



Environmental and Sustainability Policy

Policy Statement

Pilot are committed to support the environment and sustainability in ways that are practicable to the working practices at our Offices and while on client premises.

We are committed to reducing our carbon footprint and actively implementing environmental management measures to contribute to our sustainability goals. We have incorporated the Carbon Reduction Plan measures into our policy to ensure that this aligns with the required reporting standards and demonstrates our commitment to environmental responsibility

Pilot premises:

To support the need for increased energy reduction all staff are required are :

- Turn off all equipment when leaving the office – avoid use of ‘standby’
- Only heat the rooms in use
- Avoid heating large rooms for one person – promotion of office share.
- Turn off lights when offices/rooms are empty

Client workplaces will be monitored for health, safety and environmental compliance, if there is need for improvement in any areas this is to be discussed with the client and an agreed action plan is developed, in cases when needed, Pilot will offer support.

Responsible: A. Pettigrew

Signature: 

Date : February 2025



Recycling:

Pilot will continue to purchase goods that come from sustainable resource wherever possible, replacement furniture and office goods will continue to be sourced from recycled materials and second-hand purchase. Where Pilot identifies any equipment that can be reused e.g.- tables, we are committed to recycling this with referral partners to reduce the impact on landfill.

Printing of documentation unless necessary is to be discouraged and the continual monitoring of waste paper with the objectives of reducing all waste in the organisation.

Recycling of any waste will continue and ongoing awareness and training for all staff of the impact of waste production will continue.

We will promote local recycling schemes to all staff and link to referral partners where applicable

Waste Disposal

All waste from our sites will be disposed of using only registered waste collection services

Disposal of IT equipment will be via a licensed external organisation who will supply the required certification of destruction as per the Waste Electronic and Electrical Equipment (WEEE) Directive

Lighting & Heating

We have energy efficient lighting within our offices and promote the use of shared space to reduce heating and lighting costs. All staff are encouraged to turn off equipment and lighting, where not on movement sensors, when not in use

Recruitment of Learners

We will not discriminate in any way, and the recruitment of learners on to programmes of learning is made available through our funding contracts to wide range of clients including both employed and unemployed.

We will by the continuation of programme development and working across a range of funded contracts, through ESFA and WMCA be able to meet and support the needs of learners and clients over a diverse range of programmes and geographical locations.

Pilot is committed to continue with this program development to increase its course offering to support priority areas for identified skills shortages.

The recruitment assessment and enrolment process is regularly reviewed to ensure that the use of paper and resources are streamlined to reduce waste and printing impacts.

Our initial assessment for Maths & English, is accessible for learners both in a paper format and via a platform that can be accessed to allow online completion remotely and worked across a range of hardware, tablets, smartphones etc. to ensure accessibility for our learners.

Where it is feasible and practical to do so we can complete enrolment sessions and paperwork via a remote learning platform to further reduce the need for paper and travel.

Training:

Staff will be encouraged to increase their skills through training and development, and this is monitored and supported by the Operations Management and Quality department.

In line with Pilot's Equality, Diversity and Inclusion policy all staff will be encouraged to attend training and awareness sessions. Where training can be delivered remotely or through online methods this is encouraged to reduce the travel costs and carbon footprint.

For our learners, our training offer has a range of remote platforms, or face to face options based on learner and contract needs. We continually review our training offer methods and that has resulted in reduced travel



and carbon footprint impact savings. In some cases it has allowed us to increase the access to learners where this might have been hindered by learner travel restrictions.

We have also increased our use of online portfolios with learners which has seen a further reduction in paper. Sustainability will continue to be promoted and our staff induction programme will include sustainability awareness and introduction to the policy.

Pilot will continue to engage with staff to share best practice to promote initiatives to improve the environmental impact, including sharing information from stakeholders, partners and local authorities.

The environmental action plan will be available for all staff to see and updates will be cascaded through to staff through meetings.

