



## Participant Details Form

### Essential Information (Please write clearly - What you write goes on your certificate):

Forename(s):          Surname:

Postcode: G46 6UG

Email:

Job title: Head of HR & Corporate Services

Name of your organisation:

Name of the organisation delivering Carbon Literacy: APSE

### Additional Information (Optional):

To better understand the audiences for this project with the aim of improving the diversity and reach of Carbon Literacy, in line with our equal opportunities policy, we would like to collect some additional data **at your discretion**: Please circle or highlight your answer:

**Gender you identify as:**          Female

**Age:**

Do not wish to disclose

**How would you describe your working status?**

Employed

**How would you describe your ethnic background / ethnicity?**

\* Trainers - If using outside the UK, please edit to better represent communities where you are.

Prefer not to disclose.

**We love to share brilliant actions pledged by learners, as a way to inspire others. Are you happy for your action to be shared with the wider CL community? Please tick circle or highlight your answer**

Anonymously - yes

No

**If we think your action is particularly outstanding, would you be happy for our team to follow-up with you? Please tick circle or highlight your answer**

No

**Permission to store and use this information:**

I understand **the information I submit here will only be used in connection with The Carbon Literacy Project**. It will only be used to award and keep my certification up to date, keep me informed about enhancements to the Project, my certification, and opportunities directly arising from that, and aggregated, to allow the Project to monitor its performance. My information will never be sold or transmitted to a third party beyond the need to process it.

Signature:

(Signature of parent, guardian or teacher if participant under 18)

Date:

**Evidence Form**

The focus of Carbon Literacy is about empowering people to take action. To become certified as Carbon Literate you must:

**Page 1 – Getting to Carbon Neutral**

1. Explain clearly the steps we need to take as a society, to be **carbon neutral by 2038\***.

\* Edit date to fit with local or organisational zero-carbon target.

**Page 2 – Commitments**

2. Create at least one significant, new action **within your individual control** to reduce carbon footprint. This action should, wherever possible, be taken in the context in which the training takes place.
3. Create at least one significant, new action **involving other people** to reduce collective carbon footprint via your workplace, community or place of education. This is your **group action**.

**The information you write on this form alone will determine whether The Carbon Literacy Project can certify you as Carbon Literate or not.**

**Getting to Carbon Neutral**

Please complete this section to the best of your ability. You may choose to write, draw, or annotate diagrams to explain your answer fully.

## 1. **As a society, what do we need to do to be carbon neutral by 2038\*?**

As a society we need to increase awareness of the carbon costs and impacts of everyday activities. This needs us to improve our ability and motivation to reduce emissions on an individual, community and council basis.

In our council this will include:

- communicating with and educating our staff
- reducing our operational emissions
- ensuring climate change is integrated into our decision making
- supporting our community's buildings and infrastructures and spaces to adapt to a changing climate
- protecting and enhancing our natural spaces
- progressing local climate change initiatives
- influencing our partners, Scottish Government and third party organisations to take steps to reduce or to help us to the country's carbon emissions.

**Commitments – Your Individual and Group Actions**

Please justify your answers and note that the person reading your form may not be an expert in your particular field, so please give as much specific detail, as to how your actions will reduce emissions, as possible. **Parts a, b, c, d, (and e) must be completed.**

We are looking for evidence that you have an awareness of the carbon emissions/savings associated with the actions pledged. During your training, you will have discussed different emissions associated with various activities. Using the climate science you have learned, please explain and justify your actions and why you're taking them.

Please ensure you pledge at least one significant individual and one significant group action, which are different. They can be on a similar topic or theme if you wish, but you must make it clear how they differ, so we can clearly see at least two different actions. When considering your group action, please make sure you have explained this in your own words, even if working with others from the same training. You must be able to place yourself within your group action, explaining your part and your role.

We have asked you to rate the action with a low (10s kg's), medium (100s kg's) or high (1000s kg's) of CO<sub>2</sub>e ranking - please make sure that you use this to consider whether your action is significant enough in relation to your role or position. Your action could also cause others to save CO<sub>2</sub>e, making it an indirect saving. If you have pledged an action that you think will have a low CO<sub>2</sub>e saving, but this action is significant to you, please explain why it is significant in part 2c and 3d.

(a). What significant, new carbon reduction action are you committing to as an **individual, within your personal control** as a result of your Carbon Literacy training? This will normally be in the context (workplace, place of education, or community) in which you are receiving your training.

I will commit to working with the Get Zero team to identify and implement a workforce policy change that would further reduce the council's carbon emissions within the next 12 months.

(b). Estimated CO<sub>2</sub>e saving per year:                      **Low**                      **Medium**                      **High**

(c). Please outline why your new action is significant to you (i.e. think about your role/position, and how much carbon can be saved through your action, directly or indirectly?):

By educating myself I can influence my wide network of colleagues, friends and family.

(d). Please outline how it reduces a carbon footprint which is within your **individual** control. (Think specifically in relation to the climate science portion of your training and which actions reduce which GHG):

It reduces CO2 by my individual choice to stop using single use plastics.

**3. Your Group Action** (Please write clearly)

(a). As a result of your Carbon Literacy training, what significant, new carbon reduction action are you committing to undertake, involving **a wider group of people**?

Working with Communications and HR I will commit to influence and improve the level of Carbon literacy in the workforce. I am working with the Communications team on updating the Council's Communication Strategy and there is an ongoing review of employment policies. By changing employees' behaviours there will be a collective reduction in carbon emissions. These will take place in both the home and at work. The Council has in place some positive schemes e.g. Cycle to work, so we will aim to raise awareness of these, and also there will be areas where we could improve further. There are a number of indirect areas where I will actively promote the carbon neutral agenda.

Making use of our Council website we will promote carbon neutral messages to our residents to promote good practice and this will also be done internally using our intranet, posters, policies, etc.

(b). What is the wider group of people?

Communications team, HR team

(c). Estimated CO<sub>2</sub>e saving per year:                      **Low**                      **Medium**                      **High**

(d). In your own words, please outline why your new action is significant to this **wider group** (i.e. How will this action involve others? Think about your role/position, and how much carbon will be saved collectively, directly or indirectly).

In my role I manage the Communications and HR teams so can support them in supporting their messaging across the wider council and ensure we reach all employees.

(e). Please outline in your own words how it reduces the **wider group's** carbon footprint (think specifically in relation to the climate science portion of your training and which actions reduce which GHG):

If each employee changes one behaviour this will reduce GHGs. It is most likely in the home that these habits will reduce CO<sub>2</sub> (e.g. by employees changing energy provider) and CH<sub>4</sub> (e.g. by employees changing eating habits, reducing red meat consumption). At work we will promote reducing energy and plastic usage and also to take the most energy efficient transport option.