Carbon Reduction Plan

Supplier name: V Learning Network, Trading As Step Into Learning Ltd
Company Registration Number: 04327526
Published date: 6th June 2024

Commitment to achieving Net Zero

Step Into Learning Ltd is committed to achieving Net Zero emissions by 2040.

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. We have chosen our baseline year to be August 2022 – July 2023.

Baseline Year: 2022-2023
Additional details relating to the Baseline Emissions calculations: The current reporting year (August 2022 – July 2023) is the first year that we have measured and reported our carbon footprint, and will serve as the baseline year for future measurements.   In the reporting year, Step Into Learning Ltd did not own or operate any vehicles, and occupied serviced office space only. Following the operational control boundary approach, Step Into Learning Ltd therefore had zero reportable Scope 1 and Scope 2 emissions.

Baseline year emissions: 2022 – 2023

EMISSIONS	TOTAL (tCO$_2$e)
Scope 1	0.0
Scope 2	Market-based: 0.0 Location-based: 0.0
Scope 3 including: • Purchased Goods & Services • Capital Goods • Fuel & Energy Related Services • Business Travel • Transportation & Distribution (Upstream & Downstream) • Employee Commuting & Homeworking • Operational Waste & Water • Leased Assets (Upstream & Downstream) • Franchises & Investments	36.2
Total Emissions	**Market-based:** 36.2 **Location-based:** 36.2

Our total emissions equate to a Carbon Intensity Metric of **7.6 tCO$_2$e per full-time employee equivalent** (FTE) based on **4.8** FTEs during the baseline period (using market-based emissions).

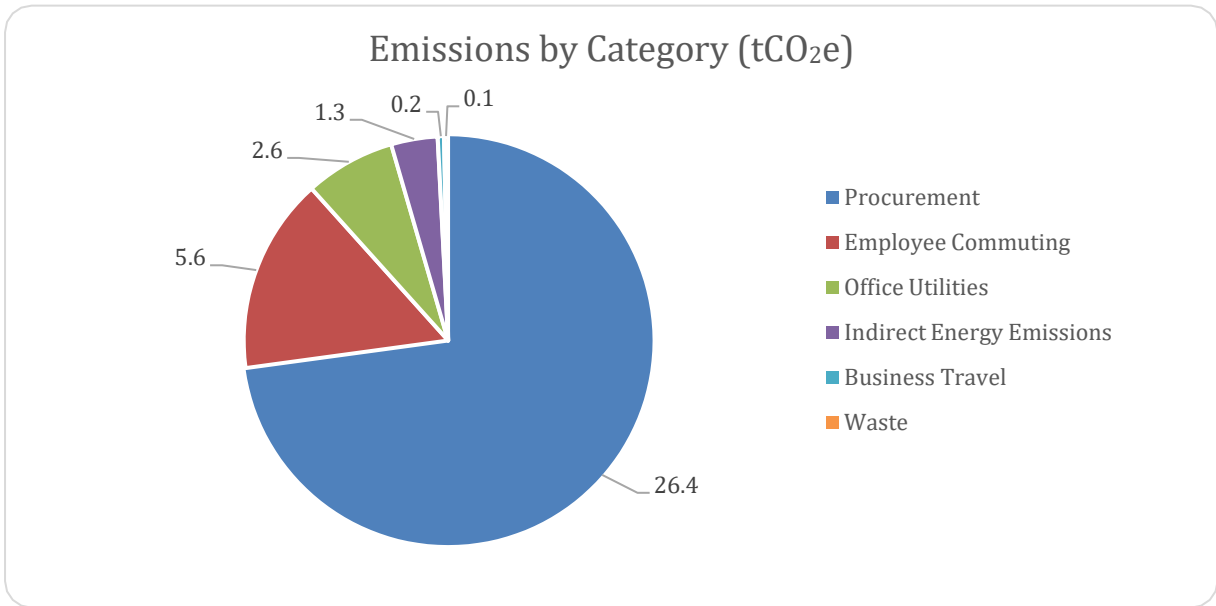**Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore takes into account the purchase of electricity via a verified renewable energy tariff. We have chosen to base our Net Zero target on a market-based methodology.*

Current Emissions Reporting

The Current Reporting Year is the first time *V Learning Network, Trading As Step Into Learning Ltd* has measured its emissions. The Current Reporting Year is therefore the Baseline Year, from which future emissions will be compared.

Reporting Year: 2022-2023	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	0.0
Scope 2	Market-based: 0.0 Location-based: 0.0
Scope 3 including: • Purchased Goods & Services • Capital Goods • Fuel & Energy Related Services • Business Travel • Transportation & Distribution (Upstream & Downstream) • Employee Commuting & Homeworking • Operational Waste & Water • Leased Assets (Upstream & Downstream) • Franchises & Investments	36.2
Total Emissions	**Market-based:** 36.2 **Location-based:** 36.2

Our total emissions equate to a Carbon Intensity Metric of **7.6 tCO$_2$e per full-time employee equivalent** (FTE) based on **4.8** FTEs during the measurement period (using market-based emissions).

