



ALPHABET
TRAINING



Education & Skills
Funding Agency

CARBON REDUCTION POLICY

Published Date:	07/12/2022	Author:	Shabir Siddiq – Director of Quality
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Version	Change Detail	Latest Review Date	Date of Next Review	Updated By:
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

COMMITMENT TO ACHIEVING NET ZERO

Alphabet Training Group 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 Group 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 Group 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 REDUCTION 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 ATG, 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:

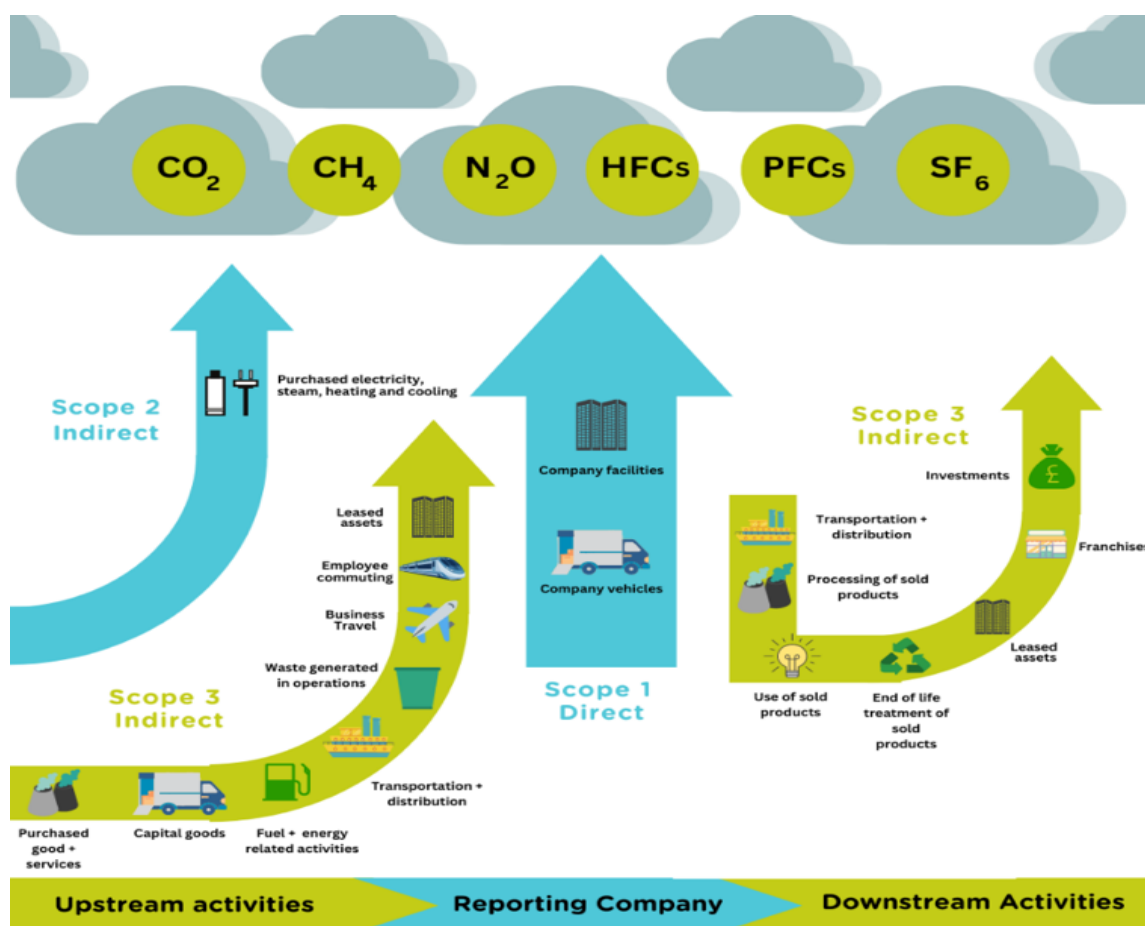
Supply chain emissions: These might arise from transportation of materials and equipment.

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.

Overview of GHG Protocol scopes and emissions across the value chain:



ATG's CARBON FOOTPRINT

Alphabet Training Group 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.

GHG emissions, reductions of GHG emissions and removals of GHG from the atmosphere will be measured in tonnes of carbon dioxide equivalents (tCO₂e) using the appropriate conversion factors published by BEIS. A "tonne of carbon dioxide equivalent" means one metric tonne of carbon dioxide or an amount of any other greenhouse gas with an equivalent warming potential. In accordance with GHG Protocol's Corporate Standard, ATG's carbon footprint will account for emissions within our operational boundary using the Financial Control methodology.



Apprenticeships

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FINANCIAL CONTROL METHODOLOGY

We will report on all sources of carbon emissions over which we have financial control i.e. if we can direct the financial and operating policies of the service with a view to financially managing its activities e.g., setting budgets, managing expenditure and/or obtaining an income.

CARBON LITERACY CURRICULAM

Alphabet Training Group will work with curriculum experts to develop programmes of Carbon Literacy training. This training will form part of ATG's core curriculum and sit alongside functional skills, safeguarding and our internal 'stretch and challenge' curriculum.

APPROVAL AND PUBLICATION

CRPs will state that the board of directors have approved them (with the date of approval).

CRPs will be signed by a member of the Senior Management Team and will include their name, job title and the date. This could be electronically (with clear indication that it is signed).

ACCESS TO OUR CRP

The current CRP is published on our website at: <https://www.alphabet-training.co.uk/policies>

- 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.

Signed by:

Shakeel Desai (MD)

01/08/24