

# The Workforce Development Trust Carbon Reduction Plan 2024-2025

## Commitment to Achieving Net Zero

The Workforce Development Trust 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 refer 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 financial year ending 30th September 2023 (FY22/23).

The total estimated carbon emissions for the FY22/23 baseline year are 167 tCO<sub>2</sub>e.

Scope	Emissions (tCO <sub>2</sub> e)	Notes
<b>Scope 1</b> – Direct Emissions	0	The Workforce Development Trust does not emit any Scope 1 emissions in the ordinary course of business.
<b>Scope 2</b> – Indirect Emissions	17.0	Scope 2 emissions relate to the purchase of electricity to heat and power business premises. Updated with Improved data accuracy.
<b>Scope 3</b> - Business Travel	65.2	Includes travel-related activities undertaken on behalf of the organisation.
<b>Scope 3</b> - Employee Commuting	77.2	Emissions were calculated using the UK national averages for employee commuting and includes emissions associated with homeworking.
<b>Scope 3</b> – Waste Generated in Operations	7.7	Encompasses emissions derived from the disposal and treatment of waste at our office locations.
<b>Scope 3</b> - Downstream Transportation and Distribution	0	The Workforce Development Trust does not produce, manufacture or sell any physical goods or services.
<b>Scope 3</b> - Upstream Transport and Distribution	0	The Workforce Development Trust does not produce, manufacture or sell any physical goods or services.

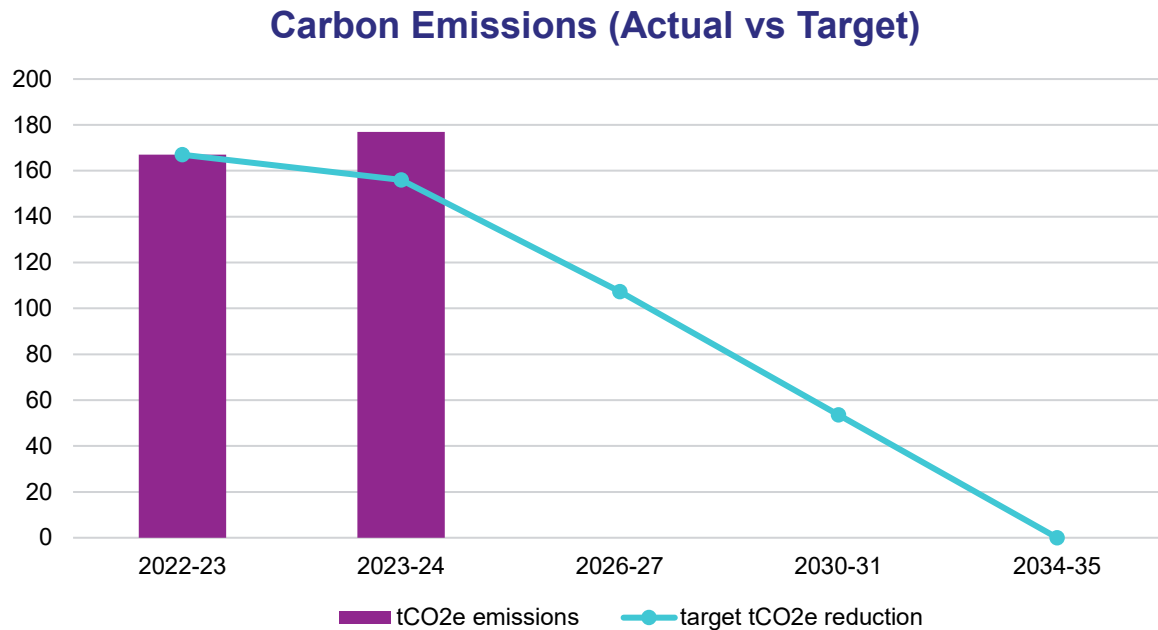
## 2. Current Emissions

The total estimated carbon emissions for the current reporting year (1st October 2023-30th September 2024) is 177 tCO<sub>2</sub>e. The increase in carbon emissions during FY23/24 is as a result of more accurate reporting data for Scope 3 employee commuting and increasingly improved access to data for Scope 2 emissions.