Emissions by Category (tCO$_2$e)

Legend:
- Procurement
- Employee Commuting
- Office Utilities
- Indirect Energy Emissions
- Business Travel
- Waste

Values shown: 26.4, 5.6, 2.6, 1.3, 0.2, 0.1

Emissions reduction targets

Step Into Learning Ltd is committed to achieving Net Zero by 2040.

To achieve Net Zero we will need to reduce our absolute emissions by 90% from our baseline year and offset any residual emissions. To track our progress towards our long-term Net Zero target, we have also set some near-term targets to 2030.

Our near-term targets:
- Maintain scope 1 and scope 2 emissions at zero to 2030.
- Reduce measured scope 3 emissions by 42% by 2030.
- Measure all scope 3 categories by 2025.

Our long-term targets:
- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
- Neutralise any residual emissions using verified carbon offsets.

As this is the first year we have measured our emissions, there is no progress to report towards our targets.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented. The measures will be in effect when performing the contract.

Activity	Completion Year	Scope
Commit to measuring carbon footprint of business activities year on year to gain an understanding of pinch points and regularly be making efficient and direct improvements to reduce these emissions. Year 1 appointed Positive Planet to support with calculating baseline carbon footprint and reduction recommendations.	2024	1,2,3
Created a Green Team to lead initiatives. This team has been made up of members from different departments to support the roll out of initiatives and management of data, this includes sharing and collaborating throughout the organisation.	2022	1,2,3

In the future we hope to implement further measures such as:

Activity No.	Activity	Target Date	Category
1	Update the existing Procurement Policy to include measures that will protect the current scope 1 and scope 2 emissions inventory of Step Into Learning Ltd. Within this, authorise that: • No internal combustion engine vehicle (ICEV) shall be procured. Any vehicle purchased shall be fully Battery Electric. All future sites occupied by Step Into Learning Ltd shall be either - Powered by a 100% renewable electricity tariff, with no stationary combustion (diesel generator or gas plumbing) and limited opportunity for fugitive emissions *or* - Serviced office spaces (reportable under scope 3)	2024	Stationary Combustion Mobile Combustion Fugitive Emissions Purchased Electricity

Based upon the above completed and planned initiatives, it is projected that Scope 1 & 2 carbon emissions will remain at **0 tCO₂e** to 2030.

We also aim to implement the further initiatives below to reduce Scope 3 emissions:
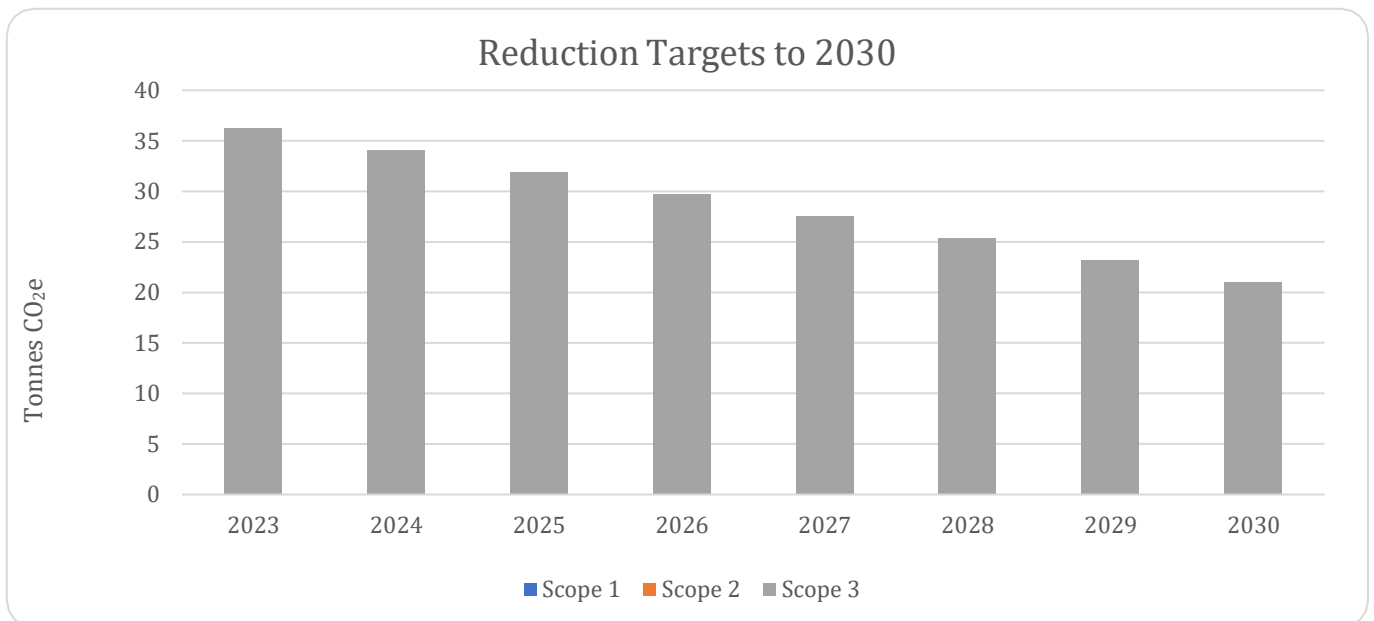
Activity No.	Activity	Target Date	Category
1	Commit to improving Data Quality for the emissions measurements. Areas which require improvement are: • Procurement (*Purchased Goods & Services, Capital Goods*) • Office Utilities (*Upstream Leased Assets, Operational Waste*) Data Quality improvements in Procurement will be achieved through Supply Chain Auditing. Improvement of Data Quality in Office Utilities will require liaising with facilities managers/landlords at the occupied site.	2024 - 2027	Purchased Goods and Services Capital Goods Upstream Leased Assets
2	Implement a Sustainable Procurement Policy. Encourage suppliers to adopt sustainable practices and improve their own carbon footprint through supplier engagement, procurement policies and contracts, and monitoring reporting mechanisms. Commit to an annual Supplier Sustainability Audit or Survey to request further information regarding credentials – plan to capture specific emissions data from the top 60% of suppliers by spend by 2028. This data collection will support the reduction journey by gathering important data for future measurements & will encourage supply chain integration towards Net Zero. Complete this audit within two phases: 1. Identify suppliers for engagement 2. Formulate and collect data (survey/scoring) Once completed, a supplier ranking programme can be followed whereby suppliers with lower carbon footprints are prioritised. The Sustainable Procurement Policy may also involve purchasing second hand/refurbished (furniture, IT equipment) and extending the lifespan of purchased items.	2024 - 2027	Purchased Goods & Services
3	Liaising with facilities managers / landlords to consider low-cost options such as reducing the boiler temperature and adding heat & solar control reflective window sheets where applicable. Consider planning for larger cost management (where appropriate) such as an efficient boiler system. Consider moving to premises without gas heating for 100% reduction in gas emissions from Upstream Leased Assets.	2024 - 2028	Upstream Leased Assets

