Business Models, Circular Economy, Manufacturing Systems, and Environmental Legislation. A "Free" section highlights the "Enroll now" button and lists course features: 4 hours on-demand video, 56 downloadable resources, full lifetime access, access on mobile and TV, and a certificate of completion. A requirements section states that a minimum Bachelor's degree is recommended in Environmental Policy, Law, Business or Public Administration, Engineering, or Textile Engineering. The description states the course aims to empower learners to develop an understanding of global garment supply chains and their impact on people and the planet.

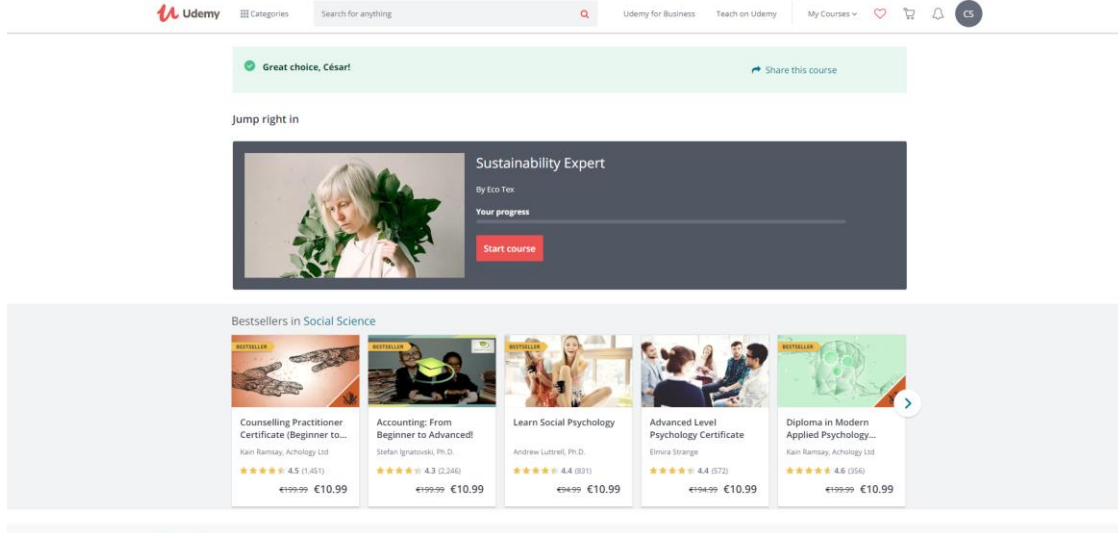
Enrollment Confirmation (An email is sent to the learner confirming the enrolment in the course.)



The screenshot shows an email from Udeemy with the subject "César, welcome to Sustainability Expert - Mensagem (HTML)". The email content includes the Udeemy logo, the text "ENROLLMENT CONFIRMATION", and "Thanks for enrolling in the course, 'Sustainability Expert!'". Below this is a thumbnail for the "Sustainability Expert" course with a "Start Course" button. The email also features four icons representing course benefits: 100,000+ courses, learn on any device, lifetime unlimited access, and a 30-day guarantee. At the bottom, there is a link to promotional emails, support and careers information, and the Udeemy address: 600 Harrison Street, 3rd Floor San Francisco, CA 94107 USA. A footer note says "Download our apps for Offline Course-taking".

3.3 – Performing the “Sustainability Expert” course

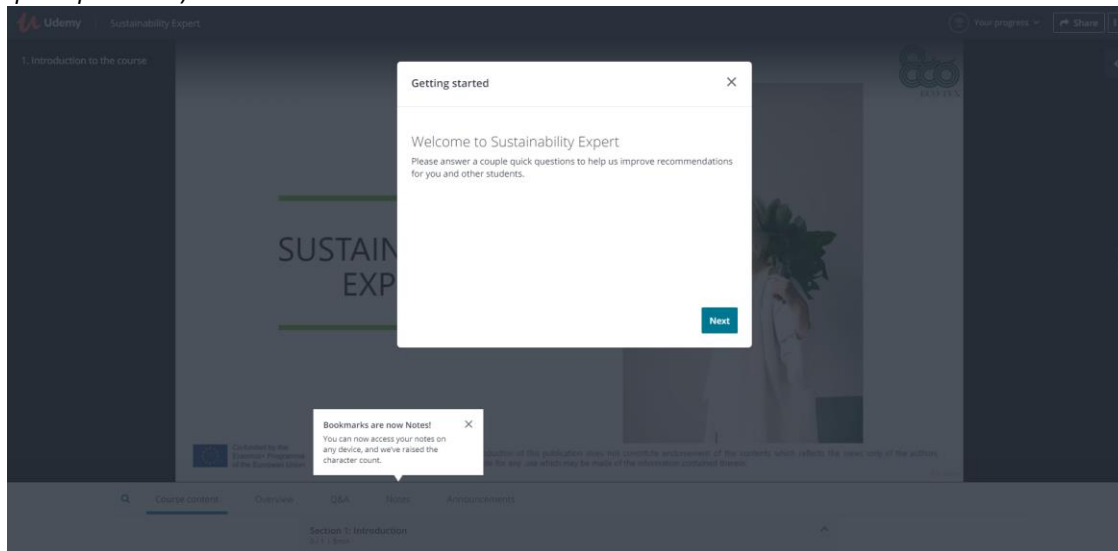
Start Course (After the enrolment on the course the learner must click on “Start Course” button.)



The screenshot shows the Udemy course page for "Sustainability Expert" by Eco Tex. At the top, there is a navigation bar with the Udemy logo, search bar, and user account options. Below the navigation bar, there is a green banner with the text "Great choice, César!" and a "Share this course" button. The main content area features a large image of a woman with green leaves, with the course title "Sustainability Expert" and a "Start course" button. Below this, there is a section titled "Bestsellers in Social Science" with five course cards. Each card displays the course title, instructor name, rating, and price.

