



Environmental and Sustainable Development Policy

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Policy Statement

Rutland Adult Learning and Skills Service (the Service) is committed to providing flexible, responsive and high-quality teaching and learning across Rutland. While doing so we will ensure that we protect and enhance the environment, minimise the environmental impact of our services and use our public funding effectively to promote and develop the economic and social well-being of the county.

How will the Service promote and develop the economic and social well-being of the county?

As a Local Authority provider and a Service within the County Council, the Service's direction and provision is closely aligned to the economic and community development priorities and needs of Rutland. The Service's ambition is focused in the following areas:

Skills and Qualifications

We will:

- Provide vocational qualifications, with strong progression routes, that contribute to the GCP Local Enterprise Partnership skills priorities for Rutland and the Councils stated priorities.
- Focus on opportunities to give people the transferable and job specific skills they need to enter and progress in work, including Maths and English across the curriculum
- Provide programmes that meet the needs of people who are seeking a flexible and responsive, community-based approach to their learning

- Provide programmes that meet the needs of adult learners with learning difficulties and/or disabilities and support them into employment.

Community Learning

We will:

Involve local communities in developing our offer

- Identify community priorities and target disadvantaged groups and/or individuals
- Transform people's lives by engaging them in learning and enabling them to progress in the widest sense
- Generate fee income, through our general offer, from those who can afford to pay
- Use fees and other sources of income and resources to widen subsidised access to Community Learning for people who are disadvantaged and cannot afford to pay.

How will the Service protect and enhance the environment and minimise the environmental impact of its services?

The Service will consider the impact of its actions on the environment as part of the planning and delivery of its learning programmes and in the day to day back office functions that support them, in the following areas:

Buildings

We will:

- Maximise the use of our own premises for both teaching and back office functions
- Make good use of partners' premises to maximise the effective use of buildings and reduce costs
- Monitor and control the use of electricity and heating to avoid wasteful practices and reduce costs.

Equipment and resources

We will:

- Manage and maintain our equipment so as to prolong its life, maximise use and avoid unnecessary purchases
- Monitor and, where possible, avoid the use of hazardous materials and, where this is unavoidable, ensure risk assessments and appropriate controls are implemented to avoid impact on the environment and personal safety
- Maximise the use of technology to reduce postage printing and paper costs

- Use SMS and email rather than letters when communicating with staff and learners
- Promote and encourage online enrolment by customers
- Use our online e-learning forum as a communications platform for all staff and between staff and learners
- Use interactive whiteboards in class, wherever possible.

Travel

We will:

- Provide staff with the resources to work remotely to reduce home to work travel
- Constantly review the necessity for staff to travel for business through effective planning and where possible, encourage the use of public transport and other greener alternatives
- Develop and promote e-learning programmes to enable learners to study from home
- Provide an e-portfolio solution that reduces travel and materials costs.

Recycling

We will:

- Reduce waste by re-using and re-cycling materials wherever possible
- Purchase recycled, recyclable and refurbished products wherever possible.

How will the Service monitor compliance?

- Regular monitoring through the Service's Performance Review process and Quality Improvement Plan
- Monitoring of staff travel claims
- Observations of Teaching, Learning

Review History

Date	Reason for Review	Next Scheduled Review
October 2014	Updated as per two year cycle	October 2018
Aug 16	Scheduled Review	Aug 18
Aug 18	Scheduled Review	Aug 20
Mar 20	Scheduled Review	Mar 22

- **Policy Owner: Adult Learning and Skills Manager**