4	Encourage the landlord/management company at all occupied sites to procure a 100% renewable electricity tariff.	2024 - 2028	Upstream Leased Assets
5	Commit to sustainability training and engagement for the leadership and the wider employee base. As the organisation grows, seek to include role-specific sustainability training within this programme. Including and not limited to: • Creating spaces for environmental conversations • Certified Carbon Literacy Training for all applicable to roll out to further workforce and share with externals where appropriate Certified Carbon Literate learners typically reduce their carbon footprints by 5-15%, of which ~50% are work-related emissions. Step Into Learning Ltd will seek to achieve Carbon Literate Organisation – Silver accreditation by December 2025 as a demonstration of its commitment to sustainability engagement.	2024 - 2026	All Categories
6	Develop and implement a Sustainable Travel Policy to support the environmental impact of choices when travelling, staying in hotels and commuting. The priorities within this policy will support active travel and low emission travel options where available and appropriate. Monitor and consider alternatives to air-based travel as a priority (when this arises) and commit to offering support to the workforce with options for lower-carbon travel schemes where appropriate; such as cycle-to-work, used-EV schemes, or car sharing opportunities. Utilise the emissions travel hierarchy: • Digital communication • Walking and cycling • Public and shared transport • EV's and car sharing/clubs • ICE vehicles and car sharing/clubs • Air travel While Step Into Learning Limited currently follows the principles of the low-emissions travel hierarchy, codifying the policy protects those behaviours into the organisation's future. Consider creative ways to engage and support the workforce to influence change. Examples include setting an internal organisation carbon budget (limit that to a number of tCO_2e per project or per year), extra holiday days for low-emission travel choices, bonuses, subsidised travel,	2024	Business Travel Commuting

	enhanced mileage payments for BEVs vs ICEVs.		
7	Commit to measuring the remaining Scope 3 categories, meaning that year's carbon emissions measurement will be a full picture of Step Into Learning Ltd's carbon impact. The only remaining categories are Use of Sold Products, Processing of Sold Products, End-of-Life of Sold Products. As the organisation primarily provides a service (and no physical goods), Step Into Learning Ltd shall follow guidance related to measuring the carbon impact of providing services when such guidance is available.	2026	Processing of Sold Products Use of Sold Products End-of-Life of Sold Products

Based upon the above completed and planned initiatives, it is projected that (as a minimum) Scope 3 carbon emissions will further decrease over the next seven years from the current normalised measurement of 36.2 tCO_2e to 21.0 tCO_2e by 2030. This is a reduction of 42% and will keep us on track to Net Zero.

Anticipated progress to our near-term targets is demonstrated below. Zero emissions are expected to arise in scope 1 or scope 2.

Reduction Targets to 2030

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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

This Carbon Reduction Plan has been reviewed and approved by Step Into Learning Ltd Executive Team.

Signed on behalf of Step Into Learning Ltd:

Name: Lucy Muldowney
Position: HR Practices & SiLC Lead
Date: 29th July 2024

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[1]   https://ghgprotocol.org/corporate-standard

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

[3]   https://ghgprotocol.org/corporate-value-chain-scope-3-standard