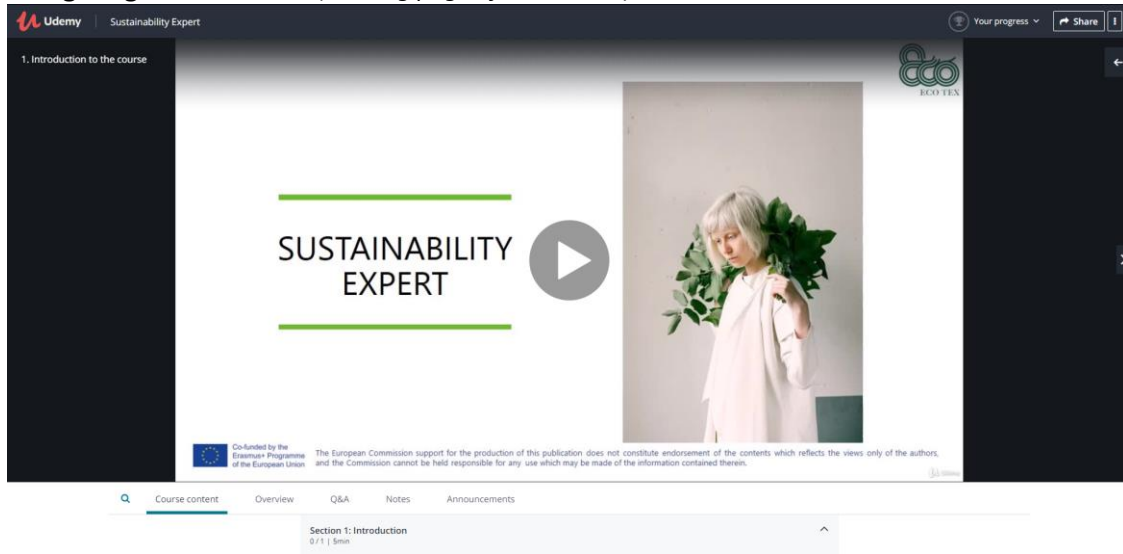
| Course Title | Instructor | Rating | Price |
|---|---------------------------|-------------|----------------|
| Counselling Practitioner Certificate (Beginner to...) | Kaen Ramsey, Achology Ltd | 4.5 (1,451) | €199.99 €10.99 |
| Accounting: From Beginner to Advanced! | Stefan Ignatowski, Ph.D. | 4.3 (2,346) | €199.99 €10.99 |
| Learn Social Psychology | Andrew Luttrell, Ph.D. | 4.4 (931) | €94.99 €10.99 |
| Advanced Level Psychology Certificate | Elmira Strange | 4.4 (572) | €94.99 €10.99 |
| Diploma in Modern Applied Psychology... | Kaen Ramsey, Achology Ltd | 4.6 (156) | €199.99 €10.99 |

Quick Questionnaire (Before starting to navigate in the course the learner is invited to answer some quick questions.)

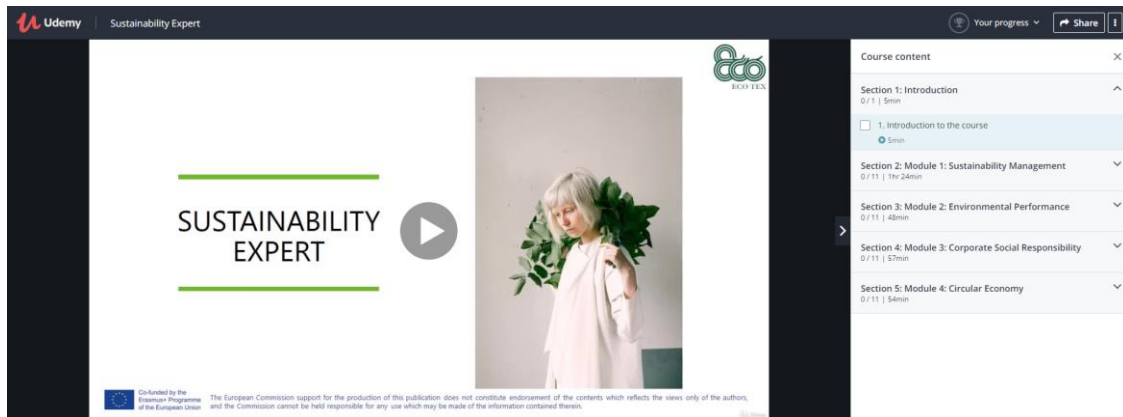
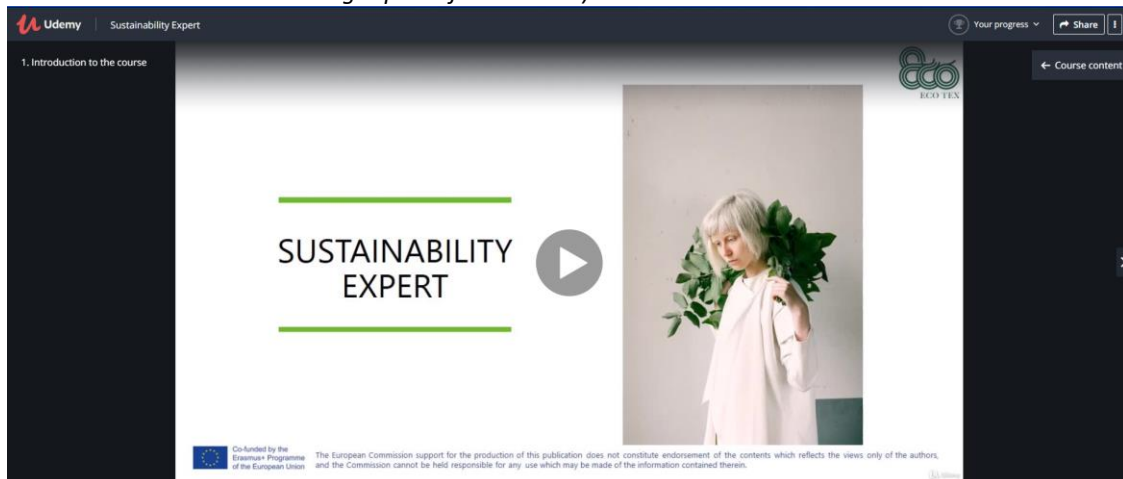


The screenshot shows the "Getting started" questionnaire for the "Sustainability Expert" course. The questionnaire is a white box with a close button (X) in the top right corner. It contains the text: "Welcome to Sustainability Expert. Please answer a couple quick questions to help us improve recommendations for you and other students." Below the text is a "Next" button. In the background, there is a dark blue banner with the text "SUSTAIN EXP" and a "Bookmarks are now Notes!" notification box.

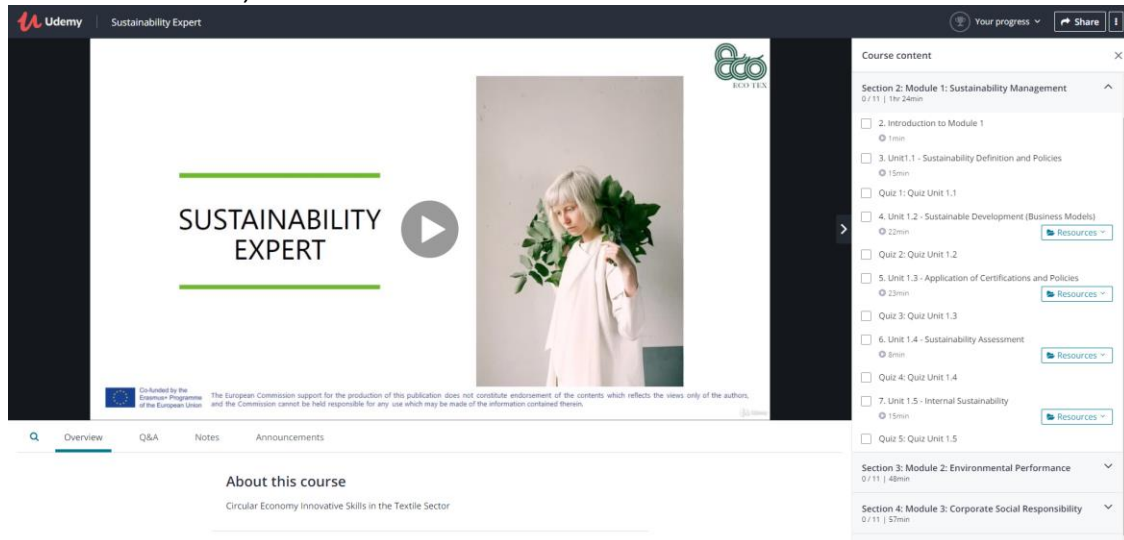
Navigating on the course *(Landing page of the course.)*



