

# The Workforce Development Trust Carbon Reduction Plan 2025-2026

## Commitment to Achieving Net Zero

The Workforce Development Trust acknowledges the challenges of climate change and the importance of reducing carbon emissions.

As a supplier to the NHS and government, we understand and fully embrace the responsibility of supporting their respective climate goals, and The Workforce Development Trust is committed to achieving net zero emissions 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 quality offsetting schemes, 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.

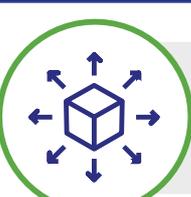
The Workforce Development Trust's financial year (FY) runs from 1st October-30th September. Accordingly, the emissions baselines against which carbon reduction targets and projects are set is the financial year ending 30th September 2023 (FY22/23).

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

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

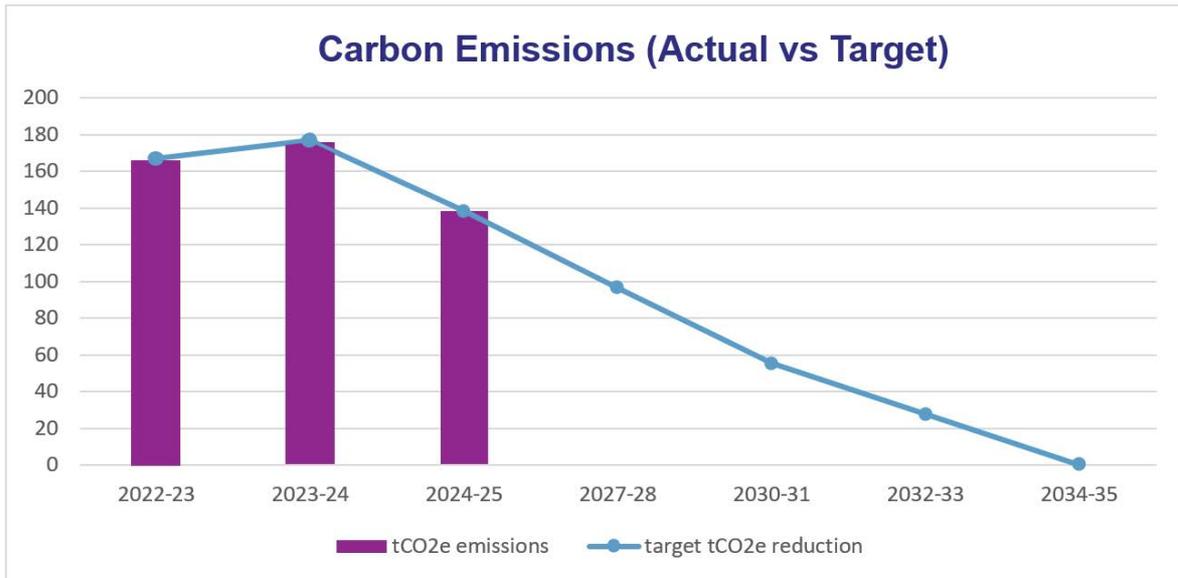
## 2. Current Emissions

The total estimated carbon emissions for the financial year ending 30th September 2025 is 138.2 tCO<sub>2</sub>e (using the market-based method to calculate Scope 2 emissions).

Scope	Emissions (tCO <sub>2</sub> e)	Notes
 <b>Scope 1 Direct Emissions</b>	0	The Workforce Development Trust does not emit any Scope 1 emissions in the ordinary course of business.
 <b>Scope 2 Indirect Emissions</b>	Market based: 4.6  Location based: 18.1	Scope 2 emissions relate to the purchase of electricity to heat and power business premises.  The market-based method is the scope 2 figure that has been used in our total estimated tCO <sub>2</sub> e baseline amount- to reflect our investments into net-zero electricity contracts
 <b>Scope 3 Business Travel</b>	22.7	Includes travel-related activities undertaken on behalf of the organisation.
 <b>Scope 3 Employee Commuting</b>	103	Data was collected via an employee commuting self-report survey. The calculations include emissions associated with homeworking.
 <b>Scope 3 Waste Generated in Operations</b>	7.9	Encompasses emissions derived from the disposal and treatment of waste at our office locations.
 <b>Scope 3 Downstream Transportation and Distribution</b>	0	The Workforce Development Trust does not produce, manufacture or sell any physical goods or services.
 <b>Scope 3 Upstream Transport and Distribution</b>	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 projects its total emissions will reduce by 13.8 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 FY24/25 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 generally emit Scope 1 emissions in the ordinary course of business and so no carbon reduction measures are currently being implemented.

