



Sustainable Development (including environmental) Action Plan

Sub-contractor Name: Welcome Skills Limited

| To be implemented | Action | Lead | Deadline | Progress |
|----------------------|--|------------|----------|--|
| Re-cycling Bins | Ensure all staff use the bins provided | K Hussin | Ongoing | All staff use bins provided |
| Photocopying | Ensure photocopying is done only when necessary and inform all staff | K Hussin | Ongoing | Reduction shown over past two months |
| Administration | Utilise the PICS MIS system to reduce copies and postage of documentation and use electronic uploads | Madhuri | Monthly | Majority of all College data is now electronic |
| Company Vehicles | Minimise fuel use and multiple journeys by scheduling effective regional assessor visits in People Carrier | W Sherwani | Monthly | Excellent, more efficient journeys and assessor visits |
| Office Utilities | Encourage all staff to switch off lights and reduce heating whenever possible | K Hussin | Monthly | Improvement shown |
| Learner File returns | Arrange for CRC Account Manager to take all relevant files monthly after Provider Review meeting to reduce additional journey and fuel use | K Hussin | March | Agreed on March 11 th with G Smy |
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