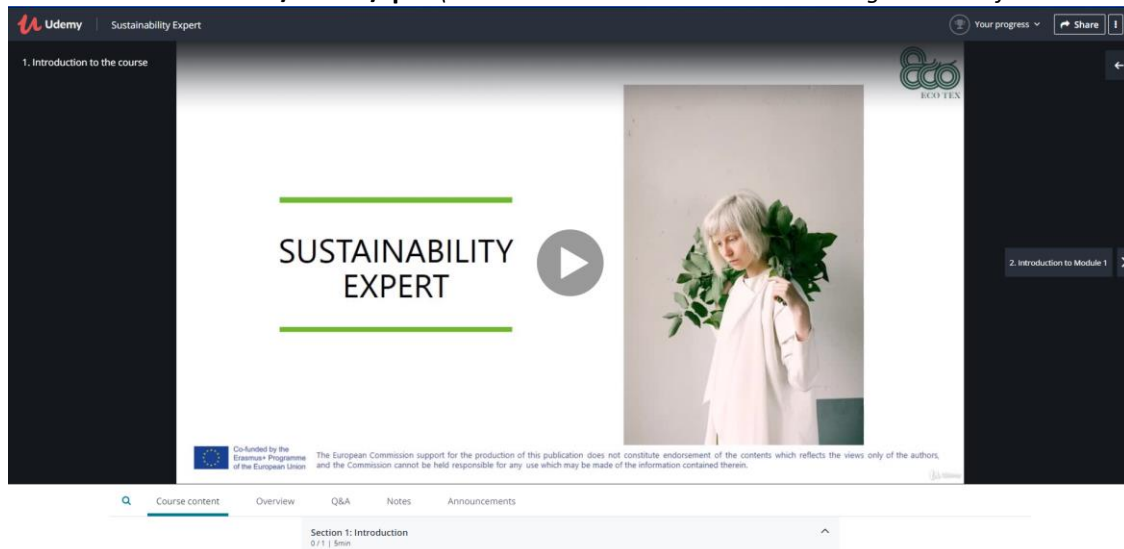
Navigating in the course content on the right of the screen *(The learner can navigate and open the course content list on the right part of the screen.)*



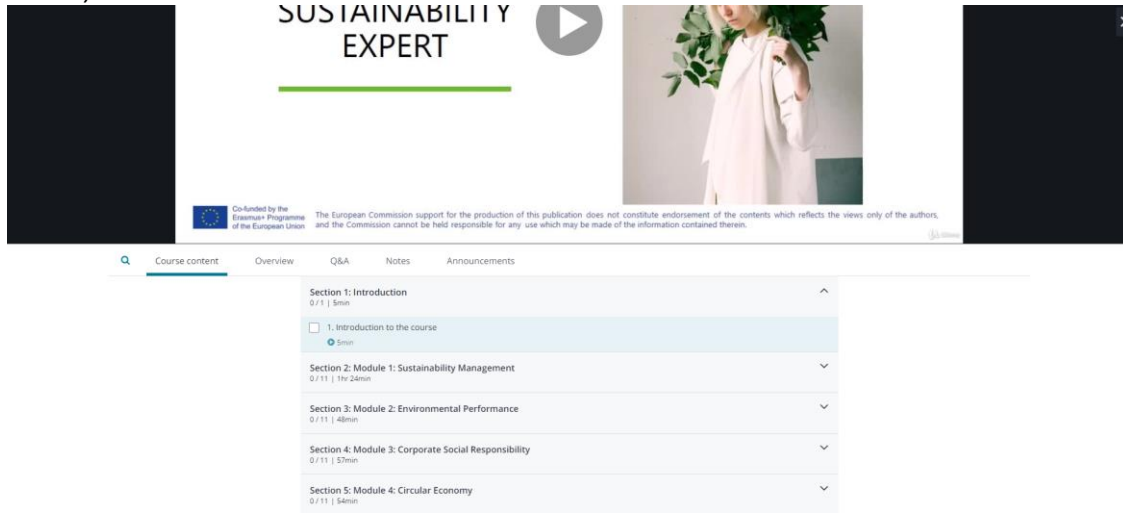
Open or close Sections of the course *(The learner can navigate through the course content by using the arrows on the list.)*



Advance to next video/lesson/quiz *(The learner can use the arrow on the right centre of the screen.)*



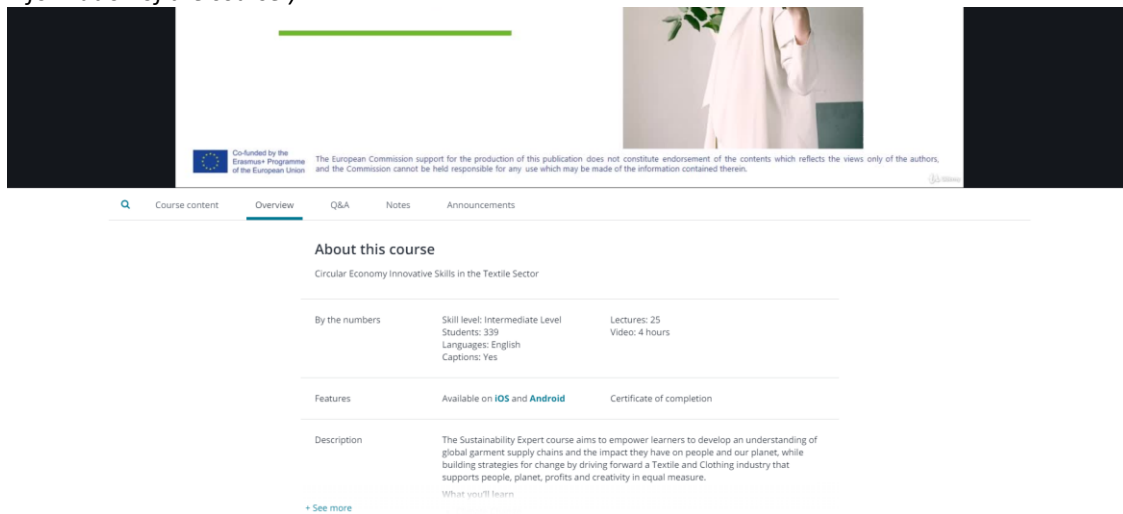
Course Content (The learner has also the possibility to see the course content in the bottom of the screen.)