## Scope 2

A digital behaviour scheme encouraging employees to conserve device energy and reduce data storage was implemented.

Digital decarbonisation measures, enacted by our IT department, have resulted in a reduction from 218 grams of CO<sub>2</sub> per user/per month to 167grams of CO<sub>2</sub> per user/per month for Microsoft services. Server hardware reductions have also resulted in a minimum of 1kwh of energy saved.

In addition, a green strategy clause was added on renewal of the Sheffield office lease. The clause contains commitments to data sharing from both sides, efficient use of energy, and a commitment to source energy from renewable sources where reasonably practical. A portion of our Sheffield electricity is already supplied by a renewable tariff.

Our Bristol office changed electricity contracts to a zero carbon tariff saving 7.6 tCO<sub>2</sub>e (market-based). This tariff works in conjunction with our installed solar panels to encourage zero carbon energy generation.

## Scope 3

The end of FY24/25 coincided with the first full year of having a sustainable travel policy in place.

Additionally, international air travel has decreased significantly, with 131,068 fewer miles travelled this year compared to last year.

The Workforce Development Trust also introduced a sustainable travel flow chart to aid green journey decision making and added a travel hierarchy to booking forms.

Data capture for business travel has improved to 94% accuracy and automatic CO<sub>2</sub> recording for business travel was implemented.

To encourage a green commute, bicycle training, an employee carpooling directory and active/public transport benefit schemes were promoted internally to staff.

Food waste recycling collections were introduced at the organisation's office locations.

## 5. Planned Carbon Reduction Projects

As a small services organisation, the bulk of carbon emissions that The Workforce Development Trust produces in the normal course of business are from employee commuting (Scope 3) and business travel (Scope 3) -accounting for 78% 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 (FY25/26).

### 5.1. Employee Commuting

Emissions from employee commuting accounted for 64% of overall recorded emissions in the reporting year.

To incentivise public transport, The Workforce Development Trust will join schemes to offer discounted tickets or ticket loans, and promote a range of local public transport benefit schemes. Additionally, an employee commuting guide will be given to each new (and existing) employee.

To further encourage active travel a mobile bike mechanic will visit the Bristol office to conduct bike safety checks and repairs.

To understand how to further incentivise active and low carbon travel, The Workforce Development Trust will conduct a survey to identify barriers to taking public transport and active travel amongst employees.

The Workforce Development Trust will also further promote carpooling to improve take up.

## 5.2. Business Travel

Business travel accounted for 14% of overall recorded emissions in FY24/25.



The Workforce Development Trust will update and promote the sustainable travel policy to better support employees to make lower carbon choices.

The organisation will cover the cost of employee railcards to encourage business travel by train. The introduction of credible carbon offsetting for international and domestic flights will also begin to be explored.

## 5.3. Energy Usage - Indirect Emissions

Energy use accounted for 3% of overall recorded emissions.

On quieter days, The Workforce Development Trust will close one office floor, in the Bristol office, to reduce energy usage.

A policy of turning off appliances at the plug at weekends and bank holidays will be introduced.

The Workforce Development Trust will observe earth hour during regular business hours at least once per year.

#### 5.4. Waste

Waste accounts for 5% of overall recorded emissions.

During FY2025/26, The Workforce Development Trust will encourage behaviour change in the workplace through an education and awareness campaign.

## 6. Future Initiatives

### 6.1. Scope 2 Emissions

The Workforce Development Trust will coordinate with their landlord in Sheffield to ensure communal areas, shared with other tenants of the premises, will move to an 100% renewable electricity tariff. This would save a projected 3.7 tCO<sub>2</sub>e.

### 6.2. Scope 3 Emissions

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

The Workforce Development Trust will also continue to 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 delivery, 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 2025/26 Financial Year ending on 30th September 2026, has been reviewed and signed off by The Workforce Development Trust board of trustees.

John Rogers  
Chief Executive  
The Workforce Development Trust  
March 2026

## 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