



# Carbon Reduction Plan For Portland Training

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# Our Commitment

Portland Training is committed to achieving Net Zero emissions by 2040.

## What does Net Zero mean in practice?

To achieve Net Zero, we will be aiming to reduce emissions in line with the latest science-based targets (SBTs). SBTs are greenhouse gas reduction goals set by organisations, they are defined as “science-based” when they align with the scale of reductions required to limit global temperature increases to 1.5°C compared to pre-industrial temperatures. To achieve Net Zero under this scenario, we will need to reduce our absolute emissions by 90% from our baseline year.

SBTi recommends that organisations commit to near-term targets (that cover a minimum of 5 years/maximum of 10 years from the baseline year), as well as long-term targets.

## Our near-term targets:

1. Reduce scope 1 emissions by 42% by 2030.
2. Reduce location-based scope 2 emissions by 42% by 2030.
3. Reduce scope 3 emissions by 42% by 2030.

## Our long-term targets:

- Reduce our total location-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
- Neutralise any residual emissions using verified carbon offsets.

## Emissions covered by our targets:

- Scope 1 emissions: direct greenhouse gas emissions that occur from sources owned or controlled by a company, such as emissions from the combustion of fuels in on-site boilers, furnaces, or vehicles.
- Scope 2 emissions: indirect greenhouse gas emissions that result from the generation of purchased electricity, steam or other forms of energy consumed by a company.
- Scope 3 emissions: all other indirect greenhouse gas emissions that occur in an organisation’s value chain, including emissions from upstream and downstream activities.

\*Purchased electricity emissions are measured in two ways: the location-based method and the market-based method. The location-based method takes into account the emissions intensity of the grid from which the electricity was purchased, whilst the market-based method also takes into account the emissions intensity of the tariff and suppliers the reporting organisation has specifically chosen. The market-based method can therefore take into account purchases of renewable energy via a tariff. We have chosen to set targets and do final reporting using the market-based methodology.

# Our Carbon Footprint

## Baseline Emissions

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced before the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured. We first assessed our carbon emissions from the 1<sup>st</sup> of August 2022 to the 31<sup>st</sup> of July 2023. In this measurement, we included all categories necessary for PPN 006 compliance, but in our second reporting year (which is also our current reporting year), we measured our full scope 3 emissions. We will be using 2023 as a base year for scope 1 and 2 emissions, and 2024 as a base year for scope 3 emissions.

Base Year Emissions		
Emissions have been measured for both periods using the operational control approach. Under this approach, we have categorised fully serviced office emissions under scope 3. Owing to a lack of activity data available for Scope 2, these figures have been estimated. Scope 2 property emissions have been estimated using FTE and average office hours (Scope 2 EV emissions still use activity level data).		
Scope	Year	Emissions (tonnes CO <sub>2</sub> e)
Scope 1	2023*	5.0
Scope 2	2023*	Market-based: 2.1 Location-based: 2.1
Scope 3	2024	195.1

\*Previous year's results have been adjusted in line with updates to emission factors and accounting methodologies. See Appendix A for more details. Scope 1 and 2 emissions will be used as the base year from the 2023 measurement.

## Current Emissions Reporting

## Current Year: 2024

All scope 1, scope 2 and scope 3 emissions have been measured using the operational control approach. Under this approach, we have categorised fully serviced office emissions under scope 3.

Owing to a lack of activity data available for Scope 1 and Scope 2, these figures have been estimated. Scope 1 data has been scaled using FTE from activity data from the last reporting period. Scope 2 property emissions have been estimated using FTE and average office hours (Scope 2 EV emissions still use activity level data).

