



# Multi Trades Training Environmental & Sustainability Policy

Review Date: August 2027

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Signature		Date	15/08/2025

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## Statement and Purpose

Multi Trades Training ('Multi Trades', 'we', 'our' or 'the provider') is committed to ensuring the highest levels of sustainability in our daily operational processes.

This policy sets out our commitment as an apprenticeship provider in the construction industry to minimise our environmental impact, promote sustainability, and embed environmentally responsible practices into all aspects of our provision.

We recognise the construction sector's role in addressing climate change, reducing waste, and advancing sustainable development. As such, we aim to ensure apprentices, staff, and partners are equipped with the knowledge, skills, and behaviours to contribute to a more sustainable built environment.

## Scope

This policy applies to:

- All staff, trainers, assessors, and apprentices
- All training centres, offices, and facilities used by the organisation
- All delivery of apprenticeship standards, including on-site training and assessment in partnership with employers

## Policy Statement

We are committed to:

1. **Compliance:** Meeting or exceeding all relevant UK environmental legislation and regulatory requirements.
2. **Resource Efficiency:** Reducing energy, water, and material consumption across our operations.
3. **Waste Reduction:** Promoting reuse, recycling, and responsible disposal of waste.
4. **Carbon Reduction:** Working towards net zero carbon operations in line with UK Government targets.
5. **Curriculum Integration:** Embedding sustainability, green skills, and environmental awareness across apprenticeship programmes.
6. **Employer Engagement:** Supporting employer partners to adopt sustainable construction practices.
7. **Continuous Improvement:** Reviewing and improving environmental performance annually.

## Sustainability

Sustainability is the convergence of three distinct areas:

- Social sustainability
- Economic sustainability
- Environmental sustainability

Within each area, MTT have specific goals and targets.

Our vision is to become a more efficient, more responsive training provider that provides a better access to training and experience for our learners and clients which allows the achievement of goals at individual and national level.

We are sympathetic to the needs of learners, employers, government bodies, awarding organisations and suppliers of equipment and materials and are conscientious in how we source our materials and minimise the resultant waste.

## Delivery

To deliver our goals and strategies we will:

- Set continuous improvement targets by which our performance can be measured and demonstrated, through the development and update of Self-Assessment Report and Quality Improvement Plan for both internal and external staff and visitors
- Identify opportunities and take action where practicable to improve sustainability and to meet legal obligations
- Continue to move forward in the world of progressive technology utilising digital alternatives to standard paper by using a paperless online portfolio which facilitates online questions and answers to be completed digitally and authenticated.
- MTT uses the Learner Management System (LMS) Maytas to further mitigate the use of physical resources along with OneFile, Ipegs and Adobe along with the RecordMy platform to monitor learner support and safeguarding issues. It is MTTs policy to consider digital before paper.
- Continue to use effective route planning to minimise fuel consumption and emissions.
- Identify and mitigate adverse impacts and risks.
- Embed the sustainability policy and practice into all of our management systems for operating, maintaining, renewing and enhancing the learner experience, including standards, processes, procedures and assurance.
- Provide the right level of advice, awareness and competency to our people and to our contractors' employees.

## Role and Responsibilities

The Senior Leadership Team will provide oversight, resources, and ensure integration of sustainability into strategy and coordinate policy implementation, reporting, and staff training.

Trainers & Assessors will embed sustainability within teaching, learning, and assessment.

Apprentices will be encouraged to actively engage in sustainable practices and apply them in their workplace.

Employers & Partners are encouraged to collaborate to share good practice and achieve sector sustainability objectives.

# Procedure

## Operational Practices

- Reduce paper usage through digital-first approaches.
- Switch off lights, equipment, and heating/cooling when not in use.
- Procure goods and services from sustainable and ethical suppliers where possible.
- Minimise business travel and promote low-carbon transport (e.g., public transport, car sharing, cycling).

## Training Delivery

- Incorporate sustainability principles into lesson plans, workshops, and site-based activities.
- Provide apprentices with awareness of emerging green construction methods (e.g., MMC, low-carbon materials, renewable technologies).
- Ensure end-point assessments reflect sustainability considerations where relevant.

## Waste Management

- Provide recycling facilities in all offices and training sites.
- Ensure safe handling and disposal of hazardous waste in line with UK regulations.
- Encourage circular economy principles in training exercises (reuse of materials, waste minimisation).

## Monitoring & Reporting

- Conduct annual environmental audits of operations.
- Track key performance indicators (energy use, waste reduction, recycling rates, carbon footprint).
- Report progress to the SLT and include outcomes in annual quality review.

## Communication & Training

This Policy will be communicated to all staff, apprentices, and partners during induction.

Ongoing training provided for staff on sustainability and environmental responsibilities at employer premises and EPA sites.

Ongoing awareness activities for apprentices at review and during online lessons.

## Monitoring and Review arrangements

Multi Trades will review the policy bi-annually as part of our self-evaluation and assessment reporting (SAR) arrangements, or sooner if required by legislation.

## Associated Policies

This policy should be read in conjunction with:

- Health & Safety Policy
- Equality, Diversity & Inclusion Policy
- Quality Improvement Plan
- Employer Engagement Strategy,

## Contact Information

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## Document Control

Date	Review & Revision	Owner	Version
07/06/2023	RJ Named as responsible person and the platforms used, i.e RecordMy etc.	Quality Lead	V1
15/07/2024	No revisions	Quality Lead	V1
29/07/2025	Social, Environment and Economic Goals moved to appendix		

## Appendix 1- Goals

### Social Sustainability Breakdown

- Community
- Market place – learners and clients
- Workplace – our staff and employees

#### Community

As a relatively new UK's independent training providers, MTT currently trains over 100 learners per year and so has a growing responsibility to local communities. Our priorities are to offer exceptional training that can be accessed by all and exceed the expectations of learners, employers, the wider community and public.