The screenshot shows a video player interface for the course 'SUSTAINABILITY EXPERT'. The video title is 'SUSTAINABILITY EXPERT' and it features a play button icon. Below the video player, there is a navigation menu with options: 'Course content', 'Overview', 'Q&A', 'Notes', and 'Announcements'. The 'Course content' section is expanded, showing a table of contents with the following sections:

| Section | Duration |
|--|--------------------|
| Section 1: Introduction | 0 / 1 5min |
| 1. Introduction to the course | 5min |
| Section 2: Module 1: Sustainability Management | 0 / 11 1hr 24min |
| Section 3: Module 2: Environmental Performance | 0 / 11 48min |
| Section 4: Module 3: Corporate Social Responsibility | 0 / 11 57min |
| Section 5: Module 4: Circular Economy | 0 / 11 34min |

Overview of the course (By choosing the "Overview", the learner has the possibility to see the general information of the course.)



The screenshot shows the 'Overview' page of the course. The page title is 'About this course' and it provides general information about the course. The course is titled 'Circular Economy Innovative Skills in the Textile Sector'.

| By the numbers | Features |
|--|--|
| <p>Skill level: Intermediate Level</p> <p>Students: 339</p> <p>Languages: English</p> <p>Captions: Yes</p> | <p>Available on iOS and Android</p> <p>Certificate of completion</p> |

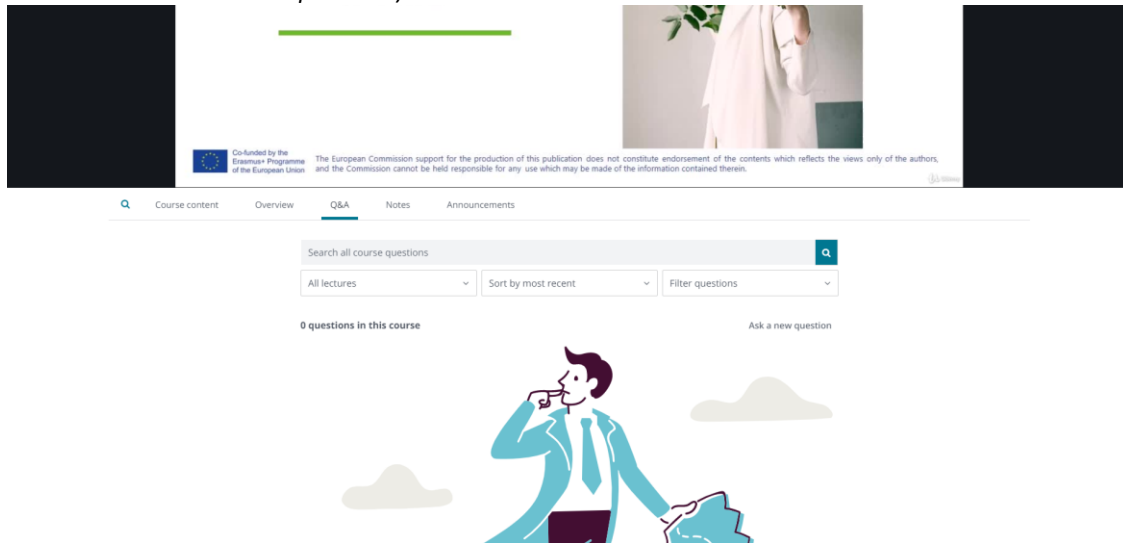
Description

The Sustainability Expert course aims to empower learners to develop an understanding of global garment supply chains and the impact they have on people and our planet, while building strategies for change by driving forward a Textile and Clothing industry that supports people, planet, profits and creativity in equal measure.

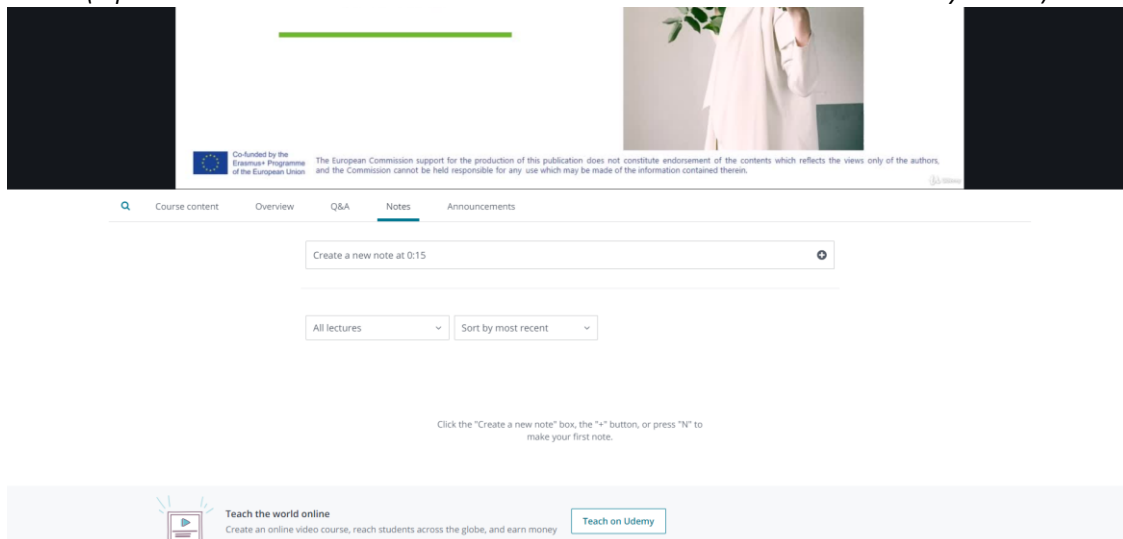
What you'll learn

[+ See more](#)

Q&A (A place for Questions & Answers that allows the interaction between learners and between learners and the course responsible.)



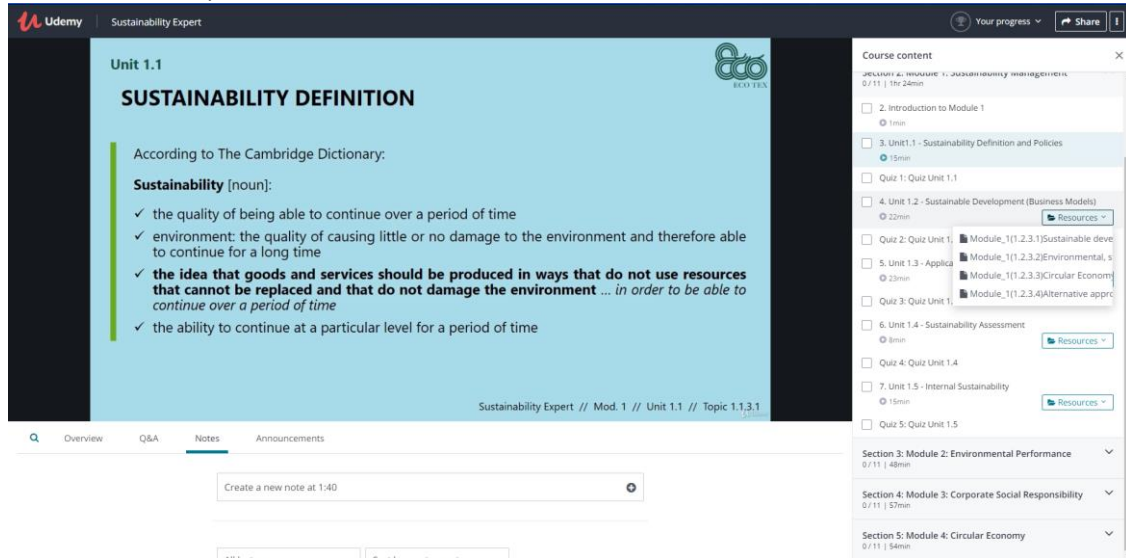
Notes (A private area where the learner can take notes and have access to them on any device.)