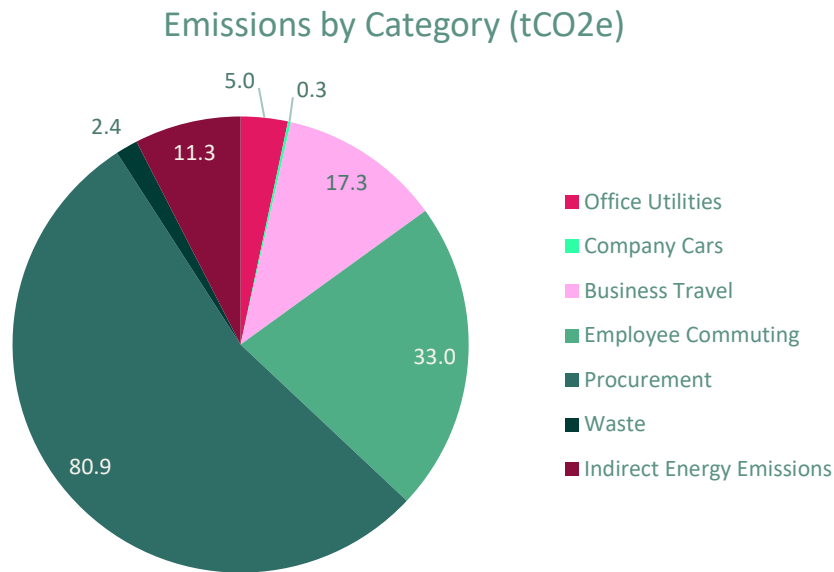
Emissions	Total (tonnes CO <sub>2</sub> e)
Scope 1	3.7
Scope 2	Market-based: 1.6 Location-based: 1.6
Scope 3	144.8
<b>Total Emissions</b>	<b>Market-based: 150.1</b> <b>Location-based: 150.1</b>

## Carbon Intensity Metrics

Metric	Carbon Intensity
Tonnes of CO <sub>2</sub> e per Employee	4.1

Carbon intensity metrics are calculated using total market-based results.

## Current Emissions Breakdown



The **Goods & Services** category remains the largest contributing category to our emissions, with a total of 80.2 tCO<sub>2</sub>e. This category includes the cradle-to-gate emissions of all goods and services (including capital goods) that were purchased by Portland Training within the reporting year. The second largest source of emissions is **Commuting**, accounting for 33 tCO<sub>2</sub>e. This category includes the emissions resulting from employees travelling to and from work, and the energy used whilst working from home. **Business Travel** is the third largest category at 17.3 tCO<sub>2</sub>e. This includes emissions from employee travel for work purposes by air, rail, taxi, or their own vehicles, and also includes emissions associated with hotel stays.

## Comparison of Emissions across reporting years

GHG Category	Base Year Emissions 2023	Base Year Emissions 2024	Current Emissions 2025	Change from Base Year (%)
<b>Scope 1</b>				
Stationary Combustion	5.0		3.7	-26.0%
Mobile Combustion	0.0		0.0	None
Fugitive Emissions	0.0		0.0	None
Process Emissions	0.0		0.0	None
<b>Scope 2</b>				
Electricity (Location-based)	2.1		1.6	-23.8%
Electricity (Market-based)	2.1		1.6	-23.8%
Heat & Steam	0.0		0.0	None
<b>Scope 3</b>				
Goods & Services		87.8	76.6	-12.8%
Capital Expenditure		12.0	4.3	-64.2%

Fuel- and energy-related activities		17.0	11.3	-33.5%
Transportation and Distribution		0.1	0.0	-100.0%
Waste Generated In Operations		2.4	2.4	None
Business Travel		32.3	17.3	-46.4%
Commuting		39.5	33.0	-16.5%
Upstream Leased Assets		0.4	0.0	-100.0%

Both scope 1 and scope 2 emissions have decreased since our first reporting year. For Scope 1 however, different methods have been used: activity level data was provided for reporting year end 2023 whereas reporting year end 2025 has used data scaled from the previous reporting period. For Scope 2, property level emissions have been estimated. Decreases in Scope 2 emissions mostly reflect a reduction in the number of electric vehicles from 3 to 1.

