

SCOPE

This policy applies to all staff and learners in NextStep Training Ltd and its partners.

STATEMENT

NextStep Training Ltd recognises the need to act sustainably across all its operations. This means both legislative compliance, as well as the wider social responsibility, to minimise environmental impact and promote sustainability.

KEY POINTS

- NextStep Training Ltd accepts its obligation as an education provider to set a good example of sustainable practice by adopting, as far as possible, recognised good practice across all its operations. This will be addressed as an ongoing process recognising the need to prioritise and to work within available resources.
- In order to act sustainably NextStep Training Ltd will develop management systems that seek to identify and benchmark current performance and then move forward with continuous, measurable improvements.
- NextStep Training Ltd will seek to embed and promote the principles of sustainability within curriculum delivery in the main subject areas. This will help to achieve significant cultural change within the community, but can only be achieved by a cultural change within NextStep Training Ltd - both by staff and learners.
- NextStep Training Ltd will identify and review its sustainable development priorities on an annual basis.
- This process will have the full commitment of the Senior Management Team.
- NextStep Training Ltd will establish systems that enable both staff and learners to feel involved with the implementation of this policy Statement.
- NextStep Training Ltd will seek to reduce its carbon footprint in line with national targets with the possibility of introducing an externally audited environmental management system.
- Members of the Sustainability Working Group will have active roles in the wider further and higher education sectors to support a broader drive towards a more sustainable future.

This policy will be monitored by the centre manager **Agnes Karamagi** who will also be responsible for its creation, dissemination, implementation, review and evaluation. Its day-to-day operation will be controlled by all responsible managers.

The processes involved will include:

- Changes in policy communicated to staff via the Staff Bulletin and Centre Management meetings.
- Policies and procedures plus information and guidance for staff and learners placed on the intranet.
- Staff development activities including staff induction to raise awareness.
- Review meetings at all levels will include implementation of policies and procedures.
- Managing, monitoring and communication of Sustainable 'Future' and 'Focus' Groups.

Monitoring Officer: Centre Manger, Venus Wilson

Targets for Continuous Quality Improvement:

Targets and actions in the Team Plan and Quality Improvement Plan annually

Monitoring, Review and Evaluation:

This policy will be monitored and reviewed through reporting to centre manager **Agnes Karamagi**. Raising awareness of sustainability issues to be given to learners by all delivery staff members, assessors and tutors as part of their initial induction process and tutorial programme.

Policy Approved by:


Date: 22/09/2023

Ahmed Khan: Head of centre/ Managing Director

NextStep Training Ltd - Environmental implementation plan 2023-24

| What | Benefit | How | Target | By whom & when |
|---------------------------------|--|--|---|--|
| Briefing & updating of policy | <ul style="list-style-type: none"> Gets team's understanding Demonstrates the seriousness about intentions Invites team to contribute ideas to help business operate more efficiently Fulfils part of the policy commitments | <ul style="list-style-type: none"> Hand a copy of policy to everyone on the team to read through Outline reasons for the policy and benefits For example: Should help the team to identify and focus on potential cost savings and efficiency gains (e.g. reducing waste to landfill site consumables etc.) Commitment to demonstrable environmental management is helpful to enhance learners/ public/community/ Any future tenders for grants may require Environmental Policy | Initial briefing done, being carried out on new staff members | By Management staff, all others & and responsible officers |
| Measurement of baseline data | <p>Measure the use of resources over a few months of winter and summer seasons to identify issues, trends and opportunities for reduction</p> <p>Helps to prioritise efforts in relevant areas</p> | <ul style="list-style-type: none"> Use spreadsheet to gather and enter all of resource usage data for a couple of sample months of winter and summer Analyse for trends and any issues, identify opportunities for improvements Set targets for reduction from baseline across all areas | Complete | Managing Director |
| Reduction in energy consumption | Reduce energy cost and CO2 emissions | <ul style="list-style-type: none"> Team to make sure switching off lights when not using training rooms and leaving office building | 10% reduction on energy consumption year on year. | All staff members |