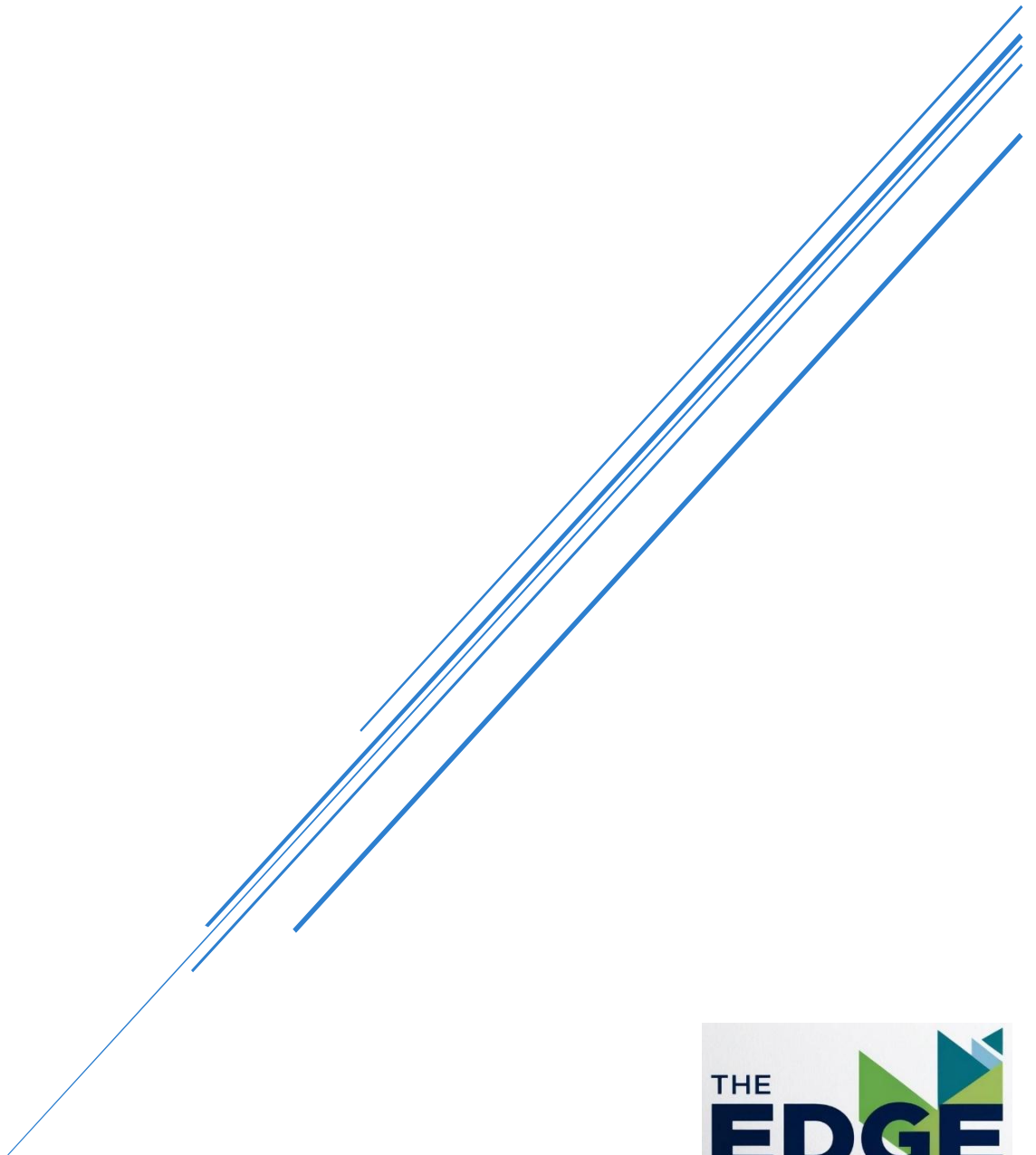


Balfour Beatty

EDGE ACADEMY

SELF ENROLMENT GUIDE



Welcome!

Thank you for taking part in the EDGE Academy – this is an industry leading support package of Videos, E-Modules and Resources to help you learn about Balfour Beatty's systems and processes, enhance skills for the wider construction industry and provide guidance on areas to aid sustainable growth as an organisation.

Designed by our experts and industry partners, this is **free to use** and a tool for individuals to explore areas relevant to their roles.

For any questions, please contact our team: EDGE@balfourbeatty.com

Signing Up to the Supply Chain Sustainability School

If you or your team members that will be using the EDGE Academy are not already part of the Supply Chain Sustainability School, please sign up below, before progressing (< 2 Minutes):

[Supply Chain Sustainability School: Register](#) | [Supply Chain Sustainability School](#)

This will also give you free access to the rest of the Supply Chain Sustainability's wide range of upskilling and training content.