Scope 3 emissions have decreased or stayed the same across all categories. Significant reductions are seen for business travel (reflecting a shift to a more remote model of tutoring) and capital expenditure (owing to fewer laptops being purchased in the most recent reporting period). Upstream Leased Assets have decreased to zero emissions because Portland Training no longer operates in serviced offices and has only the main office accounted for in Scope 1 and 2.

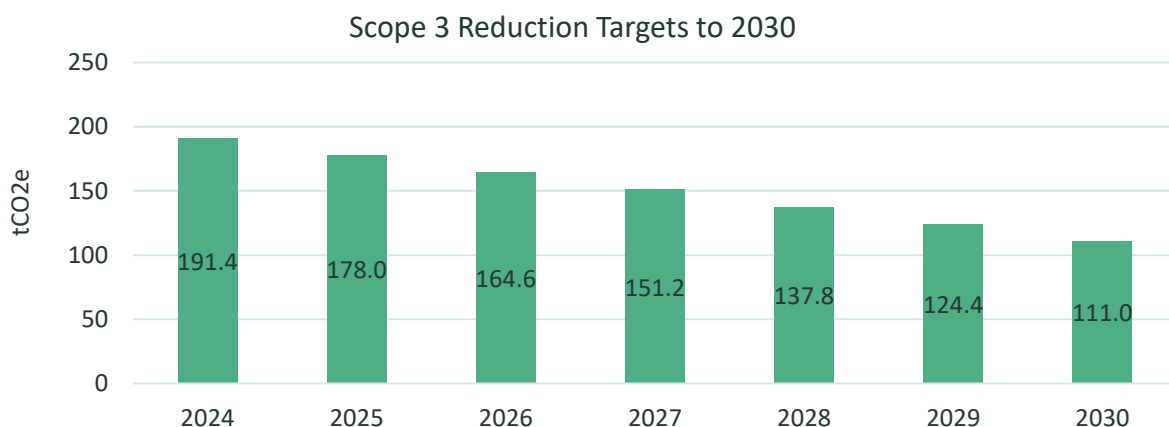
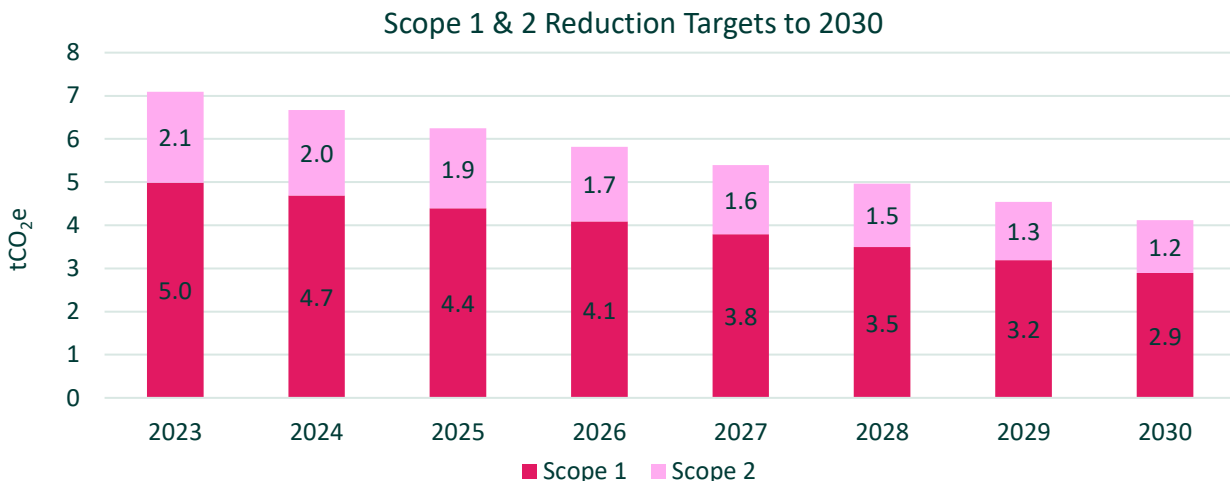
# Carbon Reduction

## Our Net Zero targets

Portland Training is committed to achieving Net Zero by 2040. We have also set the following near-term targets, against which we will track our progress:

1. Reduce scope 1 emissions by 42% by 2030.
2. Reduce location-based scope 2 emissions by 42% by 2030.
3. Reduce scope 3 emissions by 42% by 2030.