Choose Lesson/Content (If the learner wants to see specific contents, he/she can “jump” through lessons and choose those that are more important for him/her.)

Use Captions (The learner has the possibility to turn ON/OFF the captions and choose different languages for the captions.)

Resources (Each Unit has supporting documents available for download with more information about the Unit's content.)

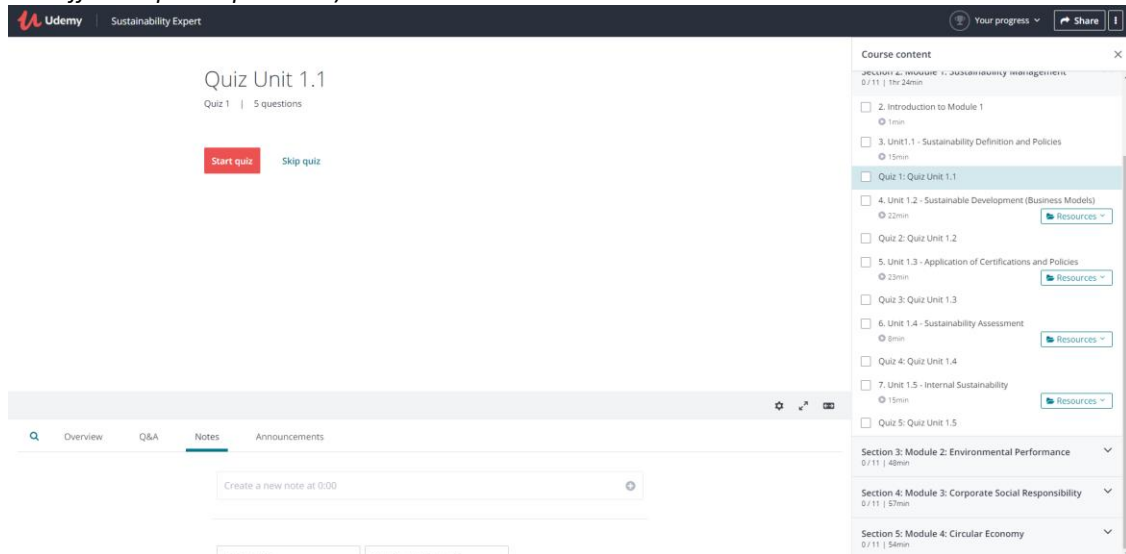


The screenshot shows the UdeMy interface for the 'Sustainability Expert' course. The main content area displays 'Unit 1.1 SUSTAINABILITY DEFINITION'. It includes a definition from the Cambridge Dictionary and a list of characteristics of sustainability:

- According to The Cambridge Dictionary:
- Sustainability** [noun]:
 - ✓ the quality of being able to continue over a period of time
 - ✓ environment: the quality of causing little or no damage to the environment and therefore able to continue for a long time
 - ✓ **the idea that goods and services should be produced in ways that do not use resources that cannot be replaced and that do not damage the environment ... in order to be able to continue over a period of time**
 - ✓ the ability to continue at a particular level for a period of time

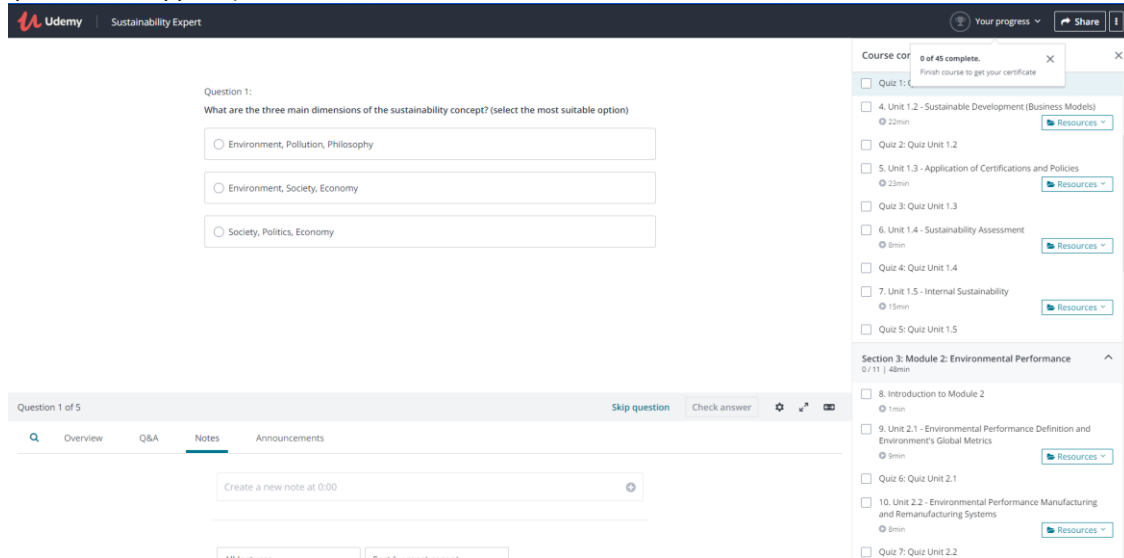
The sidebar on the right shows the course content, including sections for 'Module 2: Environmental Performance', 'Module 3: Corporate Social Responsibility', and 'Module 4: Circular Economy'. A 'Resources' button is visible next to several items in the sidebar.

Perform Unit Evaluation (The learner has the possibility to do a self-evaluation and choose to answer the different quizzes provided.)



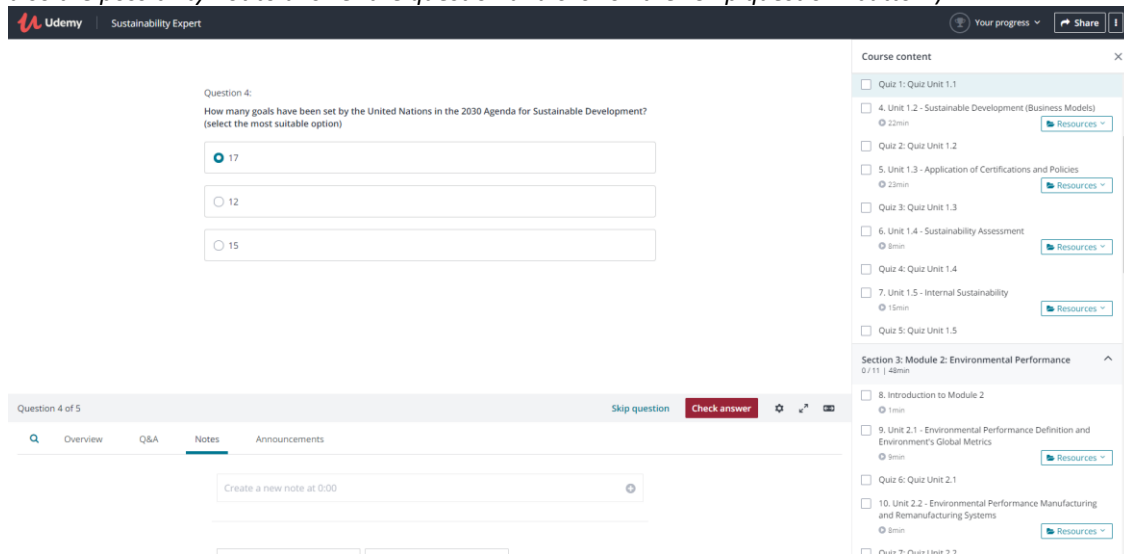
The screenshot shows the UdeMy interface for the 'Sustainability Expert' course, specifically the 'Quiz Unit 1.1' page. The page title is 'Quiz Unit 1.1' with '5 questions'. There are two buttons: 'Start quiz' (in red) and 'Skip quiz'. The sidebar on the right shows the course content, with 'Quiz 1: Quiz Unit 1.1' highlighted. Below the main content area, there is a 'Create a new note at 0:00' field and a 'Feedback' section.