Enrolling on the Learning Pathways

In order to access the modules within the Learning Pathways, please click on the links under the relevant headings below.

Once you click on the links, you will be taken to a page with a description of the Pathway, and **you'll see a blue button saying 'ENROL'** (you will need to be logged in first).

Then, **head to your dashboard by clicking on your name in the top right hand corner**, and **scroll down to 'Enrolled Pathways'**. You will be able to access all of the pathways that you enrol on here.

Important Note

It is critical to complete the quick "Pre-Module" & "Post-Module" surveys, to help measure the effectiveness of the content.

There is also a feedback form for each module, for you to suggest any improvements to the content or wider academy.

All content within the EDGE Academy is for guidance only and should not be considered legal, financial or professional advice.

Description: This micro-video series offers practical strategies for business development success, including common mistakes to avoid, finding public sector opportunities, engaging with customer motivations, and building strong relationships. Viewers will also learn how to stand out in tenders by leveraging unique selling points, using the STAR method, and presenting effective case studies.



Recommended Audience: Sales/Work Winning or those that reply to tenders/work on bids

Link to Pathway:

Post-Module Survey: [Click Here](#)

Description: This micro-video series provides a clear, step-by-step guide for suppliers on responding to tenders (RFQs/RFIs) using the Jaggaer platform. Viewers will learn how to access invitations, navigate the portal, submit responses, complete key sections, and communicate with buyers, ensuring a smooth and successful tendering process.

[illegible]

Recommended Audience: Sales/Work Winning or those that reply to tenders/work on bids

Link to Pathway:

Post-Module Survey: [Click Here](#)

Right First Time

Description: This video introduces Balfour Beatty's "Right First Time" approach to quality, highlighting the four commitments:

- 1) Understand what is required
- 2) Have the right skills and knowledge
- 3) Use the correct materials and tools
- 4) Carry out, check, document, and hand over the completed work



Through real-time documentation, consistent procedures, and early issue detection, the video emphasises how every team member, from managers to operatives, plays a vital role in preventing rework and ensuring successful project outcomes. Clear responsibility, ongoing training, and proactive problem-solving are showcased as essential for building trust, saving time, and achieving excellence together.

Key Topics: Quality, Procedures, Right First Time, Prevention, Expert, Trusted

Recommended Audience: Operations Managers, On-Site Teams, Quality Managers

Pre-Module Survey: [Click Here](#)

Link to Pathway:

<https://learn.supplychainschool.co.uk/local/coursebuilder/rule/scsslearningpath/view.php?id=2509>

Post-Module Survey: [Click Here](#)

Cybersecurity

Description: This micro-video series offers a clear introduction to essential cybersecurity practices within the construction and infrastructure sectors. It covers the importance of firewalls, secure configuration, security update management, user access control, and malware protection, all within the context of achieving Cyber Essentials certification.



With practical tips for implementation, such as choosing suitable firewalls, automating updates, auditing user access, and training staff, the video demonstrates how every team member plays a role in building a trusted, resilient organisation. Guidance on next steps and resources for further learning are also provided.

Key Topics: Cybersecurity, IT, Procedures, Systems, Certification, Data

Recommended Audience: IT Managers, Administrative Managers/Staff, Business Owner

Pre-Module Survey: [Click Here](#)

Link to Module:

<https://learn.supplychainschool.co.uk/local/coursebuilder/rule/scsslearningpath/view.php?id=2506>

Post-Module Survey: [Click Here](#)

Sustainability: Why it Matters

Description: This micro-video series provides a clear, accessible introduction to sustainable practices within the construction and infrastructure sectors. It covers essential topics such as:

- the definition and importance of sustainability,
- the industry's environmental and social impacts
- practical pathways for creating positive change.



The series highlights real-world examples, like GSK's carbon neutral laboratory, and demonstrates how sustainable practices not only benefit society and the environment but also drive business success through improved processes, cost savings, risk mitigation, and talent attraction.

Each video offers actionable guidance and concludes with next steps for embedding sustainability across teams and projects.

Key Topics: Building New Futures, Climate, Resource Efficiency, Supply Chain Integrity, Community Engagement, Social Impact, Diversity & Inclusion

Recommended Audience: Suitable for All

Pre-Module Survey: [Click Here](#)

Link to Pathway:

<https://learn.supplychainschool.co.uk/local/coursebuilder/rule/scsslearningpath/view.php?id=2510>

Post-Module Survey: [Click Here](#)

Category Management

Description: This comprehensive micro-video series offers a fast-paced, practical introduction to category management in procurement. Designed for professionals seeking to sharpen their purchasing skills, it covers everything from foundational concepts, like the role of the category manager and cross-functional teams, to strategic tools such as SWOT, PESTLE, Porter's Five Forces, and Six Sigma.



