Quack
Recruitment & Training

Carbon Reduction Plan

Net-zero commitment, emissions measurement and operational reduction controls

Policy field	Current position
Supplier	Quack Recruitment & Training Ltd
Publication date	August 2026
Plan owner	Managing Director
Operational lead	Nominated Sustainability Lead, supported by finance, premises, quality, delivery and procurement personnel.
Reporting boundary	UK operations of Quack Recruitment & Training Ltd, using the operational-control approach and clearly recorded exclusions or estimates.
Historic baseline	2021 figures retained from the previous plan, subject to the boundary and completeness limitations stated in this document.
Current reporting position	A new current-year footprint has not yet been calculated. The measurement improvement programme in this plan must be completed before the document is represented as PPN 006 compliant.
Net-zero commitment	Net zero greenhouse-gas emissions for UK operations by 2050 at the latest.
Review cycle	At least annually, within 12 months of publication, and before submission to any procurement requiring a current Carbon Reduction Plan.
Next review	August 2027, or sooner following completion of the current footprint, material organisational change or a relevant procurement requirement.

Plan intent

Quack will reduce avoidable greenhouse-gas emissions and improve the quality of its carbon data without overstating progress. Historic figures are preserved transparently, but no reduction claim will be made until the baseline and current footprint use a sufficiently consistent boundary and method.

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Assurance status

This is a controlled Carbon Reduction Plan and emissions-improvement framework. It is not yet a complete PPN 006 procurement submission because current emissions have not been calculated and the declaration has not been signed against a current footprint. The document becomes suitable for such use only after the completion actions in section 7 are closed, the emissions tables are updated, director approval is recorded and the final plan is published on Quack's website.

1. Commitment to Achieving Net Zero

Quack Recruitment & Training Ltd is committed to achieving net-zero greenhouse-gas emissions for its UK operations by 2050 at the latest. The commitment covers the legal entity that bids for and delivers Quack contracts and is intended to support credible environmental management, public-sector procurement and responsible operational decision-making.

Quack will prioritise emissions avoidance and reduction. Carbon offsets will not be used to disguise preventable emissions, substitute for reliable measurement or support unsupported claims of carbon neutrality. Any future use of offsets must relate only to residual emissions, be separately approved and be supported by credible evidence.

2. Status and Relationship to PPN 006

PPN 006 applies to specified central-government procurements under the Procurement Act 2023 with an estimated value above £5 million per year including VAT, where the measure is relevant and proportionate. It does not automatically apply to every Skills Bootcamp, devolved-authority or local-authority contract. A commissioner may nevertheless require a Carbon Reduction Plan through its own tender or contract conditions.

Requirement	Position in this version
Commitment to net zero by 2050	Confirmed for Quack's UK operations.
Supplier-specific reporting boundary	Defined as Quack Recruitment & Training Ltd using operational control.
Current Scope 1 and Scope 2 emissions	Not yet calculated for a current 12-month reporting period.
Required Scope 3 subset	Data collection must cover business travel, employee commuting, waste generated in operations, upstream transportation and distribution, and downstream transportation and distribution.
Current environmental measures	Operational measures and planned controls are documented in sections 9 and 10.
Publication and current approval	To be completed after the current footprint is calculated and the declaration is signed.
PPN 006 compliance claim	Must not be made until every completion requirement in section 7 has been evidenced.

No false assurance

The previous plan stated that it complied with PPN 06/21 even though it did not contain current emissions and its Scope 3 baseline did not cover the full required subset. This version removes that unsupported declaration and provides a controlled route to compliance.

3. Organisational Boundary and Operating Context

The organisational boundary is Quack Recruitment & Training Ltd. The footprint will cover UK operations under Quack's operational control, including office activity, company-controlled energy, business travel, employee commuting, delivery travel, waste, relevant transport and distribution, and material activities undertaken through hired venues or suppliers where the reporting method requires inclusion.