Area	Goal	Strategy
<b>Community</b> Social commitment	To be recognised as a good corporate organisation	<ul style="list-style-type: none"><li>• to align our charitable giving with the Company's activities</li><li>• to actively encourage our people to get involved in charity work</li></ul>
Learners and clients	To exceed the expectations of the learners	<ul style="list-style-type: none"><li>• to respond in a professional and timely manner to public enquiries</li><li>• To continually improve public and employer perception and experience of MTT</li><li>• Set and monitor internal KPI's to meet client expectation.</li><li>• Analyse data from customer feedback</li></ul>
Community relationships Employers and awarding body relationships	To improve the opportunity for participation and achievement for all participants	<ul style="list-style-type: none"><li>• to provide a positive environment for all participants, learners and public</li><li>• to educate the public about the progression and qualification within the industry sector</li></ul>

#### Marketplace – learners and clients

We need to satisfy and exceed our client's expectations – i.e. clients, learners and employers with appropriate accessible, affordable and progressive training courses and provision.

Area	Goal	Strategy
<b>Marketplace –</b> Training programmes and services Accessibility Affordability Safety and personal security Vocational training information	To maintain position of the best and most established private training provider across its sectors	<ul style="list-style-type: none"><li>• to continue to develop and maintain excellent employer relationships</li><li>• to seek continuous improvement to maintain accessibility and achievement</li><li>• to seek continuous improvement to learner perception and experience of training at various sites and partner sites</li><li>• to provide facilities to create a safe, secure and welcoming learning environment</li></ul>

## Workplace – our employees and associates

MTT sees the need to inspire and excite our people and to attract and retain the right people. We need to have policies that recognise the contribution our people make and the value they add. Issues of employee relations, employee health and employee development are of great importance, as are issues of social inclusion this is communicated internally through the employee handbook.

Area	Goal	Strategy
Workplace – our people	To have fully engaged employees to continue to use the annual employee appraisal system to encourage managers to engage their people	<ul style="list-style-type: none"> <li>to provide support to line managers through specific training, embedding people policies, processes and communication</li> <li>to blend experienced leadership from within MTT and people from outside the Company (consultants)</li> </ul>
Employee relations	To recruit and retain high potential and high performing individuals	<ul style="list-style-type: none"> <li>to use training and development as a strategic investment and a way of shaping culture and behaviour in the organisation</li> <li>to actively facilitate the career development and training of high potential employees</li> <li>to support all staff</li> </ul>
Employee development	To be known as a great developer of both leadership and technical skills	<ul style="list-style-type: none"> <li>to develop high quality, internal accredited training</li> <li>to enable employees to further develop their professional and personal skills</li> </ul>
Social inclusion	To develop a workforce that is reflective of the UK's national and local demographics	<ul style="list-style-type: none"> <li>to encourage a diverse applicant base</li> <li>to implement effective and appropriate diversity policies</li> <li>to meet the emerging needs of a diverse and changing population</li> </ul>
Employee health	To maintain a safe and healthy workforce	<ul style="list-style-type: none"> <li>to continue to reduce risk from working in the sites and at employer premises,</li> <li>to provide a safer workplace for our people</li> <li>to promote safety and well-being amongst all employees</li> <li>to provide support to employees and their families, during times of serious illness</li> </ul>



## Environment Sustainability Breakdown

Environmental sustainability is about achieving more with the use of less physical resources.

Area	Goal	Strategy
<b>Environment</b> Waste and pollution Water and material use	To achieve sustainable consumption and production	<ul style="list-style-type: none"> <li>to reduce waste, in terms of materials and energy, and recycle whenever possible</li> <li>to increase the use of sustainable materials e.g. recycled paper</li> </ul>
Fuel Consumption	To minimise the use of fuel and emission in the delivery of training via the mobile workshop and assessment	<ul style="list-style-type: none"> <li>to maintain strict route planning to cluster physical visits to minimise mileage, fuel and wear and tear on vehicles</li> </ul>
Climate change (including energy use)	To protect natural resources	<ul style="list-style-type: none"> <li>to improve the energy efficiency of running the site with efficient heating and insulation</li> </ul>
Air quality, ventilation Noise	To achieve environmentally friendly training room	<ul style="list-style-type: none"> <li>to reduce the risk of impact on air quality and the natural environment by the use of chemicals through sourcing and promoting low odour treatments and services</li> </ul>

## Economic Sustainability Breakdown

Economic sustainability is about the marketplace in which we operate. It is about meeting and if possible, exceeding the expectations of our customers, our suppliers, our stakeholders and our funders.

To meet their expectations, we know that we must provide outstanding service and value to our customers in training delivery, materials, assessment, and support in a professional manner. This will lead to respect of all our clients, customer, staff, suppliers and contractors.

Area	Goal	Strategy
Economic sustainability	To improve the economic value to society from the existing training provision	<ul style="list-style-type: none"> <li>to improve consistency of delivery and reliability</li> <li>to deliver progression routes and support for all learners</li> </ul>
Purchasing and procurement	To reduce the level of costs required to support the provision of existing services	<ul style="list-style-type: none"> <li>to reduce the cost of providing training materials</li> <li>to make decisions based upon lifelong learning journey of the learner</li> <li>to reduce the future cost of maintaining the external training sites</li> <li>to increase the income generated from consumer and additional external commercial activities</li> </ul>
Asset management Affordability and cost/benefits to society	To encourage owner operated investment in MTT to facilitate additional sites	<ul style="list-style-type: none"> <li>to improve the value delivered by investment schemes</li> </ul>