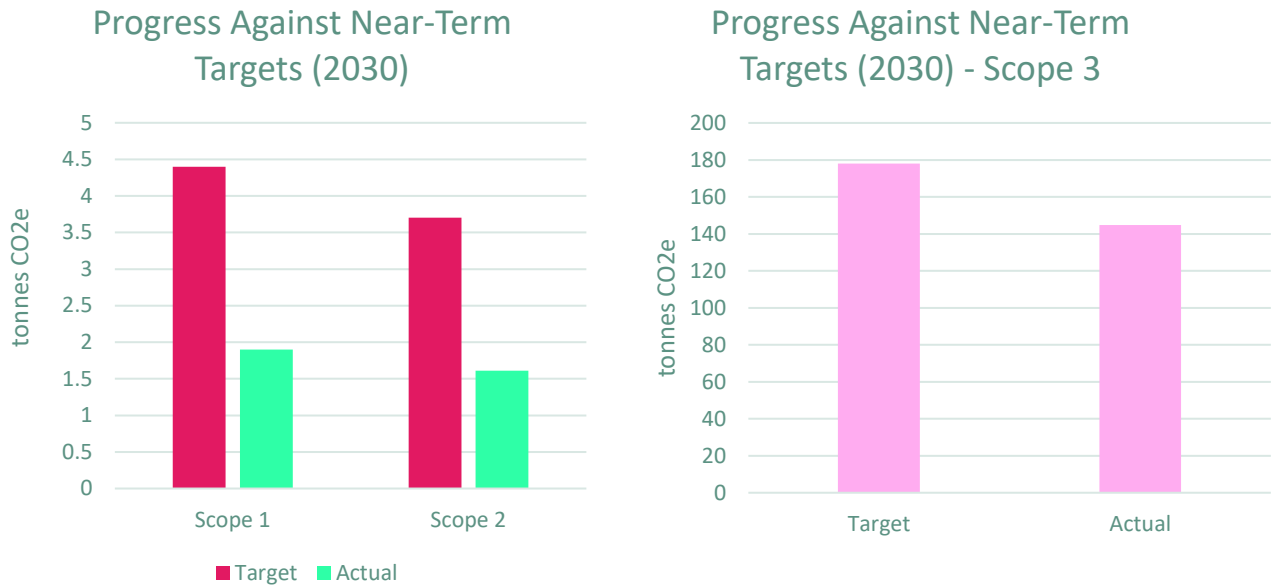
The graphs below show our emissions reduction targets by scope to 2030 based on baseline emissions. To achieve a linear reduction, we will need to reduce emissions in each scope by 7% per year. This would be a scope 1 reduction of 16.0 tCO<sub>2</sub>e, a location-based scope 2 reduction of 5.0 tCO<sub>2</sub>e and a scope 3 reduction of 253.7 tCO<sub>2</sub>e, each year.



To meet our renewable energy procurement target by 2030, we will need to switch all electricity contracts to renewable tariffs. This is not shown on the graph.

## Progress

(Scope 1 and 2 emissions utilise a 2022-2023 base year and Scope 3 emissions utilise a 2023-2024 base year)



We are currently on track to meet our near-term reduction targets across all three scopes.

## Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented.

