



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