Area	Boundary treatment
Controlled premises and utilities	Include purchased electricity and fuels where Quack controls or directly pays for consumption. Where energy is shared, use a documented allocation method.
Home-office activity	Include a reasonable business-related allocation only where material and supported by working-pattern and energy evidence. Record the method and avoid double counting with commuting.
Hired training venues	Do not treat venue energy as Quack Scope 1 or 2 unless Quack has operational control. Record material venue emissions under an appropriate Scope 3 category where reliable data is available.
Company-owned or controlled vehicles	Include fuel or electricity according to the GHG Protocol boundary and avoid double counting purchased electricity.
Private vehicles used for business	Include business mileage within Scope 3 business travel using the relevant annual government factor.
Employee commuting and homeworking	Collect staff commuting data and include homeworking emissions where the selected method and available evidence support it.
Learner travel	Not part of the mandatory PPN 006 Scope 3 subset unless Quack chooses to report it. It may be monitored separately because venue choice affects learner access and environmental impact.
Suppliers, couriers and distribution	Include the required upstream and downstream transportation categories where applicable; record justified zero or not-applicable conclusions.
Acquisitions or structural change	Reassess the boundary and, where material, consider recalculating the baseline to preserve comparability.

4. Reporting Methodology and Evidence Standard

- Use the GHG Protocol Corporate Accounting and Reporting Standard and the current PPN 006 technical standard where procurement compliance is required.
- Use the UK Government greenhouse-gas conversion factors applicable to the reporting year; the 2026 factors apply to 2026 activity data.
- Report emissions in tonnes of carbon dioxide equivalent (tCO2e) and retain the underlying activity data, factor, unit, calculation and source.
- Use actual supplier, meter, invoice, mileage, expense, survey and waste data wherever reasonably available. Estimates must be identified, justified and reviewed.
- Apply a consistent 12-month reporting period and boundary. Where the baseline cannot be made comparable, explain the limitation and avoid unsupported percentage reductions.
- Record all exclusions, zero values, not-applicable categories, allocation methods, assumptions and data-quality limitations.
- Prevent double counting between electricity, vehicles, homeworking, commuting, venue use and supplier data.
- Retain sufficient evidence to reproduce the calculation and permit proportionate independent or commissioner review.

Scope / category	Minimum data source	Owner
Scope 1 - fuels and refrigerants	Fuel invoices, meter readings, vehicle fuel records, equipment register and refrigerant service records where applicable.	Finance / premises / vehicle owner
Scope 2 - purchased energy	Electricity, heat, steam or cooling invoices and meter data for controlled operations.	Finance / premises
Scope 3 - business travel	Mileage and expenses, rail/air/taxi receipts, hotel records and travel booking data.	Finance / travellers
Scope 3 - employee commuting	Annual staff survey covering mode, distance, frequency, working pattern and material homeworking.	Sustainability Lead / HR
Scope 3 - waste in operations	Waste invoices, transfer notes, weights or volumes, disposal routes and landlord/venue information.	Premises / venue owner
Scope 3 - upstream transport and distribution	Courier, delivery, supplier and logistics data for purchased products where applicable.	Procurement / finance
Scope 3 - downstream transport and distribution	Transport and distribution of sold or supplied goods where applicable; otherwise a documented not-applicable assessment.	Procurement / operations

5. Historic Baseline Emissions Footprint

The previous plan used calendar year 2021 as its baseline and reported the figures below. These values are retained as historic corporate records rather than presented as a fully comparable PPN 006 baseline. The source plan stated that Scope 3 covered employee commuting and intended to add other categories later. No supporting calculation workbook or current-year comparison has been provided within the source material reviewed for this update.

Historic baseline year: 2021	Emissions (tCO2e)	Current assurance position
Scope 1	8.0	Historic value retained; underlying calculation and current boundary require verification.
Scope 2	5.0	Historic value retained; underlying calculation and current boundary require verification.
Scope 3 - included sources	2.2	The previous plan identified employee commuting but did not evidence the complete five-category PPN subset.
Total	15.2	No reduction percentage should be calculated against this total until comparability is confirmed.

Baseline decision required

After the current footprint is completed, Quack must decide whether to retain 2021 as a qualified historic baseline, recalculate 2021 using available evidence, or adopt a new representative baseline. The decision and rationale must be approved and recorded.

6. Current Emissions Reporting

A complete current-year footprint was not available when this plan was prepared. Figures must not be invented or inferred from the 2021 plan. The table below is therefore a controlled completion schedule rather than a claim of current emissions performance.