Scope		Emissions (tCO <sub>2</sub> e)	Notes
<b>Scope 1 –</b> Direct Emissions		0	The Workforce Development Trust does not emit any Scope 1 emissions in the ordinary course of business.
<b>Scope 2 –</b> Indirect Emissions		19.3	Scope 2 emissions relate to the purchase of electricity to heat and power business premises.
<b>Scope 3 - Business</b> Travel		60.8	Includes travel-related activities undertaken on behalf of the organisation.
<b>Scope 3 - Employee</b> Commuting		88.9	Data was collected via an employee commuting self-report survey. The calculations include emissions associated with homeworking.
<b>Scope 3 – Waste</b> Generated in Operations		7.9	Encompasses emissions derived from the disposal and treatment of waste at our office locations.
<b>Scope 3 -</b> Downstream Transportation and Distribution		0	The Workforce Development Trust does not produce, manufacture or sell any physical goods or services.
<b>Scope 3 - Upstream</b> Transport and Distribution		0	The Workforce Development Trust does not produce, manufacture or sell any physical goods or services.

### 3. Carbon Reduction Targets

Reflecting the baseline emissions outlined in section 1, The Workforce Development Trust pledges to reduce its total emissions by a minimum of 11 tCO<sub>2</sub>e each reporting year to reach net zero by 2035



### 4. Completed Carbon Reduction Initiatives

The Workforce Development Trust has actively introduced a range of initiatives during FY23/24 to reduce its carbon footprint in line with the target set out in section 3.

#### Scope 1

As outlined in section 2, The Workforce Development Trust does not emit any Scope 1 emissions in the ordinary course of business and so no carbon reduction measures have actively been implemented.

#### Scope 2

Energy efficient LED lighting and solar panels were installed at the Bristol headquarters in September 2024. Following the installation, 18% of the building's energy usage will be generated from solar, saving the equivalent of 2 tCO<sub>2</sub>e per year. Additionally, 2.3 tCO<sub>2</sub>e per annum will be saved as a result of the LED lighting installation.

### Scope 3

An employee commuting self-report survey was conducted to collect more accurate emissions data. An 'active travel champion' was appointed to encourage employee behaviour change regarding commuting. Additionally, The Workforce Development Trust organised a bicycle repair drop-in session and offers emergency bicycle repair kits at each office location. Employees now also have access to the Green Commute Initiative benefit- enabling access to electric and adapted bikes.

The Workforce Development Trust have introduced a sustainable travel policy to reduce emissions from business travel. The policy includes a travel hierarchy guide and instruction that all domestic travel must be by land (except for exceptional circumstances).

General waste bins have been removed from under office desks to encourage recycling. A switch to circular glass bottle milk delivery and the installation of tap aerators are among the other measures introduced to reduce waste.

## 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 predominantly focused on these areas, prioritising high impact actions over the term that this plan covers (FY24/25).

