

Skills Office Network Carbon Reduction Plan

Supplier name: Skills Office Network

Publication date: September 2024

Commitment to achieving Net Zero

Skills Office Network (SON) is committed to achieving Net Zero emissions by 2045 with a 25% reduction by 2034.

Baseline Emissions Footprint

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

Baseline Year: 2024 (reflecting on 2023/4 activity Sept 23 – Sept 2024)	
Additional Details relating to the Baseline Emissions calculations.	
This is our first carbon reduction plan so do not have any baseline or historic data. We are an environmentally aware organisation committed to continual reduction in carbon usage through all elements of our operations. We have one small office but mainly staff work remotely so our footprint considers mainly home emissions and no company vehicles, and we are committed to ongoing elimination of use of paper within our delivery. We specialise in e-learning , on line apprenticeship delivery so have limited direct and indirect emissions as our products are not physically transported.	
Baseline year emissions: 2022	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	302
Scope 2	110

<p>Scope 3 (Included Sources)</p>	<ul style="list-style-type: none"> • Business travel – emissions from transportation of employees for business-related activities. Measuring this would require records of trips taken and the mode of transport used for those trips. • Employee commuting – emissions from transportation of employees between their homes and their worksites. Measuring this we have analysed commuting trips completed and the mode of transport used. <p>4,180</p>
<p>Total Emissions</p>	<p>4592</p>

This is our first year carbon reduction plan. In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to a reduction of 25% by 2034.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects are being planned over the next 5 years. The carbon emission reduction achieved by these schemes equate 25% reduction over next 10 years and the measures will be in effect when performing the contract.

The above reductions have been achieved primarily through managing the energy efficiency of our remote operations as we continue to strive to go paperless and reduce company operations.

We have also taken actions to build net zero capacity within the organisation by:

- appointing a designate manager,
- All staff complete an Environmental Awareness Course (digital)
- creating a cross- business working group and by implementing a capacity building and education awareness for staff.

Soon (and in time for our 2034 reduction target of 25%) we will implement further measures such as:

- Continued energy efficiency across our offices
- Switch to renewable energy
- Reducing waste to landfill through new waste contracts.

- Reducing emissions from business travel
- Introduce a new net zero procurement policy.
- Launch new emission reduction initiatives for all our businesses

Declaration and Sign Off

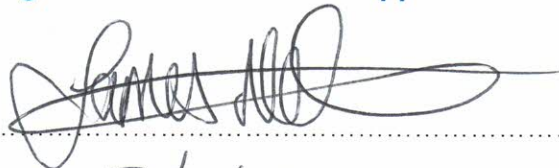
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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 has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



Date: 3/9/24

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

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

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