

Carbon Literacy for The Civil Service

Trainer Manual

Generic Staff Course
CC000228
V2

2022

The Carbon Literacy Project



Department for
Business, Energy
& Industrial Strategy

GMCA GREATER
MANCHESTER
COMBINED
AUTHORITY

Carbon Literacy
Project



Getting Started

Carbon Literacy
Project



Sector Specific

Co-developed by people in the sector & designed to be delivered by peers.

Adaptable

Make it relevant to your organisation and area with customisable sections.

User Friendly

You don't need to be a carbon expert but we advise attending a CL course before delivery.

Complete Kit

All materials needed for a day's worth of certified Carbon Literacy training are included.

Accreditation

The Toolkit is only licensed for certified Carbon Literacy training within the sector - all learners must pledge an individual and group action. The trainer must submit learners' evidence forms to evidence@carbonliteracy.com within approx. 2 weeks of the training with a [certificate request form](#).

[Becoming a Carbon Literate Organisation](#) showcases commitment to a low-carbon culture.

Before starting training

In our getting started pack you will find our bank details document and our invoicing setup form. Before starting training please complete and return our invoicing setup form to accounts@carbonliteracy.com and set up The Carbon Literacy Trust on your accounting system. This allows us to issue invoices to cover certification costs and prevents hold-ups in returning certificates. Some organisations bulk purchase certificate applications in advance which reduces admin for both parties. Alternatively, we can invoice you for each batch of learners.

What does the Toolkit include?

Getting
Started
Pack

Slide
Deck

Trainer
Manual

Pre &
Post-
Course
Forms

Evidence
Forms

Activity
pdf



CL for the Civil Service - detailed trainer guide

This guide will provide you with all the information you need in order to carry out the Carbon Literacy for the Civil Service Generic Staff Distance Delivery course. Please note that it is not meant to be read as a script but to be used as a guide for running the training. For more succinct delivery notes, please see the slide notes underneath each slide.

Please feel free to adapt the terminology 'department' to e.g., organisation/agency/arms length body or equivalent.

Carbon Literacy: *“An awareness of the carbon costs and impacts of everyday activities, and the ability and motivation to reduce emissions, on an individual, community and organisational basis”*

Materials checklist

This trainer manual

Slide deck

Activity pdf

Evaluation forms (pre & post course surveys)

Evidence forms - there are two versions of our evidence form. We have [an offline downloadable Word document](#) and [a live online Microsoft forms link](#) available.

Certificate request form. [You can access the certificate request form here.](#)

Pre-course work. Please ask learners to calculate their carbon footprint using the WWF's carbon footprint calculator <https://footprint.wwf.org.uk/> before Module 4. If the trainer calculates their carbon footprint, it can help to initiate discussion in the 'Your Carbon Footprint Activity' in Module 4. N.B. Alternatively learners could calculate their carbon footprint as part of the session (at the trainer's discretion).



Preparing for your training session

Documents

Getting started

Please read the getting started document in the getting started pack which explains what is included in the Toolkit and how to use it.

Slides

A PowerPoint slide deck is included with accompanying notes underneath each slide. The slide notes are a condensed summary of this trainer manual and a guide of what to cover for each slide.

Trainer manual

Ensure you have a good understanding of what is outlined in the trainer manual as this can support your confidence.

Activity pdf

This is for activities used throughout the course. Please inform learners that the activity pdf is interactive and that they can type/write/tick in the boxes. Please ensure that learners have access to the activity pdf throughout the course. To avoid formatting issues, please advise learners to open this document in an offline pdf viewer.

Evidence form

All learners need to fill in an evidence form. It is best for learners to complete the evidence form during the training session, to ensure timely submission to The Carbon Literacy Project.

There are two versions of our evidence form. We have an offline downloadable Word document and a live online Microsoft forms link available. If you wish to use the downloadable word document you can find this here: <https://carbonliteracy.com/trainer-consultant/documents/> and our live online Microsoft Forms link can be found here: https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub_b0i4Oi28B7V_6j6ypvR5mW5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRI4u&sharetoken=cF19PBDJupg1jFuy5IFl



If you would like to use our Microsoft form, you need to duplicate our template. If trainers share the link to the template form without duplicating the form, learners will not be able to submit their answers (the submit button will be greyed out). A guide to duplicating this form can be accessed via:

https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub_b0i4Oi28B7V_6j6ypvR5mW5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRi4u&sharetoken=cF19PBDJupg1jFuy5lFl

Currently there is no 'Save and continue later' feature in Microsoft Forms. If learners intend to complete the form later, please ask them to record their answers somewhere else.