Start Quiz (After choosing the quiz to perform, learner can click on “Start Quiz” button and the first question will appear.)



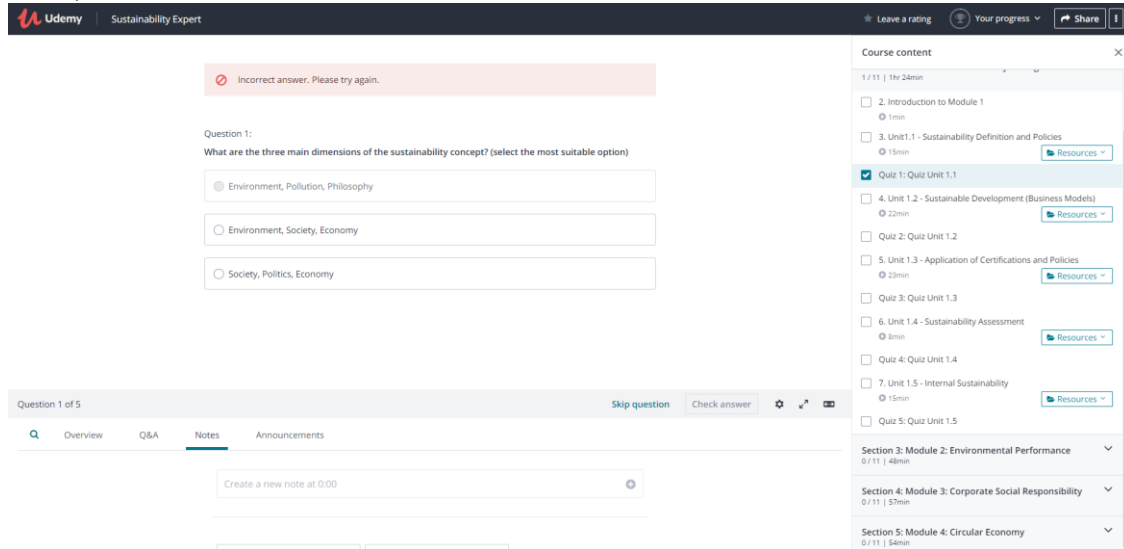
The screenshot shows the UdeMy interface for a quiz on Sustainability Expert. The main question is: "Question 1: What are the three main dimensions of the sustainability concept? (select the most suitable option)". There are three radio button options: "Environment, Pollution, Philosophy", "Environment, Society, Economy", and "Society, Politics, Economy". The interface includes a "Skip question" button, a "Check answer" button, and a "Notes" section with a "Create a new note at 0:00" field. On the right, a "Course content" sidebar shows a list of units and quizzes, with "Quiz 1: Quiz Unit 1.1" selected.

Choose answer (Learner must choose only one of the options provided to answer the question. There is also the possibility not to answer the question and click on the “Skip question” button.)



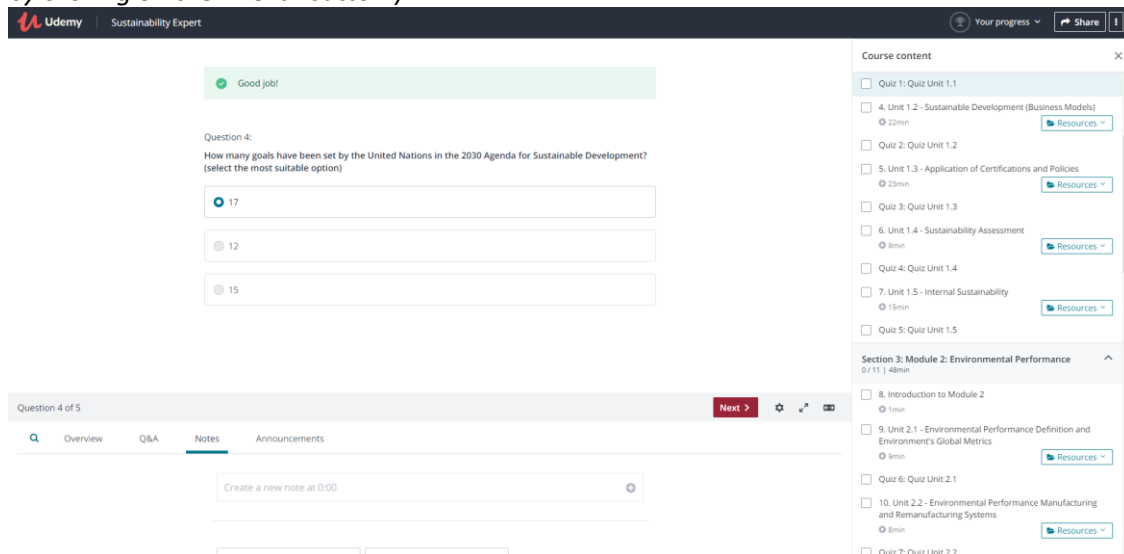
The screenshot shows the UdeMy interface for a quiz on Sustainability Expert. The main question is: "Question 4: How many goals have been set by the United Nations in the 2030 Agenda for Sustainable Development? (select the most suitable option)". There are three radio button options: "17", "12", and "15". The "17" option is selected. The interface includes a "Skip question" button, a "Check answer" button, and a "Notes" section with a "Create a new note at 0:00" field. On the right, a "Course content" sidebar shows a list of units and quizzes, with "Quiz 1: Quiz Unit 1.1" selected.

Check answer (After choosing the answer, learner can click on the “Check answer” button to see the result.)