Current reporting period	Emissions (tCO2e)	Status
Scope 1	To be calculated	Collect controlled fuel, vehicle and refrigerant data.
Scope 2	To be calculated	Collect purchased electricity and other controlled energy data.
Scope 3 - business travel	To be calculated	Reconcile expenses, mileage and booking data.
Scope 3 - employee commuting	To be calculated	Complete and document the annual staff commuting survey.
Scope 3 - waste generated in operations	To be calculated	Obtain waste and venue/landlord data; use justified estimates where necessary.
Scope 3 - upstream transportation and distribution	To be calculated or documented as not applicable	Review courier and supplier transport data.
Scope 3 - downstream transportation and distribution	To be calculated or documented as not applicable	Review whether Quack distributes any goods after sale or supply.
Total	To be calculated	Director approval and publication required after QA.

7. Emissions Measurement Improvement Programme

Action	Owner	Deadline	Evidence / acceptance test
Confirm the reporting period, organisational boundary and operational-control decisions.	Managing Director / Sustainability Lead	Within 30 days of approval	Approved boundary note listing premises, vehicles, venues, activities and exclusions.
Create a carbon-data register and obtain available utility, fuel, vehicle, expense, travel and waste records.	Sustainability Lead / Finance	Within 60 days of approval	Data register with source, unit, period, owner and completeness status.
Complete the staff commuting and working-pattern survey.	Sustainability Lead / HR	Within 60 days of approval	At least 80% response or a documented estimation method and limitation.
Calculate Scope 1, Scope 2 and the five required Scope 3 categories using the current government factors.	Sustainability Lead / competent calculator	Within 90 days of approval	Calculation workbook with activity data, factors, formulas, assumptions and checks.
Complete independent reasonableness and double-counting checks.	Quality & Compliance Lead or competent independent reviewer	Within 10 working days of calculation	Signed QA checklist and resolved action log.
Approve the baseline decision, current footprint, five-year trajectory and declaration.	Managing Director	Within 10 working days of QA completion	Signed approval and completed declaration.
Publish the final current plan on Quack's website and retain the published copy.	Managing Director / website owner	Within 5 working days of approval	Live link, PDF copy and publication date.
Review and republish at least annually.	Sustainability Lead / Managing Director	Within 12 months	Updated footprint, actions, declaration and website copy.

8. Emissions Reduction Targets and Trajectory

Quack retains its net-zero-by-2050 commitment. A quantified five-year tCO2e reduction trajectory will be approved only after a reliable current footprint and baseline decision are available. The former projection of 12 tCO2e by 2027 is withdrawn because no current evidence demonstrates progress against the 2021 figure or confirms a consistent reporting boundary.

Interim control target	Measure	Review point
Carbon-data coverage	100% of material Scope 1 and 2 activity and all five required Scope 3 categories calculated or supported by a documented not-applicable conclusion.	At current-footprint completion and annually.
Business travel capture	100% of reimbursed mileage and booked travel recorded with mode, distance or spend sufficient for calculation.	Quarterly reconciliation.
Commuting data	Annual staff survey with at least 80% response; remaining data estimated transparently.	Annual.
Waste and WEEE assurance	100% of Quack-controlled waste arrangements and equipment disposals supported by appropriate records.	At disposal and annual review.
Reduction trajectory	Approve an absolute five-year target and, because Quack is growing, a supporting intensity indicator such as tCO2e per learner start.	Within 30 days of current-footprint approval.
Claims integrity	No statement that Quack is carbon neutral, PPN 006 compliant or has achieved a percentage reduction without supporting data and approval.	Every tender, website and marketing review.

9. Completed and Ongoing Carbon-Reduction Measures

The 2022 plan recorded several initiatives. They are retained below as historic or ongoing measures, but their carbon benefit has not been quantified and their current operation must be verified through the annual Climate Action Plan.

Measure	Current treatment	Evidence required
Virtual meeting and collaboration tools	Continue remote meetings where effective and compatible with delivery quality, safeguarding and operational need.	Meeting practice, travel avoided where recorded and platform use.
Home and remote working	Use proportionately where suitable; account for material homeworking emissions rather than assuming they are zero.	Working patterns and calculation method.
Digital learner and business systems	Use PICS, Microsoft 365/Teams, BKSB, Highfield and approved digital records to avoid unnecessary printing while maintaining accessibility and retention controls.	Print records where available, system use and accessible alternatives.
LED lighting replacement	Verify what has been replaced and consider efficient replacements at controlled premises when equipment reaches end of life.	Asset or premises record, invoice or landlord confirmation.
Travel planning	Use remote engagement, route planning, public transport or shared travel where practical without disadvantaging learners or staff.	Travel records and operational decisions.
Environmental governance	Operate the Environmental Sustainability and Climate Action Policy, annual Climate Action Plan, waste controls and green-claims review.	Approved documents, actions and monitoring records.