Pre-course evaluation form

You will find a pre-course evaluation form in the getting started folder. This is optional but is recommended to help you gain feedback.



Running order

Blue slides – slides that are designed to be edited by the trainer.

Orange slides – are activities or involve active learner engagement.

Green slides – contain videos that learners watch on their own devices.

This training is a day of learning. This day of learning can be delivered in a single day, or over multiple days – this depends on the delivery structure that is best suited to your organisation and your learners.

We recommend leaving no more than one week between training sessions for continuity.

If the training is being delivered on different days, allow a little more time at the beginning of each session to do a quick welcome and recap.

There are several ‘Break’ slides throughout the Toolkit. These breaks can be moved if necessary.

The allocated time for each slide is an estimate. If the trainer finishes a section early the time can be used for other sections and discussions.

Day 1			
		Duration (hrs:mins)	Start time
Introduction	Tech check/Intro & What is Carbon Literacy	00:10	09:30
	All or nothing?	00:12	09:40
	Training overview	00:02	09:52
Module 1	The difference between weather and climate	00:02	09:54
	The carbon cycle	00:04	09:56
	The greenhouse effect and GHGs	00:04	10:00
	Which activity releases which greenhouse gas?	00:05	10:04
	How is the climate changing?	00:04	10:09
	The scientific consensus	00:05	10:13
	Emission trajectories	00:03	10:18
	Carbon budgets	00:03	10:21
	Break	00:10	10:24
	Global impacts	00:07	10:34
	What the impacts mean for society/Pathways to our future	00:05	10:41
	What's the difference between 1.5°C & 2°C?	00:02	10:46
	UK climate change impacts	00:08	10:48
	Local climate change impacts	00:15	10:56



	Climate change impacts on the work of your department	00:02	11:11
	How's everyone feeling ... any questions?	00:05	11:13
Module 2	The Carbon Map	00:15	11:18
	Break	00:10	11:33
	Equity and vulnerability	00:08	11:43
	International policy	00:09	11:51
	UK greenhouse gas emissions 2020	00:03	12:00
	UK policy	00:12	12:03
	2050 Simulation	00:15	12:15
	The cost of inaction	00:02	12:30
	Greening Government Commitments	00:02	12:32
	Your department's climate policy	00:05	12:34
Module 3	Climate change & COVID-19	00:10	12:39
	How action on climate sits within society	00:03	12:49
	How do we make the recovery 'green?'	00:15	12:52
Finishing Time:	13:07		
Total Session (M 1-3) Time	03:37		



Day 2			
		Duration (hrs:mins)	Start time
Module 4	Introductions/Tech check	00:05	13:30
	What is a carbon footprint?	00:01	13:35
	Your carbon footprint (WWF Calculator)	00:08	13:36
	Food: greenhouse gas emissions across the supply chain	00:02	13:44
	The carbon footprint of transport	00:03	13:46
	Resource consumption	00:03	13:49
	Greening buildings	00:04	13:52
	How does home working influence your carbon footprint?	00:04	13:56
	Personal choices to reduce your contribution to climate change	00:02	14:00
	What role does your department have?	00:02	14:02
	Scope 1, 2 and 3 emissions	00:02	14:04
	Carbon footprint by department	00:03	14:06
	Departmental emissions targets	00:04	14:09
	Reducing your department's carbon footprint	00:10	14:13
	Break	00:10	14:23
	Carbon hotspots in your department	00:02	14:33
	What does a low carbon department look like?	00:30	14:35
	What can we do as Civil Servants?	00:03	15:05
	Which resources and policies can help to guide decision making?	00:03	15:08
	Influencing emissions through procurement	00:02	15:11
Co-ordinating climate action in our department and across the Civil Service	00:20	15:13	
Module 5	Taking action	00:06	15:33
	Spheres of influence	00:10	15:39
	Break	00:10	15:49
	Dragons' Den	00:20	15:59
	Complete your evidence form	00:32	16:19
Talking about climate change	00:11	16:51	



	Time to act	00:08	17:02
	Wrapping up	00:08	17:10
Finishing Time:		17:18	
Total Session Time (M 4-5)		03:48	
Total Training Time (M 1-5)		07:25	



Co-ordinating climate action in our department and across the Civil Service

Material: Slides, activity pdf, breakout rooms

Timing: 20 minutes

Purpose: This activity provides learners with the opportunity to explore how climate action can be further co-ordinated across the Civil Service.

