# CARBON REDUCTION POLICY

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| **Published Date:** | 07/12/2022 | **Author:** | Shabir Siddiq – Director of Quality |

| Version | Change Detail | Latest Review Date | Date of Next Review | Updated By: |
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| 1.0 | Annual Review Changed to Academic Year Start | 01/08/2023 | 31/07/2024 | Shabir Siddiq |
| 1.1 | Annual Review and name change | 01/08/2024 | 31/07/2025 | Shabir Siddiq |
| 1.2 | Annual Review & header logo change | 01/08/2025 | 31/07/2026 | Shabir Siddiq |
| 1.3 | Annual Review & header logo change | 01/08/2026 | 31/07/2027 | Shabir Siddiq |

## COMMITMENT TO ACHIEVING NET ZERO

**Alphabet Training** is committed to reducing carbon emissions to mitigate the impact of climate change, improve our environmental sustainability and reduce our negative environmental impact.

We are committed to supporting the UK to achieve Net Zero emissions by 2050.

## BACKGROUND

In 2019, The UK was the first major economy to adopt a legal commitment to achieving 'Net Zero' carbon emissions by 2050.

The government provided Guidance and a Technical Standard for the completion of Carbon Reduction Plans (CRPs), which set out how potential suppliers' plans can be considered in the procurement of in-scope central Government contracts (subject to Public Contracts Regulations 2015 and contracts over £5 million per annum).

## PRODUCING COMPLIANT CRPs

A CRP will be provided when Alphabet Training responds to in-scope procurements.

CRPs must help government suppliers and suppliers understand the impact that their contract and wider operations could have on the environment. We will therefore produce our CRPs to meet this requirement.

They must also meet the reporting requirements set out in the government's guidance and include the supplier's current carbon footprint. Our CRPs therefore detail our emissions across a single year, against a range of emissions sources and greenhouse gases.

Each CRP will be reviewed and updated by the Alphabet Training board to reflect any changes in our organisational structure and confirming that it takes account of initiatives and efforts made to reduce emissions.

## REPORTING

The same reporting period will be used for each CRP, to ensure the most accurate and meaningful data is used for contract specific CRPs. To this end, CRPs will be reviewed and updated within 6 months of the organisation's financial year-end.

Alphabet Training's year end is 31st March, which is aligned to a traditional HMRC financial year.

## OUR ULTIMATE CARBON RECUCTION GOAL

Our goal is to achieve a 0% carbon balance within a realistic period that is informed by the progress made and updates applied to annual CRPs.

## OUR APPROACH

Because ‘what gets measured gets managed’, our first step to reducing our carbon footprint is to measure it. Carbon reduction measures form an integral part of our organisational strategy and reduce harmful emissions to land, water and air. We will therefore provide a consistent, accurate and transparent picture of the amount of greenhouse gases the organisation creates and help identify which processes are contributing most to climate change.

Then, effectively managing risks and identifying opportunities will optimise value creation.

To achieve carbon neutrality, we will:

- Comply with all current energy legislation; striving to beat legislative targets;
- Continue to promote environmental awareness and responsibility amongst employees, suppliers, and other partners;
- Continually improve our organisational environmental performance;
- Minimise waste; promoting recycling (and the use of recycled products) to reduce the waste sent to landfill;
- Actively promote ‘Teams’/ video-based meetings as a means of reducing travel, and;
- Assess the benefits of carbon off-setting.

## ACTIONS

To date, we have developed the following actions:

- Integrated environmental issues into all decision-making processes;
- Created a sustainable sourcing/purchasing policy;
- Installed energy efficient devices and carbon reducing equipment in our premises;
- Created a vehicle sharing policy (where possible), and;
- Mandated public transport use wherever it is practical.

**Each CRP will build on and further develop our carbon reducing actions.**

## OUR BASELINE EMISSIONS

We record greenhouse gases produced prior to the introduction of any strategies to reduce emissions. These provide the baseline for reporting against. We apply the Green House Gasses (GHG) Protocol, which defines Scopes for reporting on

## SCOPES 1, 2 and 3

The **Greenhouse Gas (GHG) Protocol** breaks emissions sources down into three categories or Scopes.

All Scope 1 and Scope 2 emissions are to be included when competing our CRPs, along with a subset of Scope 3 emissions. Scope 3 emissions can represent up to 80% of our carbon footprint so although these are not directly the responsibility of Alphabet Training, we will seek to reduce them by ensuring that our supply chain also reduces its carbon emissions. There are 15 categories of Scope 3 emissions defined by the GHG Protocol. We will select and define the scope 3 categories that we will work with for each CRP.

**We will report our carbon footprint against each scope and include the following data:**

**Scope 1:** Includes direct emissions from owned or controlled sources e.g. emissions from fleet vehicles. Scope 1 emissions encompass process emissions that are released while operating training programmes.

