



Cabinet Office

CARBON REDUCTION PLAN GUIDANCE

Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier¹ and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard² and Guidance³, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf

Carbon Reduction Plan Template

Supplier name: Cogent Skills

Publication date:

Commitment to achieving Net Zero

Cogent Skills is committed to achieving Net Zero emissions by 2040.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Re-Baseline Year: 2024	
Additional Details relating to the Baseline Emissions calculations.	
Emission data have previously been quantified and reported in 2023. However, with increased data availability and visibility in 2024, this reporting year will be used as the baseline henceforth as it better represents Cogent Skills business.	
Re-Baseline year emissions: 1184.9 tCO₂e <ul style="list-style-type: none">- Scope 1: Stationary combustion,- Scope 2: Electricity (location-based),- Scope 3: upstream/downstream transport and distribution, business travel by staff and associates, employee commuting, waste generated in operations, and purchased goods and services.	
EMISSIONS	TOTAL 1184.9 tCO₂e
Scope 1	4.6 tCO ₂ e for stationary combustion
Scope 2	5.1 tCO ₂ e for electricity
Scope 3 (Included Sources)	1,175.2 tCO ₂ e Compulsory reporting emission sources for PPN 06/21 <ul style="list-style-type: none">- Upstream transportation and distribution: 0 tCO₂e- Downstream transportation and distribution: 0 tCO₂e- Waste processing (including water treatment): 0.15 tCO₂e

	<ul style="list-style-type: none"> - Business travel by staff and associates: 855.2 tCO₂e - Employee Commuting and working from home: 124.0 tCO₂e - Purchased goods and services: 195.9 tCO₂e
Total Emissions	1184.9 tCO ₂ e

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next fifteen years to 872 tCO₂e by 2039. This is a reduction of 26%.

To reach the target of becoming Net Zero by 2050 or earlier: our target is 2040.

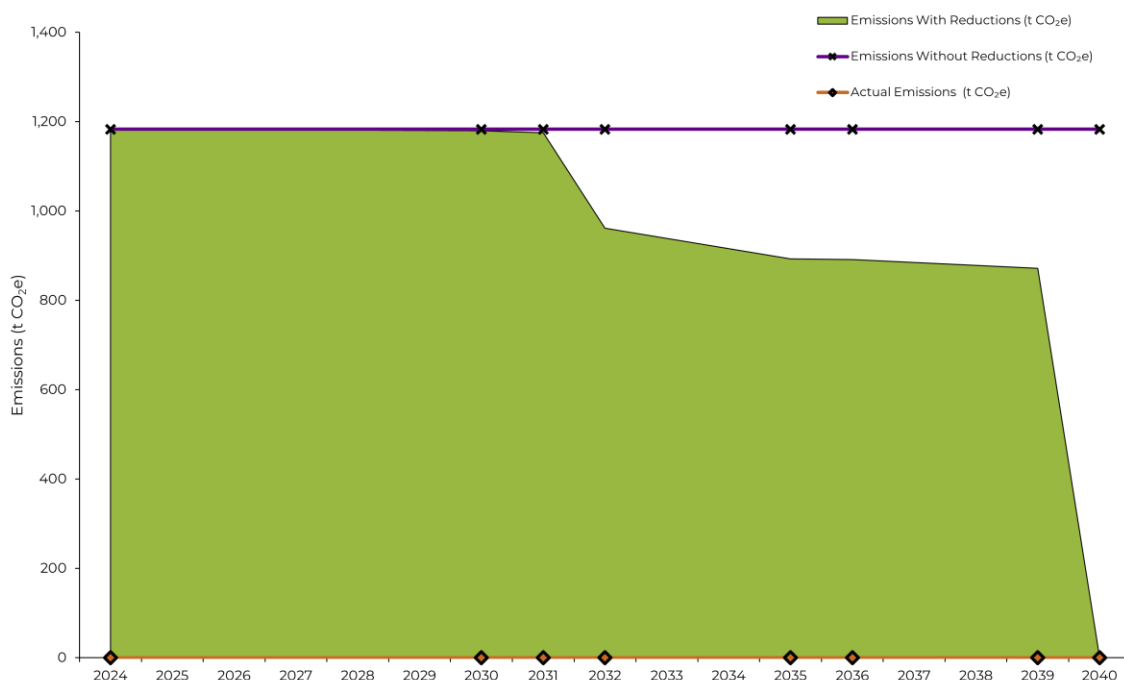
To achieve Net Zero status, we shall implement the following initiatives:

- Scope 1 emissions (direct)
 - Install electrical heating by 2036 (4.6 tCO₂e reduction), this reduction is achievable subject to the use of renewable electricity or electricity supplied via green tariffs.
- Scope 2 emissions (indirect)
 - Swap all offices over to a renewable energy tariff by 2030 by discussing with landlords or switching office completely (3.3 tCO₂e reduction).
- Scope 3 emissions (indirect)
 - Sustainable travel by staff and associates for their business activities (213.8 tCO₂e reduction).
 - Promoting switching to EVs for employees' commuting (68.3 tCO₂e reduction).
 - Upgrading to green tariffs for staff working from home (1.9 tCO₂e reduction).
 - Reducing supply chain emissions by doing internal supplier audit (19.6 tCO₂e reduction).

Offsetting: The remaining carbon emissions after implementing the reduction initiatives will be offset using accredited carbon offset providers who invest in projects that do not rely solely on tree-planting initiatives, such as reforestation. This is because these projects can be vulnerable to the consequences of climate changes such as wildfires (remaining 872 tCO₂e).

The graph below will track and display the progress made towards achieving these targets. Our projections indicate a reduction in carbon emissions over the next fifteen years, with levels expected to decrease to 872 tCO₂e by 2039, reflecting a decrease of 311.5 tCO₂e.

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Carbon Reduction Initiatives

In the future we hope to implement further measures such as:

- Switching to renewable energy for all of our offices,
- Followed by implementing electrical heating on this renewable energy,
- Reducing business travel for employees and associates alike,
- Encouraging employees to switch to EVs,
- Encouraging employees to switch to green tariffs at home,
- Reducing supply chain emissions for purchased goods and services.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and 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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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) Standard⁶.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



.....

Date: 14th July 2025

⁶<https://ghgprotocol.org/standards/scope-3-standard>