



# Getting Started

Welcome to your Carbon Literacy Training Pack. This pack contains all the information you need for your training. Please read the attached documents to understand more about your training pack, how your learners gain certification and what steps to take to ensure your learners get the best Carbon Literacy experience.

**The toolkit can only be used for certified Carbon Literacy training, as stipulated in the Legal Terms and Conditions. Please do not share the toolkit with anyone outside of your organisation as it's important that we can keep track of who has the toolkit. Instead, please direct interested parties to <https://carbonliteracy.com/local-authorities/> where they can find out more and get in touch.**

Our documents change from time to time. To ensure you're always using the most up-to-date version, please refer [here](#) to find any documents that are starred (\*) over these two pages.

## **Documents to get you ready to deliver Carbon Literacy training:**

### **1. Getting Started**

This folder contains our Certificate Marking Guide, Trainer Code of Conduct, Bank Details doc and Course Evaluation Forms.

### **2. PowerPoint Slides**

There are 3 pathways available for this course depending on how you wish to deliver the science covered at the beginning of the course. The pathways covered in this pack are:

- a) Documentary Pathway:** Science is delivered by watching David Attenborough's documentary 'Climate Change - The Facts'.
- b) Workshop Pathway:** Trainer delivers the science using PowerPoint slides and supporting lecture notes.

The third pathway is using E-learning. If you wish to learn more about using E-learning to deliver this course please see our [E-learning page](#) and contact us as there is an additional cost to this pathway.

### **3. Trainer Manual**

This manual covers all of the information the trainer(s) will need to deliver the course, including the knowledge and information needed to run the activities.

### **4. Activity PDF**

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.

## **Documents Required for Evidence Submission and Learner Certification:**

### **1. \* Participant Details and ZC Evidence Form**

In order for a learner to be certified as Carbon Literate, we require:

- Basic details from each of your learners - this helps us to collect information confidentially for possible future studies on the effectiveness of CL.
- Evidence that your learner has completed and understood their CL course, and created an individual action and a group action (requirements of the CL Standard).

This form is the *minimum* evidence the Project needs to receive (preferably electronically) per learner, to determine whether your learner has met the Carbon Literacy Standard, so can be certified as Carbon Literate.

**Download** the most up-to-date versions of the Participant Details and ZC Evidence Form [here](#).

### **2. \* Certificate Request Form**

This form needs to be completed, by the trainer or training organisation, for each group for whom Carbon Literacy certification are being requested. This form must be submitted with the batch of learner evidence, alongside the relevant payment information.

**Download** the most up-to-date versions of the Certificate Request Form [here](#).

## Getting prepared for your training

Before getting started on your training you will need to set up The Carbon Literacy Trust on your accounting system. This will allow us to issue invoices to cover certification costs and prevent hold-ups in returning certificates to your learners. Within this pack is The Carbon Literacy Trust's bank details doc. which can be used to set-up The Carbon Literacy Trust as a vendor. Some organisations chose to bulk purchase certificates in advance, based upon how many participants they are planning to train over e.g. the next year, in total, etc.; this allows straightforward tracking of learners and certification, and reduces the administration for both parties. Alternatively, if you would prefer to invoice for each batch of learners, we can accommodate this. The development of this course has been funded by BEIS & GMCA and is therefore free-to-use as part of certified Carbon Literacy training. The cost per learner is £10 per certificate application, and further details can be found [here](#).

You will find two course evaluation forms in the Getting Started folder. These are optional and do not need to be submitted to The Carbon Literacy Project. However, they are highly recommended to help gain feedback internally and ensure the quality of your training. The pre- course survey is designed for completion prior to participation, to collect baseline data. Use of these forms can help to communicate the impact of the training in bringing about a low-carbon culture change in your organisation. They also provide valuable insights for you as a trainer, as to how effective your training has been.

## Following your training

Once you have completed your training, collect the evidence of the participant's actions and make sure you take some photographs for you (and us) to publicise what you have done. Don't forget to get a **Participant Details** and **Evidence Form** completed and signed for each participant or they won't be able to gain certification. Fill in the Certificate Request Form with correct details for the participants - this will ensure correct spellings of learner's names and that the correct organisation is named on certificates. Make sure to state the course ID number to show which course you have used to conduct your training.

Submit the completed documents and the appropriate certification fees (if not already purchased) to [evidence@carbonliteracy.com](mailto:evidence@carbonliteracy.com), and we'll do the rest. Assuming we have all the evidence and documentation needed, please allow two weeks for us to get back to you with feedback on any learners who've not yet passed, and the certificates in PDF Format for those who have met the CL Standard. Certificates will always be issued to the trainer. The Project never distributes certificates to individual learners.

Any learners who do not gain certification on their first attempt have 28 days, from our response, in which they can reapply by following the feedback provided to the trainer. All resubmissions should come via the trainer, and we ask that these are submitted as a group alongside a new Certificate Request Form. Resubmissions are classed as new applications, and therefore the £10 certificate application will apply. Therefore, we strongly recommend that trainers take the time to review evidence with learners in the training to ensure that no mistakes, such as not completing a section, are made.

We recommend that you keep a record of what you have done in a Trainer Log, how many Carbon Literacy 'graduates' you have, and your learners' actions, as this will form the foundation of your application to become an accredited Carbon Literate Organisation, Carbon Literacy Facilitator/Trainer/Consultant, or Carbon Literacy Training Organisation, should you wish to apply.

Information on these supplementary accreditations, and documents to support you in keeping a record, or making an application, can be found [here](#).

If you have any questions about this pack, please contact us at [localauthorities@carbonliteracy.com](mailto:localauthorities@carbonliteracy.com).

## **Further information about Carbon Literacy**

[Local Authorities Sector](#)

[What On Earth Is Carbon Literacy?](#)

[Introduction to Carbon Literacy](#)

[Frequently Asked Questions](#)

All online resources can be found at [www.carbonliteracy.com](http://www.carbonliteracy.com).