Activity	Completion Date	Scope
Measure the carbon impacts of business activities year-on-year and use results to create annual Carbon Reduction Plans.	2024	1, 2 & 3
Create a Green Team (internally called Social Value Champions) to lead carbon reduction initiatives.	2023	1, 2 & 3
Full electrification of the fleet, removal of all ICE vehicles.	2023	1
Prioritising second-hand furniture when new furniture is required for the office.	Ongoing	3
Decrease mandatory office attendance days from 4 to 3 to reduce commuting emissions.	2023	3

Reduced the number of offices spaces occupied by Portland Training, to leave one remaining office. Through consolidating premises, this will reduce energy consumption. Furthermore, the remaining office space is owned (other previous offices were serviced) creating an opportunity for direct influence over decarbonising building operations.	2025	1,2
Downsized company fleet from 3 EVs to 1 EV. This will reduce electricity consumption, helping us to meet location-based Scope 2 targets.	2025	2
Shifted to an increasingly remote model of tutoring. This will help to reduce business travel emissions whilst still delivering a high quality service.	2025	3
Employees were surveyed for the first time about renewable energy at employee's homes. Whilst no employees reported being on a renewable tariff (many were unsure) this was a positive first step in engaging employees about action they can take at home to help reduce emissions.	2025	3

## Future Carbon Reduction Plans

We are committing to action on the following emissions management measures and projects that are in line with our Net Zero targets.

Activity No.	Activity	Target Date	Category
Scope 1 & 2			
1	We will conduct a <b>site energy efficiency audit</b> at Davian with the aim of further minimising our consumption of energy where possible. We will do this using a tool such as <a href="#">Business Energy Scotland's energy audit checklist</a> . We will share results with Positive Planet so that actions can be embedded in our next CRP.	2026	Stationary Combustion, Purchased electricity
3	Improve <b>data quality</b> for stationary combustion by collecting activity level data (kWh) for gas heating consumption.	2026	Stationary Combustion
4	Encourage <b>energy-saving behaviours</b> among staff to reduce heating demand through implementing behaviour change initiatives within the workplace, such as turning thermostats/radiators down, not opening windows when the heating is on and clear messaging to turn off lights / IT equipment. Assigning roles and responsibilities to Green Team members will allow for high-level monitoring of energy use to understand savings and pinch points.	2026	Stationary Combustion Purchased Electricity
5	Implement <b>low-cost energy efficiency measures</b> to reduce the overall amount of energy for heating and electricity consumed at all operational sites. Examples of reduction measures include: <ul style="list-style-type: none"> <li>- Adding heat &amp; solar control reflective window sheets.</li> <li>- Optimise boiler configuration to reduce gas consumption, such as reducing the boiler temperature.</li> <li>- Reviewing building operations to ensure efficient use of space and operational hours.</li> <li>- Investigate automation of building controls such as introducing more PIR sensor lighting</li> </ul>	2026	Stationary Combustion Purchased Electricity

	<p>and installing timers on sockets/equipment to align with operating periods.</p> <ul style="list-style-type: none"> <li>- upgrading lighting to LEDs.</li> <li>- actively considering energy efficiency when new purchases are required (e.g. laptops, fridges, dishwashers)</li> </ul> <p>Invite colleagues from the Green Team and across the business/sites to openly explore challenges and barriers to optimising energy efficiency and strategy.</p>		
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Activity No.	Activity	Target Date	Category
Scope 3			
4	We will consider <b>training opportunities</b> relating to climate change and sustainability to upskill our workforce and embed sustainability into our company culture. We will consider training such as Carbon Literacy Training (a whole day course, individual certification and possible organisation accreditation) and Carbon Awareness Training (2-hour session, CPD accredited).	Have trained senior members of staff and plan to train everyone else by April 2026	All scopes and categories
5	We will look into setting up commuting-related schemes for our employees to encourage them to commute via low-emission modes. This could include an EV salary sacrifice scheme, <b>Cycle-to-Work Scheme and subsidised public transport.</b>	2026	Commuting
6	This year, employees were surveyed for the first time about their home energy tariffs. Build on this engagement by offering <b>further support to employees to reduce emissions associated with homeworking.</b> Examples include: <ul style="list-style-type: none"> <li>- keeping employees updated on options for domestic renewable energy tariffs and applicable energy saving schemes</li> </ul>	2026	Commuting and Home-working