Co-ordinating climate action in our department and across the Civil Service (20:00)

Show learners the slide and **explain the activity**.

Please also encourage learners to reflect beyond their day-to-day operational roles and to reflect upon how they can influence others through the outreach/external-facing part of the roles.

Ensure at least one person in each breakout room can share the page in the activity pdf relating to this activity. They need to take notes and feed back to the plenary.

Split learners into **breakout rooms**.

The learners have **15 minutes to discuss the questions on the slide** before coming back to the plenary.

Learners discuss:

- How should we use to assess whether a proposal is 'low carbon' or not?
- How can we integrate climate change into our day to day decision-making, role and policy?
- How can we support other departments that we work closely with?
- How can other departments that we work closely with support our work?

Here are some answers you might expect:

How should we assess whether a proposal is 'low carbon' or not?

- Participants may suggest either:
 - 1) Individual criteria such as those listed below
 - 2) Through a standardised framework that they currently use in their work if this exists
 - 3) Through a framework that needs to be developed. If they give this answer, please encourage learners to discuss this with more senior colleagues.
- Individual criteria:



- The lifetime of the project
- The procurement strategy
- Scope 1, 2 and 3 emissions
- Will it to be built to high environmental standards/environmental management systems e.g., BREEAM/ISO?
- Does it comply with net zero building standards?
- What is the return on investment?
- Can it be supplied by renewable or low-carbon sources?
- Does it encourage/facilitate low carbon transport behaviours?
- Does it include capacity for renewable energy generation?
- Does it take into account changes in use/land use changes?

How can we integrate climate change into our day to day decision-making, role and policy?

- Mandating projects involving capital investment to include an assessment of their carbon impact throughout the project lifecycle and as part of the financial approval process
- Integrating education about climate change into induction
- Facilitating low carbon behaviours and providing staff with the means to change behaviour
- Encouraging staff to calculate their carbon footprint and identify opportunities for carbon saving potential
- Encouraging carbon reduction ideas to be added to meeting agendas
- Encouraging suppliers, partners and people that we work with to educate their workforce about climate change and mainstream low-carbon behaviours and policies
- Inserting text about minimising climate impact into every policy proposal, procurement contract and delivery plan
- Expanding systems for monitoring carbon against targets and baselines
- Increasing/improving reporting around investments and their carbon impact

How can we support other departments/agencies that we work closely with and how can other departments/agencies that we work closely with support our work?

- Sharing and showcasing best practice
- Communicating what we/they are doing to act on climate change
- Sharing and providing expertise/advice/support/resources
- Ensuring that staff are aware of the carbon footprint of their government department as well as their personal footprint
- Mainstreaming low-carbon behaviours
- Partnership working
- Leading by example

During the discussion the **trainer and facilitator should move around the rooms** to ensure learners are staying on task and understand what they are doing.



