

## ELA TRAINING SERVICES

# SUSTAINABLE DEVELOPMENT ACTION PLAN

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## ELA Training Services

	Objective	Actions	By Whom	Expected Outcome	Outcome
1	To live within the limits of our environment	To develop a travel policy to determine the necessity and mode of staff travel	Directors	Travel for all staff will be informed by effective and ongoing consideration to its necessity to reduce energy consumption via private travel.	
2	To contribute to ensuring society is strong, healthy and just by promoting the value and importance of staff and client well-being and supporting a range of needs	<p>To update and disseminate home and office workspace assessments</p> <p>To review and monitor all teaching and learning locations to ensure learner well-being</p> <p>To include actions to be taken to be sustainable at staff induction</p>	<p>Directors</p> <p>SMT, Ops Mgrs</p>	<p>Completed workspace assessments will be reviewed, reasonable adjustments can be employed to ensure staff well-being is fully addressed, dates for review will be actioned. Staff inductions will promote collective well-being.</p> <p>Regular and occasional learning spaces will be assessed, facilities reviewed, requirements are requested at client or 3<sup>rd</sup> party sites, and discussed and agreed with</p>	

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				office management.	
3	To utilise data tools to review and act upon awareness of sustainability amongst staff and clients	Use data systems to accurately analyse understanding of sustainability and behaviours taken to support it.	Inderjot Singh  SMT  All staff and clients	Staff and Learner Survey Monkeys to be used to ask specific questions focused on sustainability which will provide qualitative and quantitative data for analysis, decision-making and the identification of future actions.	
4	To optimise behaviour and actions that support sustainability across all client and non-facing client locations	To promote awareness and understanding of sustainability using 'Think globally, act locally' ethos, that will inform behaviours and actions that achieve this.  Sharing of good practice amongst peers, clients, and delivery partners.	Directors  SMT  All Trainers  All Administrators	Practices to support sustainability and reduce wastage to be discussed at Progress Reviews with apprentices.  Signage in all office areas which prompts specific actions to be sustainable.  Articles and hyperlinks to be shared on internal 'Slack' system for staff, embedding of sustainability in session	

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				activities and assessment feedback.	
5	To promote effective governance on sustainability	A continual focus on sustainability will form part of ELA's decision-making at Director, Board and SMT levels.	Directors  SMT	Relevant Policies, Procedures, and the SAR and QIP documents will consider achievements in the promotion of and impact on sustainability to inform future requirements, actions to be taken and by whom.  Decision-making will be shared with all staff at bi-annual staff away days.	
6	To use central government and scientific debates to inform best practice in sustainability	Up to date policy making on sustainability will be used to inform future decisions and actions.	Directors and SMT	Sustainability action plan will be reviewed and updated to take into account policy updates, and reviews to documentation will be brought forward where necessary	

Adoption Date	Updated	Review Date	Director
04/2020		04/2021	Inderjot Singh





Data Protection Policy  
Version1 01/04/2019  
Next Review 01/04/2021

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