

The Workforce Development Trust Carbon Reduction Plan

Commitment to Achieving Net Zero

The Workforce Development Trust (encompassing Skills for Health, Skills for Justice, SFJ Awards and People 1st International) acknowledges the challenges of climate change and the importance of net zero carbon emissions.

As a supplier to the NHS and government, we understand and fully embrace the responsibility of supporting their respective climate goals, and therefore commit to becoming net zero by 2035.

To achieve this objective, The Workforce Development Trust pledges to:

- Reduce and eradicate greenhouse gases (GHG) emissions as far as possible.
- Offset emissions through financial contributions to projects to improve carbon capture and storage once reduction can no longer be achieved.
- Embed sustainability at the heart of everything that we do.

1. Baseline Emissions

Baseline emissions refers to the GHG emissions that were produced prior to the introduction or continuation of any strategies to reduce said emissions.

The Workforce Development Trust's financial year (FY) runs from 1st October-30th September. Accordingly, the emissions baselines against which carbon reduction targets and projects are set is the most recent financial year ending 30th September 2023 (FY22/23).

The total estimated carbon emissions for the FY22/23 baseline year is 161 tCO₂e.

Scope	Emissions (tCO ₂ e)	Notes
Scope 1 – Direct Emissions	0	The Workforce Development Trust does not emit any Scope 1 emissions in the ordinary course of business.
Scope 2 – Indirect Emissions	10.9	Scope 2 emissions relate to the purchase of electricity to heat and power business premises.
Scope 3 - Business Travel	65.2	Includes travel-related activities undertaken on behalf of the organisation.
Scope 3 - Employee Commuting	77.2	Emissions were calculated using an averages-based method for the reporting year and includes emissions associated with homeworking.
Scope 3 – Waste Generated in Operations	7.7	Encompasses emissions derived from the disposal and treatment of waste at our office locations.
Scope 3 - Downstream Transportation and Distribution	0	The Workforce Development Trust does not produce, manufacture or sell any physical goods or services.
Scope 3 - Upstream Transport and Distribution	0	The Workforce Development Trust does not produce, manufacture or sell any physical goods or services.

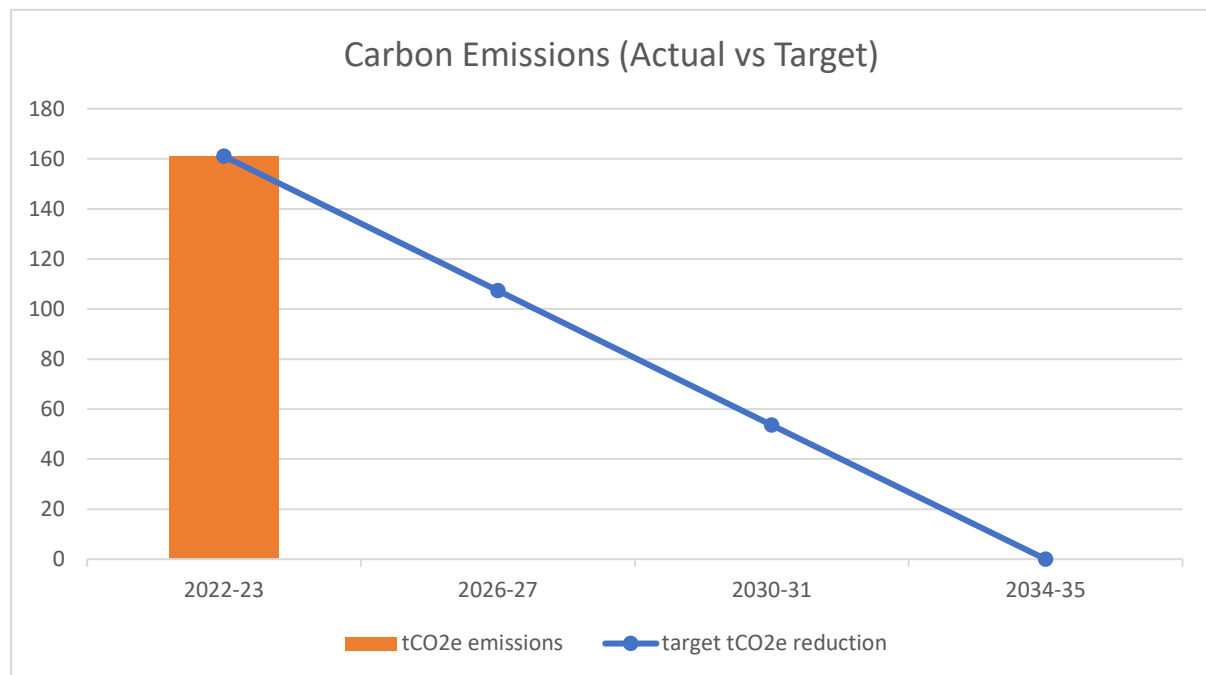
2. Current Emissions

As this is the first year of reporting, the current and baseline emissions are the same. The total estimated carbon emissions for the current year is 161 tCO₂e.