	<ul style="list-style-type: none"> <li>- providing information and education on home renewable energy options</li> <li>- offering a salary sacrifice scheme for home renewable energy technologies (<a href="#">e.g. Heva Energy</a>)</li> </ul> <p>If the company EV is charged at premises with 100% renewable tariff, this will also reduce market-based Scope 2 emissions.</p>		
7	<p>Ensure that the description recorded for capital purchases is detailed enough for us to use <b>Product Carbon Footprint (PCF) data</b> that is made widely available by the manufacturers of many of the products we purchase. This would involve specifying the make and model (and any other information, e.g. storage size that differentiates a product from other products of that model) instead of 'Laptop x 1'.</p>	Begin ASAP	Capital Goods
8	<p>Enlist Positive Planet to perform a <b>desk-based analysis of our largest suppliers</b> as part of our next measurement to improve our Purchased Goods &amp; Services measurement accuracy, but also to gain sustainability credential information about our suppliers. Taking action here is essential as 81% of emissions sit within procurement.</p>	2026	Purchased Goods and Services
9	<p>Develop a <b>Sustainable Procurement Policy</b> with the twin goals of being able to assess and prioritise the sustainability credentials of suppliers, and collect data from suppliers on an annual basis in an effective way.</p> <p>Existing and new suppliers will be engaged with to ensure alignment with sustainability goals and target of Net Zero by 2040. Possible mechanisms to do so could include:</p> <ul style="list-style-type: none"> <li>- engaging suppliers by sharing this Carbon Reduction Plan and communicating net zero targets, and asking for suppliers' information in return;</li> <li>- introducing sustainability weighting in tender processes/contracts;</li> <li>- adding sustainability criteria to all purchasing decisions, focusing on lifespan and efficiency;</li> <li>- increasing supplier reporting requirements including provision of supplier-specific data.</li> </ul>	2027	Purchased Goods and Services

10	<p>Develop and implement a <b>Sustainable Travel Policy</b> to lower the environmental impact of choices when travelling, staying in hotels and commuting. Colleagues will be encouraged to utilise the low emissions travel hierarchy and opt for active travel where appropriate:</p> <ul style="list-style-type: none"> <li>- Digital communication</li> <li>- Walking and cycling</li> <li>- Public and shared transport</li> <li>- EVs (including car sharing/clubs)</li> <li>- ICE (internal combustion engine) vehicles (including car sharing/clubs)</li> <li>- Air travel</li> </ul> <p>As part of this, begin to collect activity level data (mileage and mode) for all business travel to improve <b>data quality</b> and better highlight areas to target.</p>	2026	Business Travel
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# Declaration and Sign-off

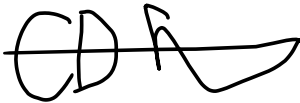
This Carbon Reduction Plan has been completed in accordance with PPN 006 and the associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard <sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting <sup>2</sup>.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>3</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the Portland Training Executive Team.

**Signed on behalf of Portland Training:**



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**Name: Craig Shaw**

**Position: Head of Marketing & Sales**

**Date: 08.12.25**

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<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>3</sup> <https://ghgprotocol.org/standards/scope-3-standard>

## Appendix 1. Carbon Accounting Methodology and Emission Factors Disclaimer

Carbon accounting guidance and emission factors provided by external bodies such as DEFRA and the GHG Protocol may be subject to change periodically due to improvements in data quality, calculation methods, and industry best practices. As these updates are outside our control, we may need to remeasure and restate emissions occasionally for previous years to ensure comparability and alignment with current standards, maintaining the accuracy of emissions data and the integrity of Net Zero targets. When changes occur, our approach will be to remeasure the previous year's measurement year and base year, alongside the most recent measurement. If this is not possible, a statement explaining changes and lack of comparability will be added to reports.