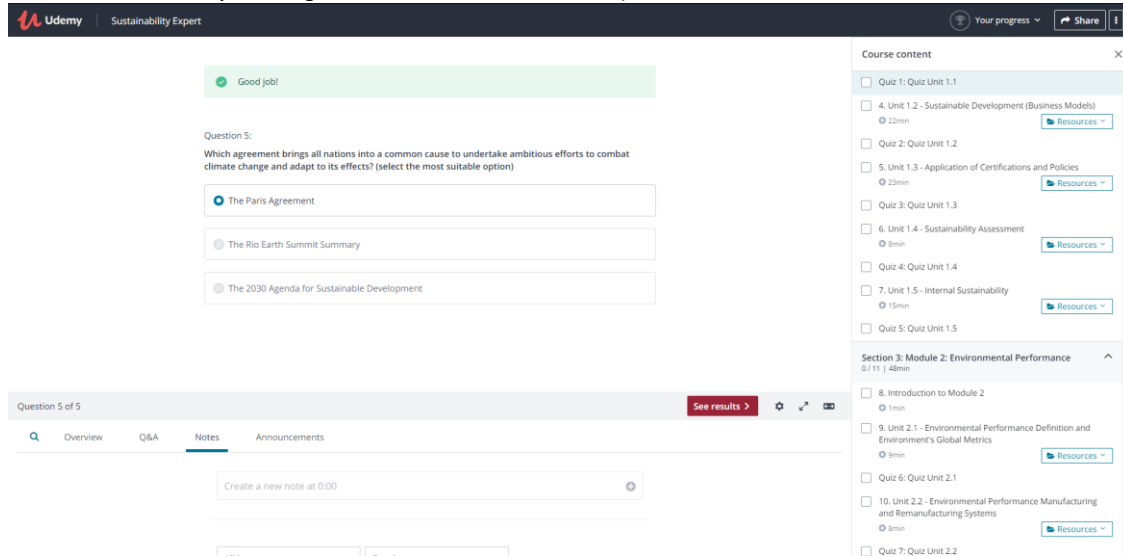
The screenshot shows a Udemu quiz interface for the course "Sustainability Expert". At the top, there is a navigation bar with "Udemu", "Sustainability Expert", "Leave a rating", "Your progress", "Share", and a notification icon. A red banner at the top of the question area says "Incorrect answer. Please try again." Below this, the question text reads: "Question 1: What are the three main dimensions of the sustainability concept? (select the most suitable option)". Three radio button options are listed: "Environment, Pollution, Philosophy", "Environment, Society, Economy", and "Society, Politics, Economy". The "Check answer" button is visible. Below the question, there are tabs for "Overview", "Q&A", "Notes", and "Announcements". A note creation field is present with the text "Create a new note at 0:00". On the right side, a "Course content" sidebar is open, showing a list of units and quizzes. The current unit is "Quiz 1: Quiz Unit 1.1".

Move to next question (After answering correctly to the question, learner can continue the quiz by clicking on the “Next” button.)



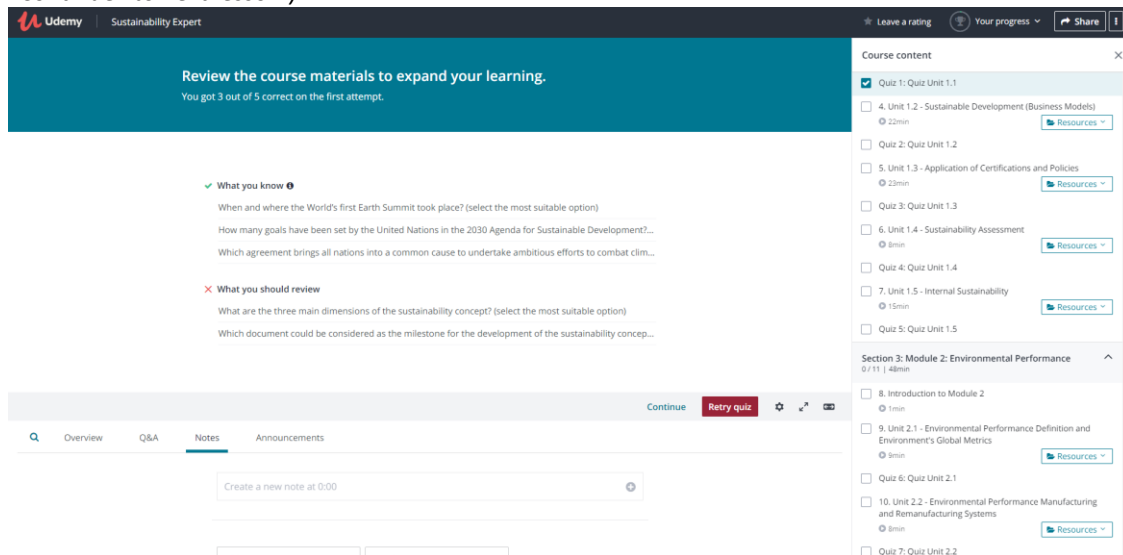
The screenshot shows the Udemu quiz interface after a correct answer. A green banner at the top says "Good job!". The question text reads: "Question 4: How many goals have been set by the United Nations in the 2030 Agenda for Sustainable Development? (select the most suitable option)". Three radio button options are listed: "17", "12", and "15". The "Next >" button is highlighted in red. Below the question, there are tabs for "Overview", "Q&A", "Notes", and "Announcements". A note creation field is present with the text "Create a new note at 0:00". On the right side, the "Course content" sidebar is open, showing the next unit in the sequence: "Section 3: Module 2: Environmental Performance".

Check Self-Evaluation results (After answering all questions, learner will have access to his/her self-evaluation results by clicking on the “See results” button.)



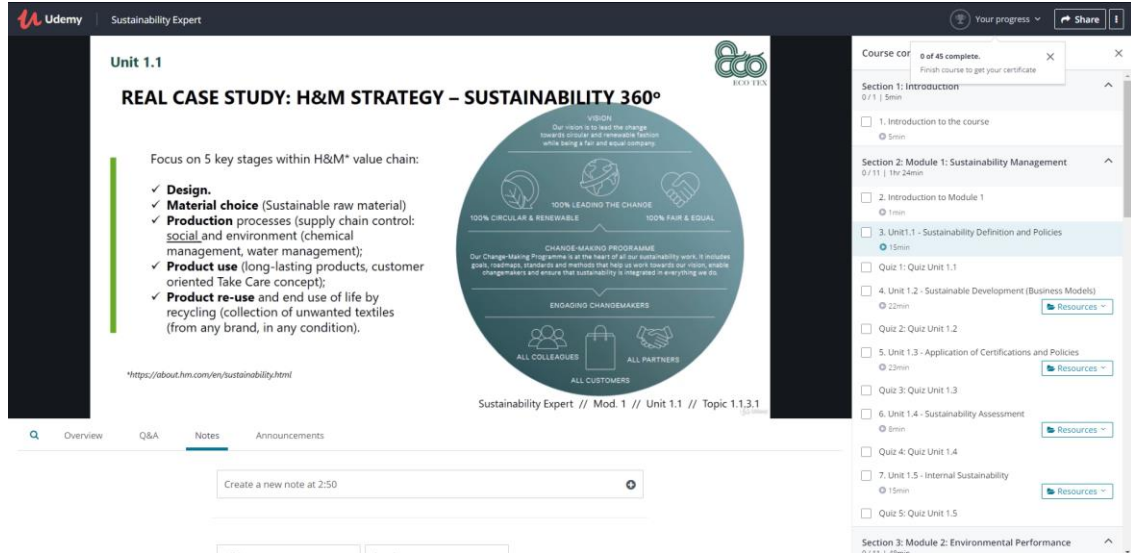
The screenshot shows a Udemty course page for 'Sustainability Expert'. At the top, there is a 'Good job!' notification. Below it, 'Question 5:' asks 'Which agreement brings all nations into a common cause to undertake ambitious efforts to combat climate change and adapt to its effects? (select the most suitable option)'. Three radio button options are provided: 'The Paris Agreement' (selected), 'The Rio Earth Summit Summary', and 'The 2030 Agenda for Sustainable Development'. A 'See results' button is visible in the top right of the question area. The right sidebar shows the course content list, including various units and quizzes.