10. Future Carbon-Reduction Initiatives

Initiative	Decision / implementation standard	Potential measure
Energy efficiency	Review controlled energy use, heating/cooling settings, lighting and equipment replacement. Engage landlords where Quack lacks direct control.	kWh, equipment replaced, documented landlord action.
Travel reduction	Consolidate site visits, select accessible venues, use remote meetings where effective and improve mileage capture.	Business miles, travel mode and tCO2e.
Lower-emission vehicles and charging	Assess electric or lower-emission vehicles, charging and salary-sacrifice arrangements only after cost, tax, operational and premises feasibility review.	Business-case decision and vehicle/mileage emissions.
Responsible procurement	Consider energy efficiency, repairability, packaging, delivery frequency and supplier environmental evidence for material purchases.	Procurement checks and supplier actions.
Waste and circularity	Improve segregation, prevent avoidable waste, reuse equipment and use authorised WEEE routes.	Waste data, reuse and disposal evidence.
Venue assurance	Request proportionate energy, waste and travel information from material training venues and prefer arrangements that support access and lower impact.	Venue assessment and action record.
Print and consumables	Establish a print and consumables baseline before setting a reduction target; retain paper routes where accessibility or operational evidence requires them.	Paper/toner purchasing and target after baseline.
Contract-specific measures	Translate tendered carbon or social-value commitments into a mobilisation tracker with owners and evidence.	Contract tracker, reports and commissioner assurance.
Residual emissions and offsets	Consider only after measurable reduction, with director approval and credible verification.	Residual-emissions calculation and offset evidence.

11. Application to Contracts and Procurement

- Check each tender and contract for carbon, environmental, social-value, reporting and publication requirements before submission.
- Use this plan only within its stated assurance status. Do not submit it as PPN 006 compliant while current emissions or sign-off remain incomplete.
- Where PPN 006 applies, ensure the final plan is specific to Quack Recruitment & Training Ltd, was published within the required 12-month period and is available on Quack's website.
- Translate any bid commitment into a contract action, owner, deadline, measure and evidence source. Marketing language must not create a stronger commitment than the approved plan.
- Retain the tender version, published version, calculation workbook and approval evidence so that representations can be verified during audit or contract management.
- Where a commissioner requests data outside the PPN 006 minimum categories, define the boundary and method before reporting.

12. Monitoring, Quality Assurance and Annual Review

Control	Frequency / trigger	Evidence
Carbon-data register reconciliation	Quarterly while the first current footprint is being built; at least annually thereafter.	Data register, missing-data actions and finance reconciliation.
Calculation QA	Every annual footprint and after material correction.	Factor/version check, formula review, boundary check and double-counting test.
Reduction action review	Quarterly through the Climate Action Plan.	Action tracker, RAG status and completion evidence.
Tender and claims review	Before every material environmental submission or publication.	Approved bid response, evidence and sign-off.
Boundary review	Annually and after premises, vehicle, acquisition, delivery-model or legal-entity change.	Boundary decision and baseline recalculation assessment.
Plan publication and validity	At least annually and before a PPN 006 procurement.	Website link, publication date and signed declaration.
Leadership review	At least annually.	Management review record covering emissions, progress, limitations, resources and next targets.

Appendix A: Carbon Data Collection Schedule

Data item	Required fields	Primary source	Owner / frequency
Electricity and controlled energy	Supplier, meter/site, dates, unit, consumption, cost, estimated flag.	Invoices, bills, meter data, landlord statement.	Finance / premises - annual with quarterly capture.
Fuel and vehicles	Fuel type, litres/kWh, vehicle control, mileage, reporting dates.	Fuel cards, receipts, charging data, mileage log.	Finance / vehicle owner - monthly or quarterly.
Business travel	Mode, origin/destination, distance, class, nights, mileage or spend.	Expenses, bookings, mileage claims.	Travellers / finance - at claim and quarterly.
Employee commuting	Mode, return distance, office days, working weeks, car share and homeworking pattern.	Annual staff survey.	Sustainability Lead / HR - annual.
Waste	Stream, weight/volume, collection frequency, treatment route, location and estimate basis.	Invoices, transfer notes, landlord/venue records.	Premises / venue owner - annual and at contract change.
Upstream transport	Supplier/courier, goods, weight or spend, distance, mode and delivery frequency.	Procurement, invoices and courier data.	Procurement / finance - annual materiality review.
Downstream transport	Goods supplied, delivery mode, weight/distance or not-applicable rationale.	Operations and courier data.	Operations - annual materiality review.
Calculation control	Factor source/year, unit conversion, formula, assumptions, exclusions and reviewer.	Calculation workbook and QA checklist.	Sustainability Lead / reviewer - annual.

