Carbon Reduction Plan

Company Name: CT Skills

Company Registration Number: 04307537

Published Date: May 2026

Commitment to achieving Net Zero

CT Skills is committed to achieving Net Zero emissions by 2045.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline has been updated following an error in calculation.

Baseline Year: April 2021 – March 2022

Chosen baseline, as first year following company restructuring and closure of many of our centres, as well as implementation of online learning and working from home. While these areas offered substantial decrease in environmental impact. Methods of measurement have changed and so would skew the results.

During any reviews all applicable Scope 1 & 2 Emissions are being measured, including the following under Scope 3

- Business Travel
- Employee Commuting and Home Working
- Operational waste
- Upstream transportation and distribution – not applicable
- Downstream transportation and distribution – not applicable

EMISSIONS	TOTAL (tCO_2e)
Scope 1	0.68
Scope 2	7.67
Scope 3	5.31
Total Emissions	**13.66**

Latest Review: April 2025 – March 2026

EMISSIONS	TOTAL (tCO_2e)
Scope 1	0
Scope 2	2.14
Scope 3	3.54
Total Emissions	**5.68**

Our annual total emissions equate to only **0.095 tCO2e** per employee based on 60 employees during the measurement period

Previous Reporting Year: April 2024 – March 2025	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	0
Scope 2	2.54
Scope 3	4.07
Total Emissions	**6.61**
Our annual total emissions equate to only **0.110 tCO2e** per employee based on 60 employees during the measurement period	

Emissions reduction targets

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets and are working to identify further improvements to reach our goal.

- 1% reduction in energy use compared to last year
- 2% reduction in Business Mileage
- Continued reduction in paper usage.
- Continue to have 0 tCO_2e within Scope 1
- Retain our 14001 Environmental Management accreditation
- Continue to recycle WEEE where possible

We project that carbon emissions will decrease over the next five years to less than 5 tCO2e by 2030. This is a reduction of 63% compared to our baseline.

Carbon reduction projects

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equate to 6.88tCO_2e, a 50.7% reduction against the 2021-22 baseline. and the measures will be in effect when performing the contract

Activity	Completion Date	Scope
Commitment to measuring carbon footprint as part of our ongoing business activities and working towards being Carbon Neutral by 2030, and Net Zero by 2045	2022	1,2,3
Closed our head office and other satellite offices, to move to a smaller hot desk, managed office, reducing our environment and emissions impact.	2022	1,2,3
Improvements on online learning and online working environments to allow staff to work better from home	2022	2,3
Improvement of signage and staff awareness around use of electrical devices, turning them off when not in use	2023	2, 3
Removal of physical remote desktop systems, replaced by virtual terminal services, decreasing energy usage.	2023	2, 3

Carbon reduction integrated into the HSE Governance to improve monitoring.	2024	1, 2, 3
Purchase of new laptops, to replace old less efficient devices.	2025	2, 3
50% reduction in postage, and an increasing reduction in printing due to improving online services.	2025	3
Donations to Trussel Trust for every new start and completion of an Apprenticeships since Nov 2024. While not direct to us, and difficult to measure. This practice diverts food from landfill, where it produces greenhouse gases, and saves the water and carbon emissions that would have been used to produce that food from scratch	Ongoing	3

Future carbon reduction projects

Activity	Target Date	Scope
Review of internal systems to help reduce business travel and paper usage	2026	2,3
Investigate new ways to reduce or offset carbon emissions including business travel, look at alternative solutions, for example public transport.	2026	2.3
Improve monitoring of emissions for home working, Energy usage, working styles.	2026	2,3
Implement additional training around Carbon reduction awareness	2026	1.2.3
Work with landlord to look at EPC, to identify possible improvements.	2027	2. 3
Encourage the landlord to consider 100% renewable electric tariffs, and consider fitting EV Charging points	2027	2, 3

[1]https://ghgprotocol.org/corporate-standard
[1]https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[3]https://ghgprotocol.org/standards/scope-3-standard

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of CT Skills



Name: Alex Ford

Position: Chief Executive Officer

Date: 30/05/2026