Scope	Emissions (tCO ₂ e)
Scope 1 – Direct Emissions	0
Scope 2 – Indirect Emissions	10.9
Scope 3 - Business Travel	65.2
Scope 3 - Employee Commuting	77.2
Scope 3 – Waste Generated in Operations	7.7
Scope 3 - Downstream Transportation and Distribution	0
Scope 3 - Upstream Transport and Distribution	0

3. Carbon Reduction Targets

Considering the baseline emissions outlined in section 1, The Workforce Development Trust pledges to reduce its total emissions by a minimum of 13.5 tCO₂e each reporting year to reach net zero by 2035.



4. Completed Carbon Reduction Initiatives

In recent years, The Workforce Development Trust has actively introduced a range of initiatives to reduce its carbon footprint. The list below is not exhaustive and provides a snapshot of carbon reduction initiatives already undertaken by the organisation:

- To promote active travel, The Workforce Development Trust participates in a cycle to work employee benefit scheme.
- In 2021, The Workforce Development Trust moved its Bristol headquarters to a city centre location which is easily accessible by foot, bicycle, bus and rail. There are no designated car parking spaces available for employees to use on-site.
- The Workforce Development Trust's Sheffield office is located within easy reach of a public transportation hub served by bus, coach and national rail services.
- A flexible working policy was introduced in 2023 to enable employees to work from home up to 50% of the time, substantially reducing Scope 3 emissions.
- The Workforce Development Trust strives to deliver its services to clients digitally wherever possible.
- The organisation has appointed two designated climate change champions to engage and support employees on the journey to net zero.
- The Workforce Development Trust is a member of Bristol Climate & Nature Partnership – an organisation which supports efforts towards a zero carbon, socially just transition for the city.
- Local and sustainable suppliers of catering services are preferred in an effort to reduce food miles and reduce environmental impact.
- Heating and cooling systems in office locations have an in-built timer to eliminate unnecessary energy usage, for example when the office is vacant.

5. Planned Carbon Reduction Projects

As a small services organisation with less than 150 staff, the bulk of carbon emissions that The Workforce Development Trust produces are from employee commuting (Scope 3), business travel (Scope 3) and energy usage (Scope 2), accounting for 95% of baseline emissions overall.

Accordingly, efforts to reduce emissions are mainly focussed on these areas, prioritising high impact actions over the term that this plan covers (FY23/24).

5.1. Employee Commuting

Employee commuting accounts for 48% of baseline carbon emissions. That being so, The Workforce Development Trust will ramp up its efforts to encourage and incentivise employees to choose sustainable transportation options.

The current cycle to work scheme will be expanded to provide greater flexibility for employees, enabling rental and purchase of higher value pedal-assist electric bicycles. This will support employees to commute longer distances to office locations by bicycle and reduce downstream emissions in the long-term. A bicycle service and repair drop-in session will also be introduced.

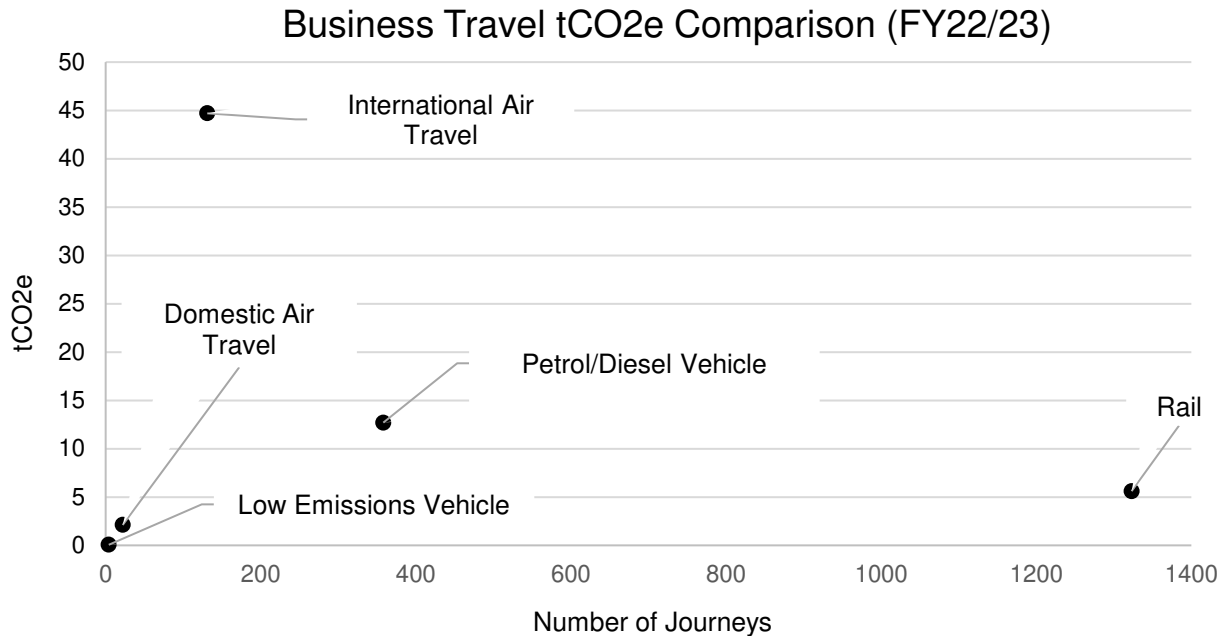
The introduction of measures to encourage commuting via active travel and public transportation are estimated to reduce baseline carbon emissions by approximately 1.5 tCO₂e.

