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 supplier[1] 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 Standard[2] and Guidance, 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
- 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 to satisfy this particular condition of participation.

---

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

2 Technical 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

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.

Carbon Reduction Plan Template

Supplier name: …Quanta Training Limited……

Publication date: ……..02.11.2026.....

Commitment to achieving Net Zero
Quanta Training Limited is committed to achieving Net Zero emissions by **2050**.

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.

Baseline Year: 2026	
Additional Details relating to the Baseline Emissions calculations.	
As this is our first Carbon Reduction Plan, the baseline year represents the first year in which a comprehensive assessment of Scope 1, Scope 2, and applicable Scope 3 emissions has been undertaken. As a result, the baseline emissions and current reporting year emissions are the same. The baseline will be used to measure and report future emissions reductions.	
Baseline year emissions	
EMISSIONS	**TOTAL (tCO_2e)**

Scope 1	17.97314
Scope 2	7.3283906
Scope 3 (Included Sources)	55.71768138
Total Emissions	81.1192106

Current Emissions Reporting

Reporting Year: 2026	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	17.97314
Scope 2	7.3283906
Scope 3 (Included Sources)	55.71768138
Total Emissions	81.1192106

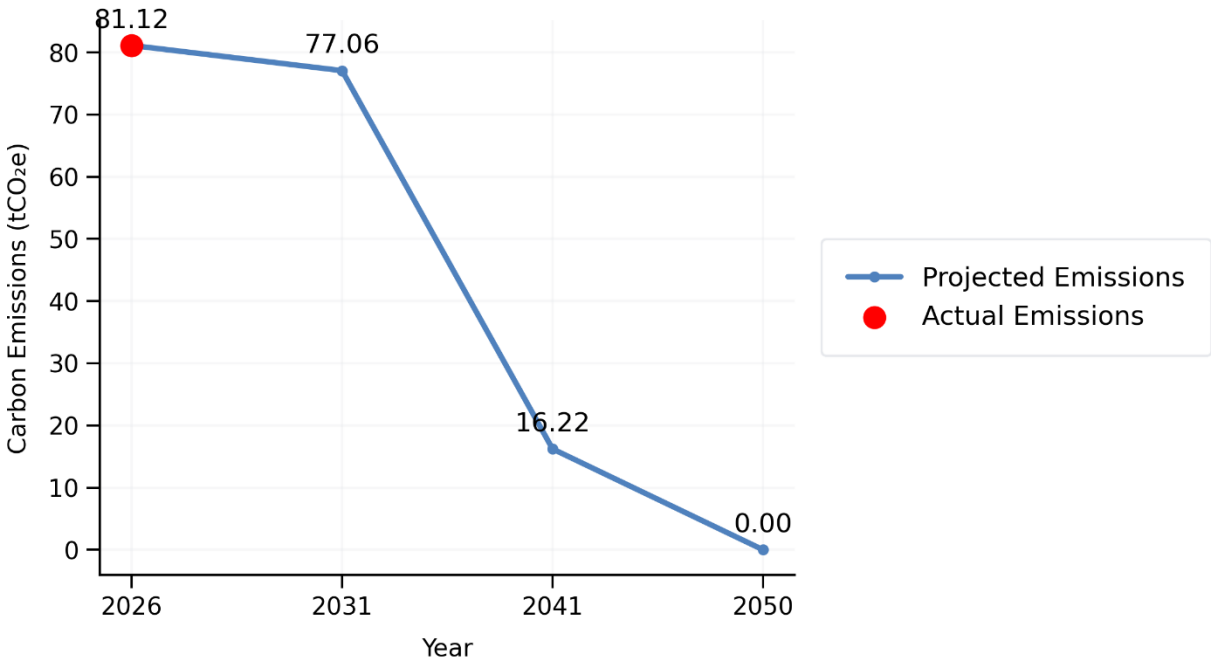
Emissions reduction targets

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

- 2031 – Reduce by 5%
- 2041 – Reduce by 80%
- 2050 – Net Zero

We project that carbon emissions will decrease over the next five years to **77.06325007** tCO_2e by 2031. This is a reduction of **5**%

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

As this is our first Carbon Reduction Plan, the baseline year and current reporting year are the same. Consequently, no carbon emission reductions from projects can yet be reported against the baseline. However, prior to establishing the baseline, we had already implemented several carbon reduction projects which continue to be in effect and provide a foundation for future emissions reductions. These include:

- Installation of LED lighting throughout our Worcester HQ to improve energy efficiency
- Transition of two-thirds of company cars to electric vehicles
- Making training resources available through our Moodle-based Learning Management Platform, Quanta Learn, reducing reliance on printed materials.

Future carbon reduction initiatives

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

- Promoting sustainable travel for delegates and trainers by encouraging walking, cycling and public transport, supported by clear travel guidance and public transport information for training venues
- Prioritising suppliers with recognised environmental and carbon reduction accreditations and credentials
- Completing the transition of the company vehicle fleet to electric vehicles by 2031
- Extending the replacement cycle for laptops and other IT equipment to maximise asset life, reducing emissions

- Expanding our digital-first resource policy by delivering training materials electronically through our Learning Management System, Quanta Learn, as the default approach to reduce paper consumption and printing-related emissions. Physical materials, such as course books and printed resources, will only be provided where requested by a client
- Further improving the energy efficiency of our premises through initiatives such as heating system optimisation and reducing fuel consumption, while exploring the feasibility of low-carbon heating technologies, including air source heat pumps where building constraints permit
- Exploring opportunities to increase the use of renewable energy sources, including the potential installation of solar panels where building constraints permit
- Supporting annual employee-led tree planting days.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard[3] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[4].

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[5].

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

[3] https://ghgprotocol.org/corporate-standard
[4] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[5] https://ghgprotocol.org/standards/scope-3-standard

Signed on behalf of the Supplier:



Date: ……02.11.2026…….……