

## Carbon Reduction Plan

Supplier name: UK Skills Academy Ltd

Publication date: September 2023

### Commitment to achieving Net Zero

UK Skills Academy Ltd is committed to achieving Net Zero emissions by 2050.

We are currently working to develop a full implementation plan which will allow us to bring this target further forward.

### Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced before the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2023-2024	
Additional Details relating to the Baseline Emissions calculations.	
<p>We have used baseline reporting figures for 2023-24 as it is the first year that we will have access to an entire year of data. This is due to COVID-19 and staff working from home for the majority of 2020, and we occupied a small group of rooms within a Serviced Office building where we had no data for energy usage. In the future, we will engage with an external consultant and work with them to design a bespoke platform to enable us to input our data as we advance, which will give us the ability to identify target areas for cutting emissions.</p> <p>We will base calculations on actual data as far as possible rather than average data methods to ensure we have a more accurate calculation. For example, in mid-2024, we will launch a staff survey to understand better commuting methods and distances, which we believe will give a more robust emissions total for category 7 Employee commuting.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	88

Scope 2	28
Scope 3 (Included Sources)	1049
<b>Total Emissions</b>	<b>1165</b>

\*With the baseline figures being from 2022-23, we don't have current reporting figures yet, with it only being February. Once we fully engage with an external consultant, we will have further data.

### Current Emissions Reporting

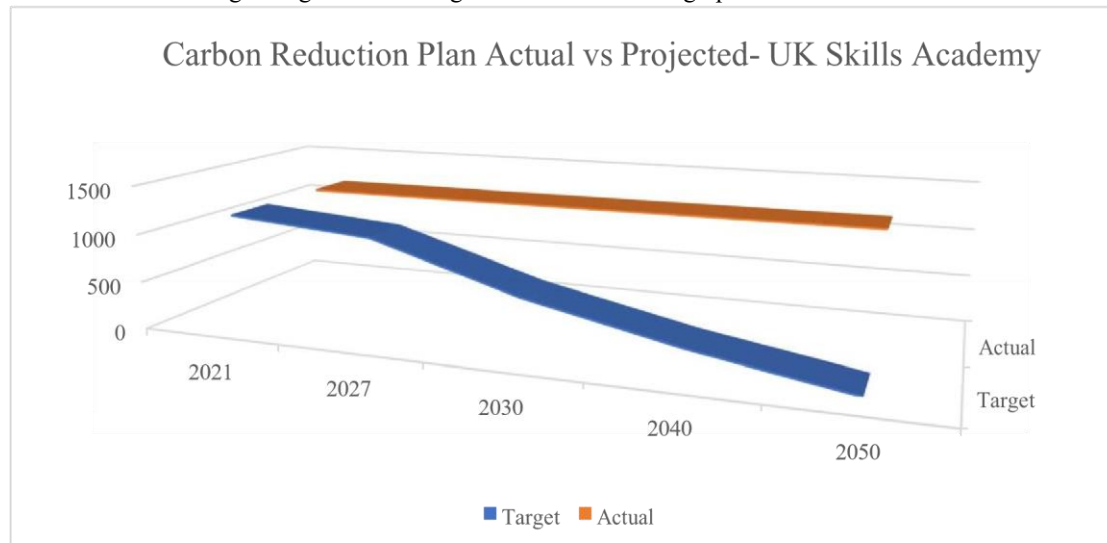
Reporting Year: 20XX	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	XX
Scope 2	XX
Scope 3 (Included Sources)	XX
<b>Total Emissions</b>	<b>XX</b>

### Emissions reduction targets

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

- Reduce energy usage by 5% over the next five years across the business using a mixture of staff awareness, LED replacements and remove desktop computers.
- Reduce Scope 3 emissions by 5% using a mixture of other forms of transport, car share and the use of IT software (MS Teams and other such software)
- Engage with an external consultant to design a bespoke platform to ensure effective data reporting.
- Investigate a salary sacrifice scheme for staff for electric vehicles.

We project that carbon emissions will decrease over the next five years to 1048.5 tCO<sub>2</sub>e by 2027. This is a reduction of 10% Progress against these targets can be seen in the graph below:



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented across 2021.

- The carbon emission reduction achieved by these schemes will reduce emissions across 2024 once we have enough data to show this, and they will be in effect when performing the contract.
- We have begun to replace all fluorescent light fittings in our office with LED fittings
- All waste we generate is recycled to cut down on landfill
- A car share scheme is in operation across the business where staff are encouraged to car share wherever possible. This will be which will be relaunched now that we have staff coming back to the office after COVID-19.
- Regular standing orders for our course booklets are printed and delivered to the customer direct from the supplier to cut down on transport costs
- Introduction of a new software application that underpins the interaction we have with our customers, allowing more remote-based delivery as opposed to delivery that requires significant travel to conduct face-to-face interactions
- The introduction of a virtual meeting platform to ensure meetings can be conducted without the need for significant business travel

- The adoption of a greater degree of home-working for teams, thus reducing emissions driven by commuting

In the future, we hope to implement further measures such as:

- Electric car charging points are to be installed at Head Office for those staff who already operate an electric vehicle.
- The introduction of a Salary Sacrifice Electric Vehicle scheme to support all employees to access electric vehicles more cost-effectively and hence support all team members in reducing their own emissions levels.

### Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>1</sup> and use the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>3</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the UK Skills Academy Governance Board.

Signed on behalf of the Supplier:

Gemma Beech                      CEO

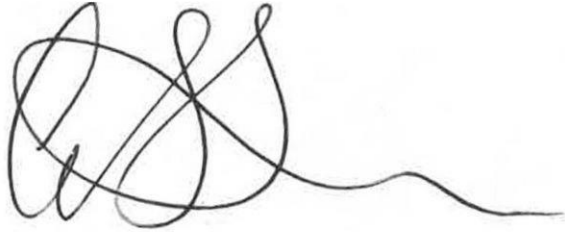
Date: 22.09.2023

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<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting> <sup>3</sup>

<https://ghgprotocol.org/standards/scope-3-standard>

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