Each video delivers bite-sized insights on scoping categories, stakeholder mapping, securing sponsorship, and driving change, making it an ideal crash course for anyone navigating modern procurement challenges.

Key Topics: Procurement, Suppliers, Subcontractors, Supply Chain, Procedures, Models, Categories, Products, Services

Recommended Audience: Procurement Team, Commercial Team, Business Leaders

Pre-Module Survey: [Click Here](#)

Link to Pathway:

<https://learn.supplychainschool.co.uk/local/coursebuilder/rule/scsslearningpath/view.php?id=2511>

Post-Module Survey: [Click Here](#)

Supply Chain Risk & Resilience

Description: This CIPS resource introduces a pioneering framework to address the global gap in benchmarking end-to-end supply chain resilience. Complemented by upcoming good practice guidance and an online tool, it empowers procurement and supply professionals to identify risks, safeguard operations, and protect stakeholders from disruption and malpractice, strengthening organisational survival in an increasingly volatile world.



Key Topics: Procurement, Suppliers, Subcontractors, Supply Chain, Procedures, Products, Services, Risk, Resilience

Recommended Audience: Procurement Team, Business Leaders, Commercial Team

Pre-Module Survey: [Click Here](#)

Link to Pathway:

<https://learn.supplychainschool.co.uk/local/coursebuilder/rule/scsslearningpath/view.php?id=2512>

Post-Module Survey: [Click Here](#)

Supply Chain Mapping

Description: This resource is designed to help you understand what supply chain mapping is, why it is best practice, what the benefits are of doing it, and how to go about it. It is aimed at organisations who have real intent on discovering who is in their supply chain and want to use that information to avoid and mitigate risks, as well as uncover opportunities.

Key Topics: Procurement, Suppliers, Subcontractors, Supply Chain, Procedures, Products, Services, Risk, International, Mapping

Recommended Audience: Procurement Team, Business Leaders, Commercial Team

Pre-Module Survey: [Click Here](#)

Link to Pathway:

<https://learn.supplychainschool.co.uk/local/coursebuilder/rule/scsslearningpath/view.php?id=2513>

Post-Module Survey: [Click Here](#)

7 Tips for Successful Supplier Relationships

Description: This video from CIPS (Chartered Institute of Procurement & Supply) outlines seven essential strategies for building and maintaining strong supplier relationships.

It covers key principles such as:

- Communication
- Trust
- Performance management
- Collaboration
- & more



Offering practical insights for procurement professionals aiming to enhance value and reduce risk in their supply chains.

Key Topics: Procurement, Suppliers, Subcontractors, Supply Chain, Relationships, Development, Strategy

Recommended Audience: Procurement Team, Business Leaders, Commercial Team

Pre-Module Survey: [Click Here](#)

Link to Pathway:

<https://learn.supplychainschool.co.uk/local/coursebuilder/rule/scsslearningpath/view.php?id=2514>

Post-Module Survey: [Click Here](#)

Contract Management

Description: This resource from the Chartered Institute of Procurement & Supply (CIPS) offers a comprehensive guide to contract management, covering both pre-award and post-award stages. It explains how effective contract strategies can reduce risk, enhance supplier relationships, and deliver business value. Key topics include service delivery, contract administration, dispute resolution, and performance KPIs.



The guide also introduces the CIPS Contract Management Cycle and best practices for implementation, renewal, and communication. Ideal for procurement professionals seeking to sharpen their contract management skills and optimize supplier performance.

Key Topics: Commercial, Procedures, Contracts, Supply Chain, Subcontractors, Risk, Best Practice

Recommended Audience: Procurement Team, Business Leaders, Commercial Team

Pre-Module Survey: [Click Here](#)

Link to Pathway:

<https://learn.supplychainschool.co.uk/local/coursebuilder/rule/scsslearningpath/view.php?id=2515>

Post-Module Survey: [Click Here](#)

BES 6001: Responsible Sourcing of Materials

Description: This video explores the strategic value of responsibly sourced materials in modern business. It highlights:

- How ethical sourcing helps meet client expectations
- How it protects brand reputation
- How it mitigates environmental risks

The discussion also delves into common supply chain challenges, such as resistance to change, lack of transparency, and inconsistent standards, and offers practical solutions for driving adoption, including:



- Stakeholder engagement
- Training
- Clear communication of long-term benefits

Key Topics: Responsible Sourcing, Supply Chain, Procurement, Procedures, Certification, Sustainability, Risk, Materials

Recommended Audience: Procurement Team, Business Leaders

Pre-Module Survey: [Click Here](#)

Link to Pathway:

<https://learn.supplychainschool.co.uk/local/coursebuilder/rule/scsslearningpath/view.php?id=2516>

Post-Module Survey: [Click Here](#)