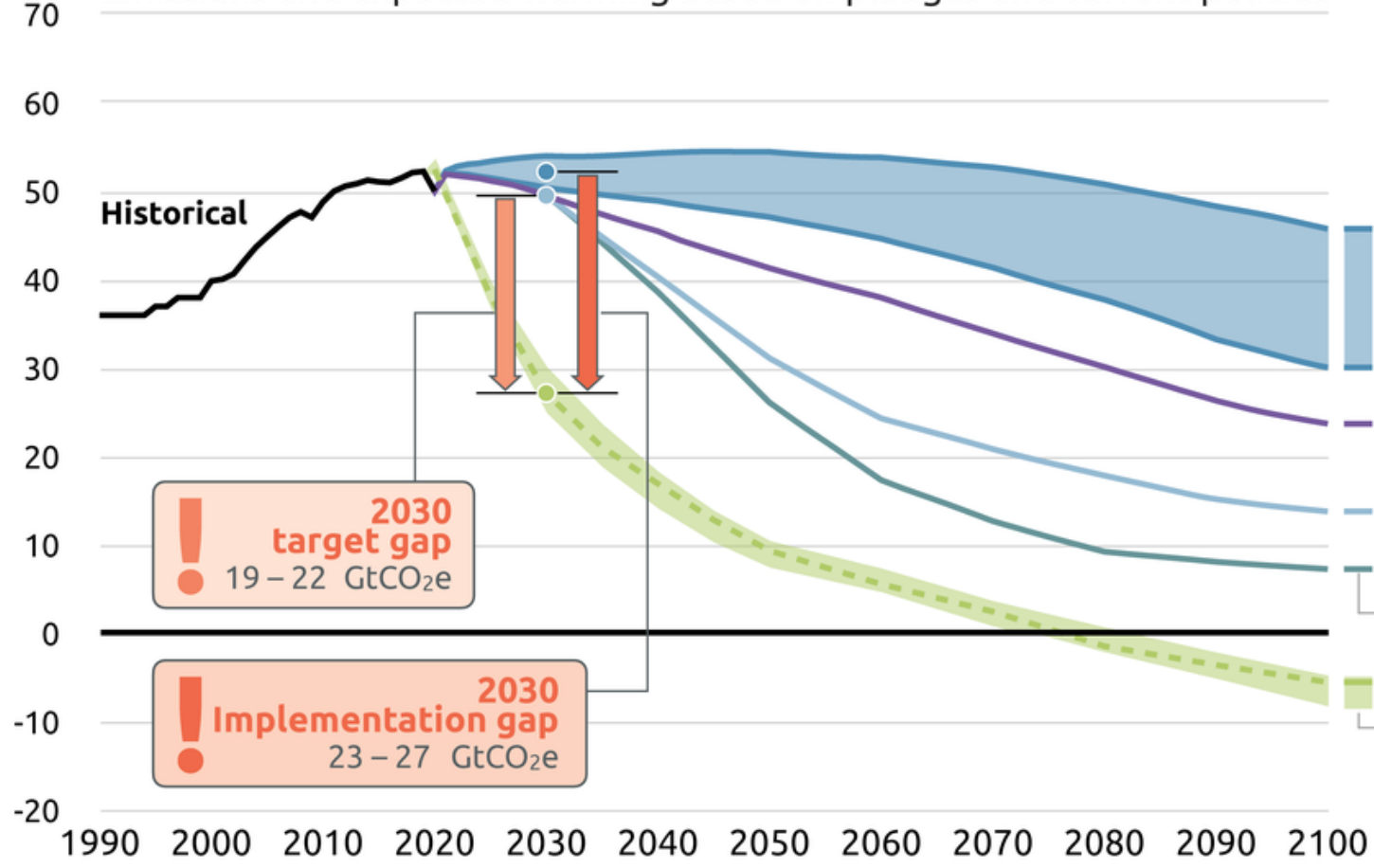
Emission trajectories

2100 WARMING PROJECTIONS

Emissions and expected warming based on pledges and current policies

Climate Action Tracker **Nov 2022 Update**

Global GHG emissions GtCO_{2e}/year



Warming projected by 2100

- +2.9°C High
- Policies & action**
- +2.6°C Low
- 2030 targets only +2.4°C
- Pledges & targets +2.0°C
- Optimistic scenario +1.8°C
- 1.5°C compatible

