ESG and sustainability reporting

EcoVadis Rating: Preparation and Score Improvement

One day to prepare an EcoVadis assessment requested by a customer, or to improve an existing score. The four themes assessed, the reading of evidence, the questionnaire and the choice of documents to upload are worked on in your own situation, and you leave with a prioritised action plan. The rating remains assigned by EcoVadis on the basis of your practices and your evidence.

Duration : 1 day

Objectives

1. Explain how an EcoVadis assessment runs: invitation, questionnaire, documents, analysis, scorecard
2. Present the four themes assessed: environment, labour and human rights, ethics, sustainable procurement
3. Distinguish policies, actions and results in the way evidence is taken into account
4. Identify in your scorecard or your situation the points that weigh most
5. Build a realistic improvement plan before the next assessment

Programme

Day 1 — morning

• Why your customers use EcoVadis, and what they look at in your scorecard

• Process: invitation, scope, questionnaire adapted to sector and size, document upload

• The four themes and the criteria attached to them

• Policies, actions, results: how a document is taken into account, and why a statement without evidence does not count

Day 1 — afternoon (workshop)

• Reading a scorecard: strengths, areas for improvement, corrective actions requested

• Documents most often missing: dated and signed policies, procedures, indicators, reports

• Workshop: prioritised improvement plan based on your scorecard or a self-assessment

• Knowledge test and preparation calendar for the next assessment

Teaching methods

• Analysis of your latest scorecard, if you have one

• Review of your policies and procedures against the four themes

• Guided self-assessment for companies that have not yet been assessed

• Qualtivate ESG maturity survey beforehand, to target the weak themes

• Final test on the assessment method and the evidence expected

Assessment and documents

Knowledge test at the end of the day, follow-up evaluation at D+1. Each participant receives a numbered training certificate, verifiable online; the company receives the training report and the improvement plan drawn up in the workshop.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

The evidence most often requested on purchasing and suppliers is built in "Supplier Code of Conduct and Responsible Purchasing". The reliability of the indicators reported is covered in "ESG Indicators: Data Collection, Quality and Reliability".

Practical information

Duration	1 day
Audience	CSR, quality, purchasing, sales, management of suppliers assessed at their customers' request
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Does the course guarantee a score or a medal?

No. The score is assigned by EcoVadis from your documents and according to its own method. The course helps you understand what is assessed, gather relevant evidence and prioritise your actions.

Do we need to have been assessed already to take the course?

No. A company receiving its first invitation prepares its questionnaire and documents; a company that already has a rating works on its scorecard. The workshop adapts to both cases.

Which documents should we bring?

Your latest scorecard if you have one, your policies (environment, labour, ethics, purchasing), your certificates, your main indicators and, where applicable, your CSR report. We send you a list before the session.

Can this course be part of a funding application?

Yes, it can be submitted under the OFPPT special training contracts (CSF), according to the rules in force; we put the file together with you.