

ENVIRONMENTAL & SUSTAINABILITY POLICY 2021 - 2022



Issue date: 27th April 2021

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Our Mission Statement

Aim to deliver an engaging, positive learning experience every time.

Our Values

Our values encompass the achievement of all of our learners. Our values are HONESTY, INTEGRITY, SUPPORT, ETHICAL BUSINESS AND EQUALITY OF OPPORTUNITY FOR ALL. We support PREVENT, SAFEGUARDING, BRITISH VALUES, EQUALITY, DIVERSITY & INCLUSION and this policy is at the heart of and supports these core values in aiming to safeguard staff and learners.

Our Vision

To be the provider of choice for apprentices and clients, creating bespoke education and training that maximizes opportunity and investment, both for now and in the future.

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Environmental & Sustainability Policy

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Approval By	Senior Management Team
Date to be reviewed	May 22 nd 2020
Responsibility/Main point of contact	Senior Management Team



1. Overview

Our Environmental Sustainability Vision is that the centre is committed to making a positive impact through outstanding environmental sustainability performance. We are committed to making changes to support the environment and to support students in their awareness of the importance of environmental factors and carbon-footprints.

We are aware that the apprentices of today could be the leaders of the future. We aim to promote environmental sustainability and the reduction of waste to apprentices as well as ensuring that our internal processes support the environment.

Our Senior Management Team and Directors believe that sustainability is about creating a long-lasting legacy that will benefit all. We recognise that the way we act and behave towards the resources we have affects us in our daily business. We believe that acting in a responsible and sustainable manner will lead us to new opportunities and improve our social and environmental return.



2. Our Offices and the Reduction of Waste

Our offices are part of a complex and managed externally to our organisation. This means that we can have little impact on the running of the offices and how this is managed. We are not permitted to add signage, for example in toilets or shared kitchen areas to support environmental sustainability or for any other purpose.

The impact we can have however, is in terms of the management of waste and ensuring this is effectively managed to reduce any environmental impact. Currently, all our paper waste is recycled and have effective process and procedures in place for this. In addition, in 2017 we introduced e-portfolio for all of our apprenticeship students. This means that the amount of paper waste, printing and plastic portfolios has been minimised.

We will be looking into the possibility of plastic recycling facilities within the office in 2020.

3. Continual improvements

We aim to make continual improvements in the reduction of waste and to the environment. The vast majority of our work is now conducted online, via email or other electronic means and we aim to further increase this.

With the introduction of e-portfolio, we now have more opportunity to link evidence electronically, rather than print. This also means that we can look at remote visits to learners, with the use of suitable technology, such as Skype, audio recording or webinars. This will reduce the amount of travel for students and tutors and thereby reduce our environmental impact.

During 2019-2020 we will be offering remote assessment and teaching training to staff to encourage the use of remote training with the use of technology. This is something which is in the early stages of development but will represent an important development and improvement for the organisation.

We also aim to encourage staff and students to car-share, use public transport and to develop an understanding of their environmental impact via the review process and embed into training sessions with students when this is relevant and suitable as part of their on-programme learning.

4. Guidance to Apprentices

We aim to support apprentices by encouraging education and awareness of the environmental impact they, and the organisation they work for have. This can be effectively delivered via discussions during the review process to enhance knowledge and understanding, topics used for English Speaking and Listening research and presentations and embedding these topics into taught session where appropriate. We also use our social media, such as Facebook, to support suitable life-long learning messages to students, as well as system announcements on OneFile. Some apprenticeship courses have specific optional units relating to this topic, and we would encourage, where appropriate, learners to study and embrace these topics if appropriate to their course and level of study.

5. Travel

We encourage staff and students to minimise the level of unnecessary travel whenever possible. This may mean tutors attending a place of work to deliver a training workshop for a group of learners at the same venue, rather than asking many individuals to travel. We also encourage the use of car-sharing, public transportation and the suitable use of technology to reduce unnecessary journeys and the resulting environmental impact.

6. E-Portfolio

Our award-winning e-portfolio system, OneFile, has enabled us to reduce our environmental impact by reducing paper, printing, transportation and plastic folder usage. We aim to further enhance the use of this system by conducting some training sessions via Skype or webinar. We are aware however, that the best interest of the learner is at the heart of all we do and will support with face-to-face group and 1:1 sessions as required.

7. Sustainable Removal and Disposal of Equipment

When equipment, such as printers, faxes, phones or printer cartridges require disposal, we aim to do so in a practical but environmentally friendly method. We will look to ensure that, where possible, items are sold or given away, for re-use or recycle via appropriate means whenever feasible.

8. Our commitments

We are committed to:

- 1 Efficient use of all raw materials and the purchase wherever possible of environmentally friendly, sustainably produced material or even recycled materials
- 2 Use of quality products which are more durable to avoid replacement to lessen the impact on the manufacture of replacement

3 Use of suppliers which are local and who also promote environmental goodwill

4 Design of training areas so they can be re-used, repaired, serviced, de-constructed to extend the life and save on materials

5 Keeping abreast of current environmental and sustainability ideas and suggestions whether they are legal requirements or new ideas

6 All staff are encouraged to do engage in our ideas and philosophies, we try and encourage use of public transport, car sharing, lower CO2 vehicles, switching off electrical appliances when possible, recycling in the workplace, email rather than printed paper and lower energy lighting at home and work.