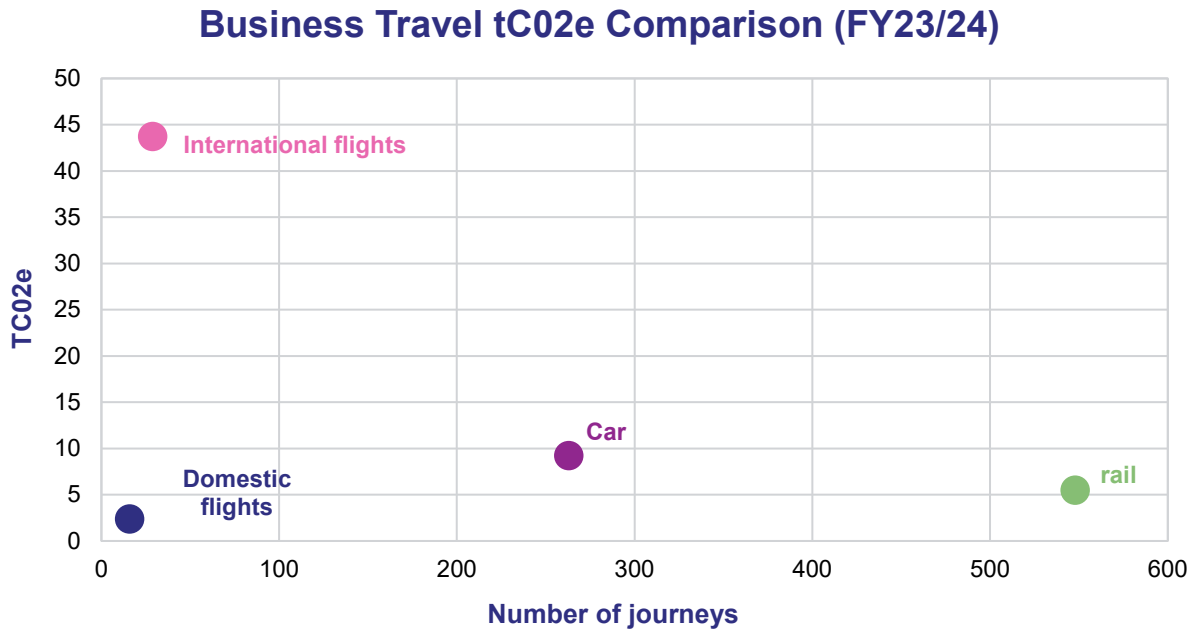
### 5.1. Employee Commuting

Emissions from employee commuting account for 50% of overall recorded emissions in the reporting year.

To further incentivise active and low carbon travel, The Workforce Development Trust will introduce an incentive scheme to promote active and low carbon travel and will organise employee carpooling groups. Bicycle training will be promoted to increase road confidence and to support those who are new to cycling.

## 5.2. Business Travel

Business travel accounted for 34% of overall recorded emissions in FY23/24.



The sustainable travel policy mandates a digital first approach. The Workforce Development Trust will be reviewing the policy during the reporting year to calculate its impact on reducing carbon emissions and recommend any improvements. Training and resources will be provided on sustainable travel practices.

81% of the organisation's business travel emissions for 23/24 were accurately captured. Over the year, data capture accuracy will be further increased by fine tuning our travel claims form.

## 5.3. Energy Usage- Indirect Emissions

Energy use accounted for 11% of overall recorded emissions.

A digital behaviour scheme is planned for the coming year. The organisation will also invest in energy efficient office equipment once appliances, computers etc. reach the end of their lifespan (wherever the option is available).

A Green Strategy Clause will be added on renewal of the Sheffield Office lease. The clause will encourage increased co-operation to identify appropriate strategies and initiatives to improve the environmental performance of the premises. The clause will contain commitments to data sharing from both sides, efficient use of energy, and a commitment to source energy from renewable sources where reasonably practical.

## 5.4. Waste

Waste accounts for 4% of overall recorded emissions.

To reduce e-waste, a laptop recycling scheme will be introduced. The Workforce Development Trust will also observe recycling week with an information series on good recycling practices.

A Green Strategy Clause will be added on renewal of the Sheffield Office lease. The clause will contain The Workforce Development Trust's commitments to recycling and the landlord's guarantee of recycling services.

## 6. Future Initiatives

### 6.1. Scope 2 Emissions

The Workforce Development Trust will switch their Bristol office to a 100% renewable electricity tariff, meaning that emissions will be reduced by 10.9 tCO<sub>2</sub>e a year.

### 6.2. Scope 3 Emissions

For international air travel, Sustainable Aviation Fuel (SAF) contributions and CDM gold standard offsets investing in the fields of renewable energy, energy efficiency and carbon capture will be introduced.

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

### 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) Standard.

This Carbon Reduction Plan, for the Financial Year ending on 30th September 2024, has been reviewed and signed off by The Workforce Development Trust board of trustees.



John Rogers  
Chief Executive  
The Workforce Development Trust  
20th March 2025

## 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