Results of the Self-Evaluation (Depending on the results, learner has the possibility to “Retry quiz” or “Continue” to next lesson.)



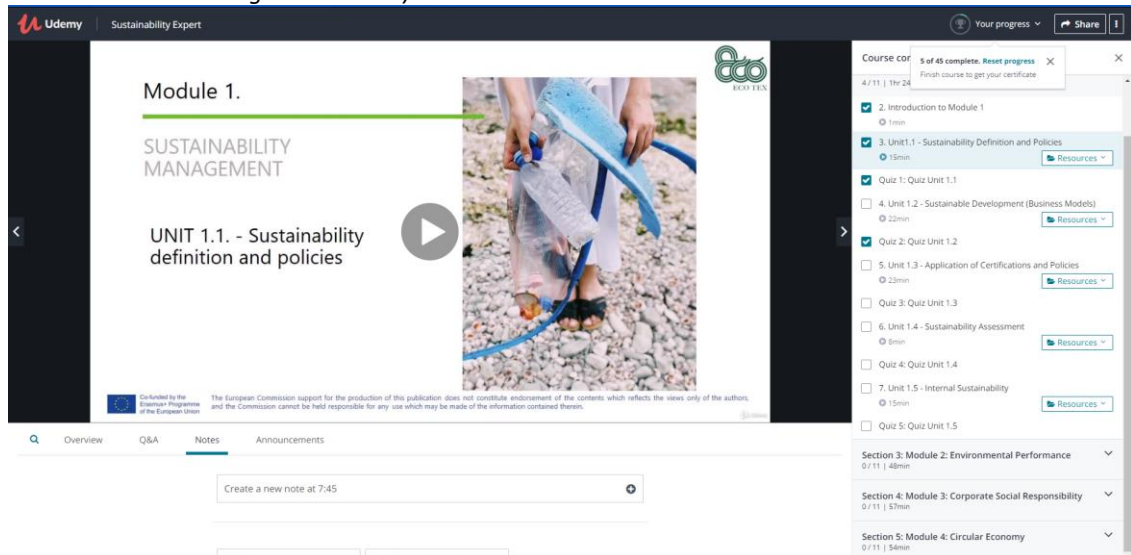
The screenshot shows the 'Review the course materials to expand your learning.' section. It states 'You got 3 out of 5 correct on the first attempt.' Below this, there are two sections: 'What you know' (3 items) and 'What you should review' (2 items). At the bottom, there are 'Continue' and 'Retry quiz' buttons. The right sidebar shows the course content list, with 'Quiz 1: Quiz Unit 1.1' checked.

Learner's Progress (Learner can check is progress in the course by clicking on “Your progress” button.)



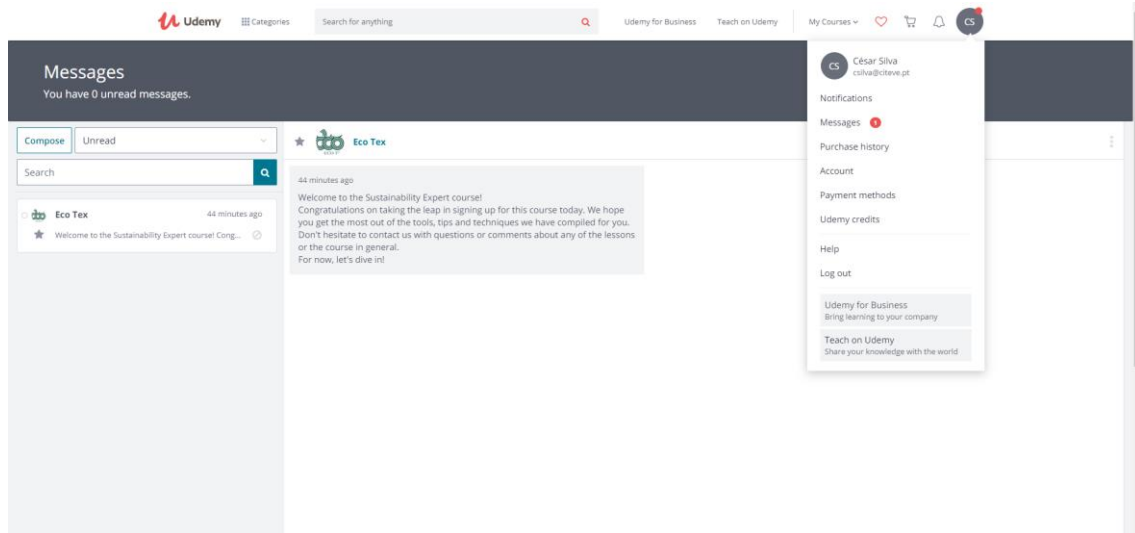
The screenshot shows the UdeMy interface for the course 'Sustainability Expert'. The main content area displays 'Unit 1.1 REAL CASE STUDY: H&M STRATEGY – SUSTAINABILITY 360°'. It includes a list of key stages in H&M's value chain: Design, Material choice, Production processes, Social and environment management, Product use, and Product re-use. A central circular diagram illustrates the 'CHANGE-MAKING PROGRAMME' with goals like '100% CIRCULAR & RENEWABLE', '100% LEADING THE CHANGE', and '100% FAIR & EQUAL'. The progress sidebar on the right shows '0 of 45 complete' and lists various sections and quizzes, including 'Introduction to the course', 'Module 1: Sustainability Management', and 'Module 2: Environmental Performance'.

Certification (Learner will have access to his/her Certificate when the course is complete – information available on “Your Progress” button.)



The screenshot shows the UdeMy interface for the course 'Sustainability Expert'. The main content area displays 'Module 1. SUSTAINABILITY MANAGEMENT' with a video player for 'UNIT 1.1 - Sustainability definition and policies'. The progress sidebar on the right shows '3 of 45 complete' and lists sections and quizzes, including 'Introduction to Module 1', 'Unit 1.1 - Sustainability Definition and Policies', 'Module 2: Environmental Performance', 'Module 3: Corporate Social Responsibility', and 'Module 4: Circular Economy'.

Navigation on Personal Account (By clicking on the profile image, learner has access to the fields regarding his/her personal account, such as visualize messages, notifications, the account, log out...)



The screenshot displays the Udemy user interface. At the top, the Udemy logo and navigation links are visible. The main content area is titled "Messages" and shows a list of messages from "Eco Tex". A user profile dropdown menu is open, showing options such as "Notifications", "Messages", "Purchase history", "Account", "Payment methods", "Udemy credits", "Help", "Log out", "Udemy for Business", and "Teach on Udemy".