2030 target gap
19 – 22 GtCO_{2e}

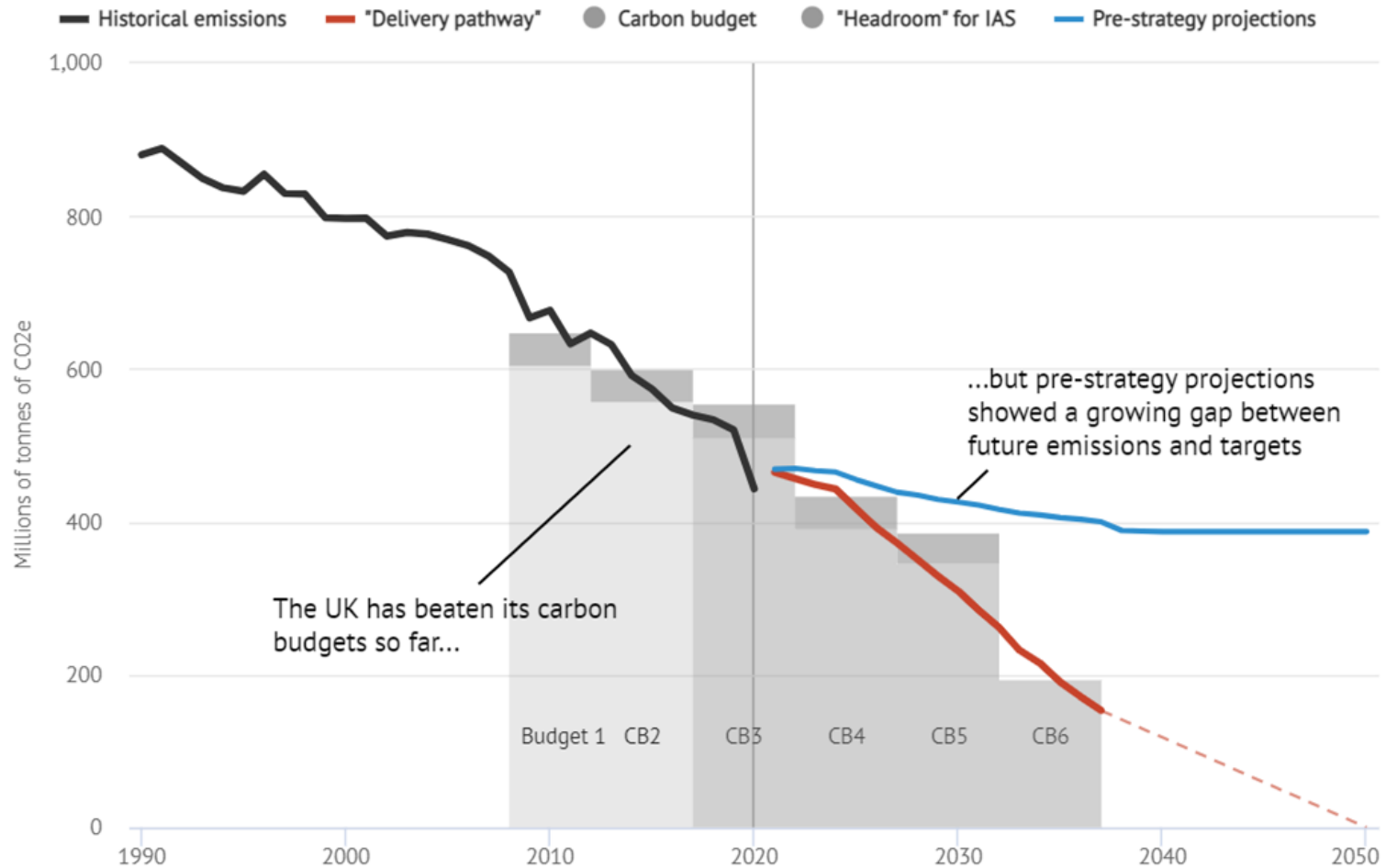
2030 implementation gap
23 – 27 GtCO_{2e}



Current UK progress

The UK net-zero strategy sets a **"delivery pathway"** to meeting its climate targets

Pre-strategy projections had suggested the UK would miss its fourth, fifth or sixth carbon budgets