At our Board meetings will look at how we can improve our impact on the environment and reduce our Carbon footprint. We will set targets and measures within our Sustainability Action plan and report on progress.

Stakeholder engagement:

Pilot is committed to developing the relationships with clients and contractors in order to monitor and develop delivery patterns that have the least impact on the business, thus ensuring effective delivery without causing additional costs to the business and increasing its carbon footprint. We will look at suppliers efforts to reduce their carbon footprint and their Green initiatives and share best practice.

Upskilling:

Our recruitment and engagement staff promote a range of training opportunities to provide a range of skills for life with added value activity that will support the learner's growth, of knowledge and skills, increasing their employment opportunities.

Our funding will, wherever possible, be used for specific projects with an emphasis on supporting areas where the levels of literacy, and lack of qualified staff will have an impact socially on the workforce, with the aim that the increased knowledge will provide opportunities for individual growth and movement within the region and in line with local priority needs.

As part of our ongoing delivery programmes, we deliver projects in the local community that support sustainability and promote wider community environmental benefits.

Technology Exploitation:

Pilot is committed to using technology wherever it can to reduce the amount the travel and use of paper.

Online initial assessments have been introduced across all funding contracts to reduce the paper usage and environmental impact.

The continued use of E-portfolios, which are promoted at enrolments, has helped reducing printing, and also supports the learner's development of IT skills. In addition, this has reduced travel by staff, due to reduced face to face visits and reduced the amount of paper printed not only for Portfolios but for progress reporting.

The use of Video/Audio conferencing has been further developed across all contracts to deliver and, where possible observe training interventions with our learners. This has also allowed us to reduce our carbon footprint further whilst still offering quality training and support to the learners.

We will continue to develop these platforms to offer robust training as technology improves.

Travel

As a business we use a range of Video/Audio conferencing to reduce travel for as many staff meetings and training sessions as appropriate.

Staff are all provided with laptops and office 365 accounts to facilitate these meetings through Microsoft Teams, and use the presentation options to deliver interactive, participative learning.



Where face to face meetings are required, we encourage staff to car share when possible, to reduce the impact to the environment.

The allocation of work to staff, wherever possible will take into consideration location of workplace in relation to travel distance, and again car sharing is encouraged and promoted.

As part of staff recruitment, we also take into account location delivery, and training facilities, where appropriate. We will look at where the distance from head office is considered too far for daily travel and look at how we can facilitate suitable alternatives.

With many staff now working from home this has reduced the need to travel as often, we will constantly review this as we move forward and ensure that the mix of home working, office presence, learner face to face delivery to ensure that we offer the best quality environment for our learners.

We also ensure that our staff are supported to have a good work life balance and mental health and wellbeing. We recognise the need for some people to maintain that level of social contact and interaction, and we understand that this is of equal importance.

Version Control

Policy Date	Version	Person Responsible	Policy Change
Feb 2010	1	Sue Selby	Implementation
May 2011	2	Sue Selby	Update
Apr 2012	3	Sue Selby	Update
July 2014	4	Sue Selby	Update
July 2015	5	Sue Selby	Update
Oct 2016	6	Andy Pettigrew	Update
Mar 2017	7	Andy Pettigrew	Update
Mar 2018	8	Andy Pettigrew	Update
Feb 2019	9	Andy Pettigrew	Update
Apr 2020	10	Andy Pettigrew	Annual Review & update
Apr 2021	11	Andy Pettigrew/Hester Holland	Annual Review & Update
Apr 2022	12	Andy Pettigrew/Hester Holland	Annual Review & Update
Jul 2023	13	Andy Pettigrew/Hester Holland	Annual Review & Update
Sept 2024	14	Andy Pettigrew/Hester Holland	Annual Review & Update
Feb 2025	15	Andy Pettigrew/Hester Holland	Update

Date of Last Review: Feb 2025

Next Review Date: Feb 2026

Responsible: A. Pettigrew

Signature: 