Evidence Form Tips

Below are some tips to help learners complete the evidence form:



Extra information box

This is a section to make the certifier aware of any helpful contextual information. E.g., learners with SEND, learners whose first language is not English, or any other factors worth considering.



Apply the actions to your context and role

- Explain how the actions are suitable given your sphere of influence.
- If the training is delivered at work ideally actions should be workplace-based, unless greater savings and more influence is justified elsewhere.



Make it easy for the certifier

Provide as much detail as possible for your actions, how you plan to apply them, and consider their ripples of influence.



Actions need to be new

An existing action can be referred to if supported by an explanation of how CL training has developed it further.



The evidence form is an individual assessment

- If a cohort has copied actions and explanations the certifier cannot be certain of the individual comprehension of CL. If actions are made as a team, for instance at work, you should explain your specific role in that action.
- Similarly, if AI is detected you will need to resubmit a new form.



Actions should prioritise decarbonisation

- Offsetting is not accepted.
- Steer clear of ‘environmentally good’ actions. E.g., litter picking, planting trees, rewilding, etc. While these actions are great for wildlife and biodiversity, they are unlikely to lead to any major savings of GHG emissions.



Don’t copy and paste within your form

This generally implies minimal commitment and vague explanations.



The Individual and Group Actions should be distinct

Avoid actions which are too similar. If a learner’s IA and GA could be summarised in a single action, we will likely ask them to resubmit with a new action.