**Scope 2:** Includes indirect emissions from purchased energy e.g. electricity purchased from a utility company.

**Scope 3:** will include indirect GHG emissions that occur as a result of ATG's activities beyond our operational control. These emissions encompass the entire life cycle of our services. We will include the following assessment of Scope 3 emissions:

**Supply chain emissions**: These might arise from transportation of materials and equipment.

**Service use emissions**: These occur when learners use our services. For instance, any travel to/from training sessions and/or job/apprenticeship interviews.

**End-of-life emissions**: These arise from the disposal and treatment of waste e.g. the recycling or disposal of electronic devices.

**Business travel emissions**: These result from employee travel for work-related purposes, such as during training and/or employer visits and/or attending conferences.

## ATG's CARBON FOOTPRINT

Alphabet Training will identify its current carbon footprint to benchmark a starting point. Our starting point will use data from 1st April 2022 to 31st March 2023 and will be repeated annually.

We will calculate our carbon footprint in accordance with best industry practice, using the best and latest data available. This will be conducted using the Carbon reduction calculator tool provided by the Carbon Reduction Trust.

For Scope 1 and 2 our results for 2022 were:

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| **Total emissions (kgCO2e):** | 24089 |
| **Scope 1:** | 39.6% |
| **Scope 2:** | 60.4% |

There are also 15 categories of **Scope 3** (Any other indirect emissions from sources outside your direct control. Examples of Scope 3 emissions include purchased goods and services, use of sold goods, employee commuting and business travel, outsourced transportation, waste disposal and water consumption.) emissions defined by the GHG Protocol.

Our CRPs will all detail these emissions across five categories, as outlined below:

| SCOPE 3 CATEGORY | REVIEW OF DESCRIPTION | MINIMUM BOUNDARY |
|---|---|---|
| 4.Upstream transportation and distribution | In scope - we purchase a range of products, such as stationery.<br>We'll introduce bulk purchasing to reduce the number of delivery trips made by suppliers. | The scope 1 and scope 2 emissions of transportation and distribution providers that occur during use of vehicles and facilities.<br>Optional: the life cycle emissions associated with vehicles, facilities, or infrastructure |
| 5. Waste generated in operations | In scope - we'll identify a baseline based on previous years printing and paper usage.<br>We'll reduce and recycle waste as much as possible.<br>We'll purchase electricity from renewable suppliers. | The scope 1 and scope 2 emissions of waste management suppliers that occur during disposal or treatment.<br>Optional: Emissions from the transportation of waste. |
| 6. Business travel | In scope - staff will use their own vehicles | The scope 1 and scope 2 emissions of |

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| | to travel between employer and learner/ employer appointments and for staff meetings. | transportation that occurs during use of vehicles.<br>Optional: The life cycle emissions associated with<br>Specifically, business related vehicles or infrastructure. |
| 7. Employee commuting | In scope: staff travel from home to their work base.<br>We will encourage car sharing, walking, cycling and the use of public transport to reduce commuting.<br>We'll also continue to allow staff to work some of their time from home. | The scope 1 and scope 2 emissions of employees and transportation providers that occur during use of vehicles to commute.<br>Optional: The emissions from employee commuting and offset teleworking. |
| 9. Downstream transportation and distribution | Currently not in scope - we don't deliver products to customers. | N/A |

## ADDITIONAL DETAILS RELATING TO THE BASELINE CALCULATIONS

All Alphabet Training offices and delivery centres are in leased buildings, with limited scope to influence the resource efficiency of the premises, although resource use is not considered to be highly significant.

Pre-Covid, trainers/coaches were travelling to deliver training and meet with apprentices, but the pandemic resulted in us switching to remote learning, and significantly reducing our business travel (and carbon and other harmful emissions).

As we recovered from the pandemic, we have established more of a hybrid approach to delivering training; meaning emissions will remain below pre-Covid levels.

Although our board and Senior Management Team (SMT) are mindful of minimizing the company's carbon footprint; formal management, monitoring and reporting is in its early stages. This CRP is intended to establish effective measures and a basis for continuous development.

There are quite limited direct emissions and waste generations from our training operations. The main waste is general office waste, electronics and used /out of date training materials.

Our move to remote learning has led to a reduction in physical training materials. And a review of options to further digitalise materials will present an opportunity to minimise resource use and therefore waste, as well as to reduce costs.