Further to this, the organisation will incentivise employees to adopt Low Emissions Vehicles (LEVs) for commuting through the introduction of a salary sacrifice scheme. This will result in a potential of saving 2 tCO₂e.

The averages-based method for calculating Scope 3 employee commuting emissions will be replaced with an employee survey to improve accuracy.

5.2. Business Travel

Business travel accounts for 40% of the organisation's baseline carbon emissions.



To reduce business travel emissions, a new sustainable travel policy will be introduced, including fresh guidelines to limit domestic air travel.

The introduction of a LEV salary sacrifice scheme (as outlined in section 5.1) is anticipated to reduce business travel emissions by 4.3 tCO₂e.

5.3. Energy Usage

The Workforce Development Trust's energy usage (combined electricity and gas) contributes 7% of baseline emissions.

LED lighting will be installed in the Bristol office to improve energy efficiency. Compared to fluorescent lighting, LEDs use around 80% less electricity, accounting for 2.3 tCO₂e saved.

An internal net zero awareness and behaviour change campaign will be launched to encourage more efficient energy usage.

5.4. Waste

General waste bins will be removed from under desks to encourage recycling. This measure will reduce estimated carbon emissions by 0.1 tCO₂e.

Milk in reusable glass bottles will replace the high-density polyethylene (HDPE) and low-density polyethylene (LDPE) and polyester (PET) containers used currently. Such a measure will save an estimated 0.02 tCO₂e annually.

Reusable food and beverage containers will be provided for employees visiting local food stalls and coffee shops, saving an estimated 0.02 tCO₂e.

5.5. Water Usage

Tap aerators will be installed at office locations to improve efficiency when in use. At the end of their lifespan, appliances such as dishwashers and showers will be replaced with low water consumption models. Combined, these measures will reduce the organisation's emissions by 0.002 tCO₂e.

6. Future Initiatives

6.1. Scope 2 Emissions

The Workforce Development Trust will switch their Bristol office to a verifiable 100% renewable electricity tariff, meaning that emissions will be reduced by 10.9 tCO₂e a year.

A feasibility study will be conducted to determine whether photovoltaic solar panels with battery storage can be installed at the Bristol office.

6.2. Scope 3 Emissions

For international air travel, Sustainable Aviation Fuel (SAF) contributions and gold standard offsets will be introduced.

The Workforce Development Trust will also implement more accurate reporting methods for business travel and employee subsistence.

6.3. Encouraging Sustainability in the Workforce

A range of public sector employers trust The Workforce Development Trust to develop competency frameworks, apprenticeship standards and more on their behalf.

Due to the organisation's unique role in determining the competencies and behaviours of the public sector workforce, a sustainability element will be factored into all framework, standards and consultancy project recommendations and materials.

7. 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 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 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) Standard3.

This Carbon Reduction Plan, for the Financial Year ending on 30th September 2023, has been reviewed and signed off by The Workforce Development Trust board of trustees.



John Rogers
Chief Executive
The Workforce Development Trust

About The Workforce Development Trust

The Workforce Development Trust is a not-for-profit organisation helping employers to improve their workforce through increasing productivity, improving learning solutions and helping to boost the skills of staff across a wide range of industries throughout the UK and internationally.

Charity No. England and Wales 1143246

Charity No. Scotland SC045901