Appendix B: Calculation and Assumptions Log

Field	Required record
Reporting entity and period	Legal entity, exact start/end dates and UK-only boundary where applicable.
Operational-control decisions	Premises, home office, vehicles, hired venues, utilities and supplier-controlled activity.
Activity data	Value, unit, source document, period and owner.
Conversion factor	Factor value, unit, government factor publication year and table/category used.
Calculation	Formula, unit conversions, tCO2e result and rounding method.
Estimate / allocation	Reason, method, assumptions, uncertainty and planned improvement.
Exclusion / not applicable	Category, materiality assessment, evidence and approver.
Double-counting check	Related categories reviewed and conclusion.
Correction history	Original figure, correction, reason, approver and published-version impact.
Reviewer approval	Name/role, date, actions and closure evidence.

Appendix C: Carbon Reduction Action Plan

Action	Baseline / reason	Measure	Owner	Due date	Status / evidence
Complete current footprint	No current comparable footprint.	All required categories complete or justified.	Sustainability Lead		
Approve baseline decision	2021 boundary incomplete.	Decision and rationale approved.	Managing Director		
Set five-year trajectory	Former 2027 target unsupported.	Absolute and intensity targets approved.	Managing Director		
Improve travel data	Mileage and mode data need consistent capture.	Quarterly completeness rate and tCO2e.	Finance / operations		
Verify waste arrangements	Data may sit with landlords or venues.	100% material locations assessed.	Premises / venue owner		

Action	Baseline / reason	Measure	Owner	Due date	Status / evidence
Review energy efficiency	Controlled and influenced sites vary.	Actions, kWh where available and evidence.	Premises owner		
Strengthen procurement	Supplier and delivery impacts not consistently measured.	Material purchase checks completed.	Procurement / finance		
Publish annual plan	PPN validity requires current publication.	Website publication within 12 months.	Managing Director		

Appendix D: Annual Review and Publication Checklist

Check	Required outcome	Complete / evidence
Entity and boundary	Correct bidding entity and current operating model confirmed.	
Reporting period	A complete and clearly stated 12-month period.	
Scope 1 and 2	All material sources calculated or transparently excluded.	
Five Scope 3 categories	Each calculated or supported by a documented not-applicable assessment.	
Factor year	Appropriate UK Government factors used for the activity year.	
QA	Reasonableness, formula, factor, unit and double-counting checks completed.	
Baseline and targets	Comparable baseline and evidence-based five-year trajectory stated.	
Projects	Completed and future measures are specific and capable of use in contract delivery.	
Claims	No unsupported carbon-neutral, reduction or compliance statements.	
Approval	Managing Director declaration signed and dated.	
Publication	Current plan published on Quack's website and retained as a PDF copy.	
Validity	Publication date is within 12 months of relevant tender submission.	
Contract commitments	Tendered actions entered into the mobilisation and evidence tracker.	

Appendix E: Version Control and Reference Framework

Version	Date	Owner / author	Summary of change	Next review
1.0	February 2022	Dion Bishop	Original Carbon Reduction Plan using a 2021 baseline of 15.2 tCO2e. Current emissions were unavailable; Scope 3 coverage and the projected 2027 target were not sufficiently evidenced for continued assurance.	Superseded
2.0	August 2026	Managing Director	Complete rebuild. Preserved historic figures with limitations; removed unsupported compliance and reduction claims; added current PPN 006 context, reporting boundary, data standards, measurement programme, evidence-based targets, operational measures, QA, contract controls and completion templates.	August 2027 or sooner after current-footprint completion

Reference framework

Climate Change Act 2008; Procurement Act 2023; PPN 006 and its Technical Standard, guidance, FAQs and template; GHG Protocol Corporate Accounting and Reporting Standard; GHG Protocol Corporate Value Chain (Scope 3) Standard; UK Government greenhouse-gas conversion factors for the relevant reporting year; Quack Environmental Sustainability and Climate Action Policy; Business Continuity, Information Security, Procurement, Counter Fraud and Conflict of Interest controls.