**THE CURRENT (DfE Skills Bootcamp) CRP (#1)**

| SCOPE | | OBJECTIVE | HOW OBJECTIVE ACHIEVED | MEASURES OF SUCCESS | RESPONSIBLE PARTY(S) | TIMELINE | PROGRESS AT QUARTER 3 |
|---|---|---|---|---|---|---|---|
| Scope 3 category 4 | Upstream transportation and distribution | Reduce car emissions | Introduce bulk purchasing to reduce the number of trips from suppliers. | Reduce frequency of orders placed with suppliers. | SMT - Identify a senior lead | Apr-25 | |
| Scope 3 category 5 | Waste generated in operations | Reduce Electric consumption at centres and reduce waste materials. | Identify a baseline based on previous years printing and paper usage.<br><br>Reduce the need for printing through use of electronic tools as much as possible.<br><br>Recycle wastepaper: 100%; by providing paper bins in all staff and learner rooms and buying a commercial shredder to dispose of all paper.<br><br>All shredded paper is to be taken to recycling.<br>Reuse office consumables before going to external recycling where possible.<br><br>Observe WEEE electrical equipment disposal regulations.<br>Purchase electricity from renewable suppliers. | Percentage of 100% recycled or tree-free paper compared to total paper use.<br><br>Measures against reusables and disposals.<br><br>Plus, contracts with renewable energy suppliers. | SMT - Identify a senior lead | Apr-25 | |
| Scope 3 category 6 | Business Travel (grey fleet) | Reduce car emissions | Introduce a process for identifying and recording CO2e to ascertain grey fleet information.<br><br>Implement more virtual meetings and delivery of training through TEAMS or virtual classrooms. | Reduction in travel claims.<br><br>Quantified mileage reductions. recorded for | SMT | Sep-24 | |

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| | | | | staff. | | | |
| Scope 3 category 7 | Employee commuting | Reduce car emissions | Identify a baseline based on previous years mileage claims.<br><br>Shared car usage.<br><br>Encourage walking to work.<br><br>Encourage cycle to work (scheme)<br><br>Display posters in the centre encouraging cycling or walking to work and the health benefits. | Reduce travel claims.<br><br>Recorded case studies.<br><br>Evidence of comms. | Staff | Sep-24 | |
| Scope 3 category 8 | Downstream transportation and distribution | Reduce car emissions | Identify a baseline based on previous years mileage claims. This is associated with business travel for Alphabet Training.<br><br>We have Implemented more virtual meetings and delivery of training through TEAMS or virtual classrooms.<br><br>This reduces car usage and fuel emissions.<br><br>We also locate training close to public transport and deliver online where appropriate.<br><br>We also promote walking, cycling and using public transport to learners. | Reduction in travel claims. Recorded case studies. Evidence of comms. | Staff | Apr-25 | |
| | Energy consumption | Reduce gas usage at centres. | To reduce gas consumption by strict monthly monitoring of usage with the aim of reducing consumption by 5% annually. Systems in place for Monitoring to start from January 2023 | Once we have a baseline, we will reduce the measure by 5% per year. | SMT - Identify a senior lead | Apr-25 | |
| | | Reduce electricity consumption at centres | To replace with low energy efficiency bulbs and energy saving CFL's or T-5 fluorescent lights and monitor usage monthly, with the aim of reducing consumption by 5% annually. Systems in place for Monitoring to start from January 2020. Put up signs to encourage people to switch off lights. | Annual electricity consumption to be reduced by 3-5% per year | SMT - Identify a senior lead | Apr-25 | |

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| | | Enhanced Knowledge on energy saving for learners and staff. | To provide energy saving tips sessions twice a year - February and June | 22 people to attend sessions in-year. | SMT - Identify a senior lead | Apr-25 | |
| | Sustainability | How the organisation measures its performance in the progress CRP actions. | Identify a senior lead.<br><br>Our plan will be reviewed on an annual basis to review progress towards our targets, assess their appropriateness and where necessary change to make more relevant.<br><br>We also encourage employers/suppliers to have aligned CRPs and Sustainable Development policies. | Improvement in sustainability (measures). and employers/ suppliers signed agreement /emails. | SMT - Identify a senior lead | Apr-25 | |
| | Sustainability | Engage with staff to raise awareness of Sustainability and seek their help in achievement of our company's CRP. | Identify a senior lead<br>1.<br>Promote CRP with all staff.<br><br>Introduce initiatives to promote Environmental Sustainability awareness with staff across the business e.g. information via staff meetings.<br><br>Assess staff training needs for sustainability/ environmental requirements.<br><br>Ensure all staff with responsibilities in relation to the management of Alphabet Training's environmental impacts are provided with appropriate training. | Improvements in sustainability measures.<br><br>CPD logs. | SMT - Identify a senior lead | Apr-25 | |

**ACCESS TO OUR CRP**

The current CRP is published on our website at: to be included when new website is ready

We will retain all our CRPs on our website so that progress can be monitored.

Each CRP will be signed off by a member of the SMT and include their name, job title and the date.

Each new CRP will trigger a review and updating of this Policy.

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CRP #1 (Current) signed by:

Shakeel Desai (MD)

01/08/26