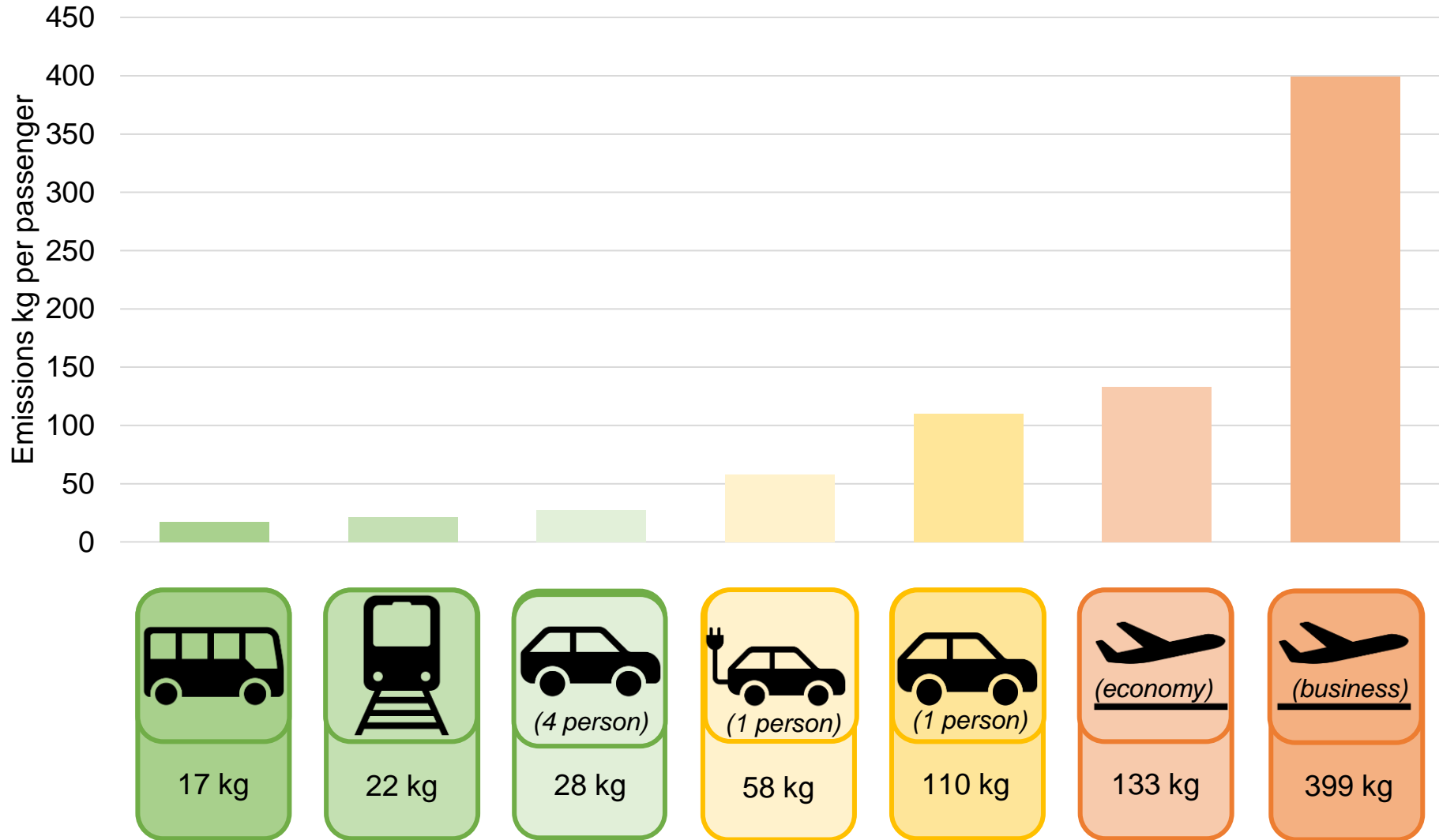


Your department's climate policy e.g., BEIS

- BEIS Sustainability Strategy published in June 2021, sets out BEIS internal objectives and actions for 2021/22 – 25/26, covering emissions, waste, procurement and more
- BEIS Net Zero target date of 2050 at the latest
- Waste Strategy for 1 Victoria Street published in Summer 2021
- BEIS has a comprehensive energy management system and meets international energy/environmental management standards
- Green Guardian volunteer staff network enables staff to get involved in making BEIS greener. Please sign up!



A return trip from [London] to [Manchester]





Activity: What does a low carbon department look like?

Each breakout room will focus on one of your department's largest carbon hotspots.

In relation to your carbon hotspot:

- How can your department reduce emissions?
- What key actions or changes do we need to make?
- How can we overcome any barriers?
- Who would need to support this and how can we engage them? e.g., (colleagues / government / business)
- How can we support agencies / organisations / our counterparts in other countries to make similar changes?





Which resources and policies can help to guide decision making?

- Environmental principles
- HM Treasury's Green Book and business case guidance
- Greening Government Commitments
- Biodiversity net gain
- Sustainable procurement tools
 - Government Buying Standards
 - Flexible Framework guidance
 - The prioritisation tool





Influencing emissions through procurement

- Work with suppliers to introduce Government Buying Standards
- Use flexible Framework Guidance and Prioritisation Tool
- Always consider if you really need something before buying it
- Look after the purchases you do make
- Review supplier performance
- Make sure data is reported, reviewed and acted upon





Taking action: why is your action pledge important?

- Everyone plays a part in the transition to a low carbon society.
- By pledging two actions today, you are one step closer to reducing your carbon footprint to a more sustainable size.
- This is also essential in order to receive your Carbon Literacy certificate!

