CARBON REDUCTION PLAN

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

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

BACKGROUND AND METHODOLOGY

This Carbon Reduction Plan seeks to reduce carbon emissions caused by the business and training activities of Alphabet Training Group Ltd. The Board of Directors have agreed to implement this plan in accordance with ATG's Carbon Reduction Policy. This can be found by following this link to our website: https://www.alphabet-training.co.uk/policies

We have set out baseline data as of the August 2023 to detail the assessed emissions at that moment in time. We will subsequently measure annual reductions, using data collected at 12-month intervals.

CARBON AUDIT: AUGUST 2023

The emissions data that we report below conforms to the internationally approved Greenhouse Gas (GHG) Protocol Corporate Accounting and Reporting Standard. Our Carbon Audit assessed 'tonnes of carbon dioxide equivalents (tCO2e) for Scopes 1, 2 and 3.
Scope 3 emissions data included an assessment of:

Business travel: transport related emissions from staff travel for work.
Postage: transport related emissions from post and courier use.
Employee commuting: transport related emissions from staff commuting to and from work.
Employee commuting: transport related emissions from staff visiting apprentices and/or employers.
Printing: emissions from producing printed material (e.g. training packs).
Home working: emissions from energy use while working at home from additional heating and electricity consumption.

CARBON FOOTPRINT: AUGUST 2023

The business and training activities of Alphabet Training, as of August 2023 (the 'baseline year') produced a total of 49.6 tC02e.

The table below quantifies our emissions for Scopes 1,2 and 3.

Total emissions (tCO2e):	
Scope 1	3.9
Scope 2	10.2
Scope 3	35.5
Total Emissions	49.6

GHG EMISSIONS REDUCTION TARGETS

We will produce an annual carbon audit within six months of the financial year end (April) and publish our progress against these targets.

We will achieve these reductions by implementing a range of organisational and cultural / behaviour changes – shown in our Carbon Reduction Activities detailed below. We aim to make year on year reductions of at least 5% of overall tCO_2e.

CARBON REDUCTION ACTIVITIES

Following the establishment of baseline tCO_2e emissions and the ATG Carbon Footprint, we have planned a range of activities designed to reduce overall GHG emissions. Immediate activities planned include:

1. Implementing ATG's Carbon Reduction Policy and disseminating this to all staff. This policy will be included in all new staff inductions from March 2023 onwards;
2. Increasing the use of online and digital learning technology to further reduce the need for staff to use 'emissions heavy' transport – notwithstanding ESFA an OFSTED requirements that will necessitate a number of face to face visits per learner;
3. Continuing to reduce the use of paper, by providing digital onboarding, enrolment, assessment and certification;
4. Procuring green energy suppliers to our offices;
5. Improving recycling processes and encouraging staff to do the same in their homes/ home working environments, and;
6. Using local suppliers of services to reduce carbon emissions caused by our procurement of goods and services.
7. Our initial assessment suggests that these measures will reduce ATG's tCO_2e by 5% in the next carbon accounting period.

We are also developing further reduction measures and these will be rolled out as follows:

2023 – 2024

1. Compulsory training in Carbon Awareness for all employees – in partnership with Blue Marble Education;
2. Encouraging walking and public transport use where possible;
3. Training and certification of two Workplace Champions of Sustainability at Level 3, and;
4. A core curriculum element of carbon literacy that will be included on all learning programmes, alongside functional skills and digital skills: the Carbon Skills Programme.

2024-2025

1. An incentive scheme to support employees transition to electrical vehicles;
2. Procurement of EVs for fleet car use, and;
3. Supporting vehicle sharing schemes.

DECLARATION AND SIGN OFF

This Carbon Reduction Plan has been completed in accordance with PPN 06/21.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol Corporate Standard1 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with the Streamlined Energy and Carbon Reporting (SECR) requirements.

The required subset of Scope 3 emissions has been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

Signed by:

Shakeel Desai (MD)
01/08/24