

Environmental Sustainability Policy Statement

Introduction

Skills College UK know our responsibility to protect the environment in which we operate. We commit to improving our environmental performance across all of our business processes and try to encourage our business partners and those in the wider community to help support this effort.

Skills College UK recognises these key impacts:

- Our energy use
- Our waste generation onsite and remotely
- The emissions we produce that go to the atmosphere and potentially the water courses
- General water use
- Our company vehicles and transport policy
- General procurement of all products, equipment and suppliers

Objectives

Skills College UK will strive to:

- Embrace environmental standards in all areas of operation and to exceed relevant legislative requirements where reasonably practicable
- Assess work processes and highlight where we can minimise impacts
- Minimise our waste through careful procurement and recycling processes
- Procure sustainable products wherever feasible [e.g. recycled, FSC or low environmental impact products and energy from renewable sources]
- Broadcast our environmental position to relevant stakeholders
- Provide information, instruction and training for employees to be involved in good environmental practice and remedial actions
- Reduce accident and incident risks from environmental impacts for all people who may be directly or indirectly affected by our business processes
- Adopt and maintain a transport strategy that is environmentally friendly – see appendix 1
- Improve on developing solutions to environmental impacts
- Continually monitor and assess the environmental impact of all our operations

Reporting

Skills College UK will periodically review our performance against the above objectives on an annual basis and make these results available when requested – see appendix 2.

Appendices

Appendix 1 – Transport Strategy [2019]

As of January 2020, Skills College UK will have one full time and permanent Apprenticeship Training Consultant regularly visiting apprentices in their workplace. All other full time and permanent employees at Skills College UK are mostly office based. As a result, this strategy is focussed on apprenticeship delivery, however, all members of the Skills College UK team will be made aware of this strategy and how to minimise the impact of transport on the environment.

1. Skills College UK has sourced a new office which:
 - Allows the permanent office staff to walk, cycle or use public transport
 - Allows some members of the team to 'car-pool' where appropriate and safe
 - Provides suitable space for bicycles to be secured during working hours
2. The Senior Management Team will ensure all Apprenticeship Training Consultants (when the work load increases appropriately) will be allocated learners local to them and which will result in more efficient 'journey plans' to reduce the impact of excessive driving on the environment
3. Where possible, members of staff attending the same meeting, appointment or delivery venue are to 'car-pool' where appropriate and safe
4. When scheduling meetings, learner appointments, quality assurance visits or new business meetings; members of staff are to schedule the most cost effective and efficient 'journey plan' to reduce business expenses as well as to reduce the impact on the environment. This can be quality assured via the sharing of calendars and during monthly 1-2-1's. Any and all excessive mileage will be addressed during the 1-2-1
5. Meetings with funding partners, quality assurance training and standardisation sessions are to be accessible by public transport where possible. E.g. the new office premises is within a short distance of multiple train stations including St Helens Central train Station which is 0.3 miles from the office.

The purpose of this strategy is to limit the impact of Skills College UK on the environment as well as to reduce the cost of delivery to ensure more funds are available for investment to better improve the learner experience and enhance learning. The Senior Management Team also recognise the positive impact this strategy will have on work-life balance of the team by reducing long commutes and excessive driving.

The impact of this strategy will be reviewed in October 2020 and reported in the Summary of Improvements in appendix 2 of this Sustainability Policy.

Appendix 2 – Summary of Improvements

Key Highlights of Annual Reviews

Skills College UK was purchased by the two owners in September 2017. Since then, SCUK has:

2017

- Invested in a new printer which is more economical in pence per sheet print cost
- Has reduced its paper usage by 500 sheets of paper on average by printing double sided.

2018

- SCUK now has a paper recycling bin in the office to reduce waste
- Active Leisure commercial learners have been provided with the opportunity to complete their LAPS (Learner Assessment portfolio's) via an E-Portfolio reducing paper usage by 42 pages per learner. So far 12% of learners have taken this option
- To reduce the volume of plastic water bottles being purchased by office staff, the Senior Management Team has installed a water fountain in the office

2019

- Skills College UK has converted its normal A4 Initial Assessments to A5 to halve use of paper and ink in over 500 documents throughout the year. However, if required due to visual impairments or other recognised reasonable adjustments, the A4 version can be supplied to the learner
- Tutors who deliver full time have been provided with printers in their classroom. This has reduced financial and environmental costs of posting documents to tutors as and when required
- The company has produced a Transport Strategy – appendix 1 – which is hoped to reduce the cost of unnecessary duplicated travel but to also reduce the impact of business on the environment
- Skills College UK has recently secured a new office space which we will occupy from February 2020. The new office space is easily accessible by public transport including buses and trains (0.3mile walk) and also provides the office staff the opportunity to cycle to work with safe and secure areas for bicycles during working hours