

SUSTAINABILITY STATEMENT



Our Sustainability Action Plan communicates our journey towards sustainability within our Team and in conjunction with our external customers and suppliers.

L2G Ltd and LEC Ltd are committed to minimising the impact of its activities on the environment. The key points of our strategy to achieve this are:

(i) Minimising Waste

Including where possible; printing only required documents, printing on A5 where required, emailing as a replacement for mailing, photocopying in replacement for printing

(ii) Minimising toxic emissions

Including where possible; providing a course pick up and drop off from local train stations, encouraging 'lift shares' for team members and delegates

(iii) Actively promoting recycling

Including where possible; utilisation of paper and ink recycling schemes, using the rear of used paper, purchasing of recycled products

L2G Ltd and LEC Ltd promote awareness of environmental and sustainability issues by demonstrating good practice at all times.

A handwritten signature in black ink that reads 'B. Coombe'.

Becki Coombe
Director; L2G Ltd

SUSTAINABILITY ACTION PLAN

Our Sustainability Action Plan communicates our 'SMART Target' achievable and realistic actions in our journey towards sustainability. Our targets are to be met in conjunction with internal team functions and on-going communications with external clients and suppliers.

L2G Ltd and LEC Ltd; are committed to minimising the impact of its activities on the environment. Our strategy to achieving this includes:

1 Social Sustainability

SPECIFICS (SMART)	MEASURES (SMART)	TIME (SMART)
1.1 The LEC to work solely with young people identified as at risk of becoming disengaged from learning and becoming 'NEET' and working with them to follow a positive Post 16 destination	(a) The LEC to only enrol Learners via referral form with disengagement identifiers (b) The LEC to monitor positive progression for one term following course completion	Monitor termly Report annually
1.2 The LEC to work inclusively with all young people identified as at risk of becoming disengaged from learning and becoming 'NEET'; unless a health and safety risk to other learners, the team or centre are identified	Social, emotional, behavioural and educational backgrounds completed on each LEC referral form	Report annually
1.3 The LEC to ensure that young people feel safe and well supported	(a) Each LEC learner to complete orientation including coverage of our safeguarding policy (b) 'Study and Buddy' 1-2-1 mentor sessions completed at the end of each delivery day with each Learn2 learner (c) Half-termly Client questionnaires completed by each LEC learner (d) LEC learner on-going access to 'Grins and Grumbles'; (e) Front door remaining locked during delivery hours with optional gate locking available (f) Network to be managed via 'Open DNS' for safety and monitoring (g) Personal lockers for storage of possession e.g. mobiles, contraband	Half-termly Learner Review Questionnaire review to Client as completed On-going with half-termly board updates Monitoring through sessions On-going use
1.4 L2G and LEC Ltd to ensure that the quality of provision is of a high standard	(a) compliance of each Awarding Organisation standard (b) compliance of each Client Standard (c) working towards ISO9001	HSE Qualsafe OCN WMR CCC/WCC (Schools) January 2014
1.5 L2G Ltd to deliver high quality CPD provision enabling delegates to confidently and independently practice their skills	(a) thorough delivery of specifications (b) monitoring of post-course evaluations	Instructor Log Post-courses

2 Environmental Sustainability and Climate Change

SPECIFICS (SMART)		MEASURES (SMART)	TIME (SMART)
2.1 Proactive LEC sustainability management	(a) Efficient and economical electrical use	(i) Red stickers on 0.5 classroom light switches not to use (ii) Visual check of team only using desk lamps for preparation, re-checked once daylight (iii) Projectors off when not in use (iv) Fuses taken out of toilet hand-dryers, recycled paper towels provided (v) Display monthly electricity cost in resources room (vi) Fridges to be maintained at 4 C and freezers -23 C (upper limits)	On-going protocol
	(b) Efficient & economical central heating	Thermostat maintained at 18C 7-3 throughout colder months, external doors closed	Re-assess half termly
	(c) Efficient and economical water heating	(i) Kitchen boiler to be removed and water heated through main boiler (ii) 'Drinks heater' to be switched on at arrival and turned off as lunch is served (iii) Weekly washing of linen at a home location, with household load, at 30C	Done Dec 2012 On-going protocol
	(d) Minimising ink, paper and general waste	(i) Only the office to have access to colour (ii) Team only to have print facilities (iii) Portfolio work stored on Dropbox and only printed for moderation requirements (iii) Documents to be printed by copier wherever possible where can't be emailed (iv) Printed documents to be 2 per page and back-to-back where possible (v) Used paper to be re-used by team and learners wherever possible (vi) Worksheets to utilise 'used' paper wherever appropriate to do so (v) Copier paper to only be recyclable source (vi) Where documents have to be posted, use smallest envelope and stamp possible (v) Weekly site 'litter pick' with waste recycled	On-going protocol
	(e) Maximising network use	(i) Broadband router to use a static IP address (ii) Router set as an available 'Hub' for other BT Business customers to utilise	On-going protocol
	(f) Minimising fuel and emissions	(i) Learner transport offered where 5+ from the same location (ii) 5+ Learner travel to be via minibus (iii) LotC activities via foot wherever possible (iv) Railway station pick up offered for team, learner and delegates in inclement weather (v) Bike stand secure storage maintained	On-going protocol

2.2	Encouraging & educating all learners and visitors in waste minimisation	(a) Recycling of waste	(i) Each classroom and dining room to house a recycling and waste bin and uses encouraged (ii) Room tidied by users prior to leaving (iii) Council recycling and waste collection services contracted	On-going protocol
		(b) Preparing and consuming appropriate amounts of food	(i) Learners offered toast communally on centre-table plates in a morning (ii) Learners served a meal portion at lunch with seconds offered once all finished eating (iii) Learners served 'no thank you' portion if they believe they dislike a certain food to encourage trial of the offered balanced meal (iii) Seconds, fruit and/or dessert only offered if original plates cleared (iv) Small cups and beakers and one drink per meal to ensure limited wastage and minimal toilet requirements (v) One weekly shop for meal allocations (vi) Frozen foods favoured where fresh would spoil too quickly for our weekly consumption	On-going protocol
2.3	Recycling of furniture	Second-hand furniture use to be encouraged	(i) New furniture to be sourced from OF2G wherever possible (ii) Old furniture to be donated for reuse on every occasion	On-going protocol

3 Economic Sustainability

	SPECIFICS (SMART)	MEASURES (SMART)	TIME (SMART)
3.1	L2G and LEC Ltd to maximise the number of learners gaining qualifications and skills to prepare them for a positive progression route	L2G and LEC Ltd to record academic achievement upon course completion	Report annually
3.2	LEC to provide opportunities to develop social and entrepreneurial skills of each learner, which in turn, they use to contribute to their local community	EC to monitor social progression via 'SDQ' in 'Study and Buddy' 1-2-1 sessions	Half termly Learner review
3.3	L2G and LEC Ltd to maximise the number of public trained and confident to give First Aid in an emergency situation	(a) Open course calendar (b) In-house course bookings	On-going protocol
3.4	LEC Ltd to be responsible and considerate neighbours	(a) Store bins on side driveway (b) Maintain a clear driveway (c) Ensure learners stay inside the site boundaries at all times (d) Ensure visitors smoke in the designated area (e) Encourage visitors to use on-site parking (f) Maintain a weekly litter-pick	On-going protocol

This Sustainability Action Plan will be next reviewed in July 2016 in order to review targets for on-going improvement.

Policy last reviewed: July 2015, B Coombe