Carbon Literacy for Local Authorities – Toolkit Overview

This taster pack should give you an idea of what is included in the Local Authorities Carbon Literacy Toolkit
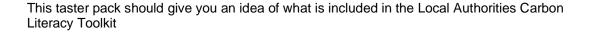
For more information please see our website :
https://carbonliteracy.com/organisation/toolkits/local-authorities/

Getting Started

Welcome to your Carbon Literacy Training Pack. This pack contains all the information you need for your training. Please read the attached documents to understand more about your training pack, how your learners gain certification and what steps to take to ensure your learners get the best Carbon Literacy experience.

Our documents change from time to time. To ensure you're always using the most up-to-date version, please refer here to find any documents that are starred (*) over these two pages.

Documents to get you ready to deliver Carbon Literacy training:

1. **Getting Started**
   This folder contains our Certificate Marking Guide, Trainer Code of Conduct and Bank Details doc.

2. **Powerpoint Slides**
   There are 3 pathways available for this course depending on how you wish to deliver the science covered at the beginning of the course. The pathways covered in this pack are:

   a) **Documentary Pathway:** Science is delivered by watching David Attenborough's documentary 'Climate Change - The Facts'.
   b) **Workshop Pathway:** Trainer delivers the science using powerpoint slides and supporting lecture notes.

   The third pathway is using E-learning. If you wish to learn more about using E-learning to deliver this course please see our E-learning page and contact us as there is an additional cost to this pathway.

3. **Trainer Manual**
   This manual covers all of the information the trainer(s) will need to deliver the course, including the knowledge and information needed to run the activities.

CARBON LITERACY FOR LOCAL AUTHORITIES

TRAINER GUIDE

WORKSHOP PATHWAY V2 (**DISTANCE DELIVERY**)

Department for
Business, Energy
& Industrial Strategy

Carbon Literacy
Project

GMCA GREATER MANCHESTER COMBINED AUTHORITY

Local Authorities- Detailed Trainer Guide

This guide will provide you with all the information you need in order to carry out the CL4LAs Distance Delivery course. Please note that it is not meant to be read as a script but to be used as a guide for the activities. For more succinct delivery notes (flashcard style), please see the slide notes underneath the PowerPoint slides. This guide will provide instructions for every section of the training, including how to set up your training online and how to run the various activities.

Highlighted in blue- customisation needed by trainer/ organisation/ note for trainer
Optional content is highlighted in yellow in the running order and detailed notes are written in this colour (under trainer discretion whether to include or not).
The scientific and policy content around climate change is subject to change as data and political policy evolves. This is a section that trainers are advised to review to ensure that the scientific and policy content is up to date before course delivery.

Materials checklist

- Participant details forms. You can access the online evidence form here.
- Certificate request form. You can access the certificate request form here.
- Activity materials (PDFs)

Layout of trainer guide

Name of section
Timing
Material/preparation
Purpose/aim of activity
(Group size)
Delivery notes – the content which actually needs to be presented to the learners in each section- key points
Additional notes- supporting information on the topic (science/facts/data/stats)

Running Order Colour Coding:

Breakout room activity

Activity (non breakout room) n.b.Chat box exercises are NOT highlighted but are clear in the notes

Videos are part of this section (links shown above and also in the trainer manual and slide notes)

Slides requiring additional input from the trainer / Optional slides

Day 1			
	Activity	**Activity duration (hrs:mins:secs)**	**Example Time.**
Module 1	Intro & What is CL?	0:10:00	9:30:00
	Who is CLP/Why CL?	0:05:00	9:40:00 AM
	Tackling the climate crisis in our sector	0:02:00	9:45:00 AM
	All or nothing?	0:15:00	9:47:00 AM
	Training Outline	0:02:00	10:02:00 AM
	Weather vs climate	0:02:00	10:04:00 AM
	The Carbon Cycle	0:04:00	10:06:00 AM
	The Greenhouse Effect	0:02:00	10:10:00 AM
	Greenhouse Gas Game	0:15:00	10:12:00 AM
	UK GHG Emissions	0:02:00	10:27:00 AM
	How is the Climate Changing?	0:08:00	10:29:00 AM
	The Scientific Consensus.	0:05:00	10:37:00 AM
	BREAK	0:10:00	**10:42:00 AM**
	Global impacts	0:08:00	10:52:00 AM
	Climate change impacts in the UK	0:06:00	11:00:00 AM
	UK climate change impacts (trainer to research local examples)	0:15:00	11:06:00 AM
	Hotter summers/winters what's the issue?	0:03:00	11:21:00 AM
	Local climate change impacts	0:05:00	11:24:00 AM
	How's everyone feeling... any questions?	0:05:00	11:29:00 AM
Module 2	Module overview/ recap	0:02:00	11:34:00 AM
	The Carbon Map	0:15:00	11:36:00 AM
	Climate vulnerability	0:10:00	11:51:00 AM

	BREAK	0:10:00	**12:01:00 PM**
	The role of Local Authorities	0:03:00	12:11:00 PM
	Opportunities in our area	0:03:00	12:14:00 PM
	Climate Change & COVID-19	0:05:00	12:17:00 PM
	Ashden Co-benefits video	0:03:00	12:22:00 PM
	Co-benefits of climate action	0:35:00	12:25:00 PM
	Finishing Time:	**1:00:00 PM**	
Total Session (M1&2) Time	3:30		

Day 2			
	Activity	**Activity duration**	**Activity duration (hrs:mins:secs)**
Module 3	Introductions/Tech check.	0:05:00	1:30:00 PM
	Carbon Budget video	0:03:00	1:35:00 PM
	International policy	0:02:00	1:38:00 PM
	UK policy	0:03:00	1:40:00 PM
	Local Authority Carbon Budget and local climate strategy	0:10:00	1:43:00 PM
	What is a footprint?	0:01:00	1:53:00 PM
	Individual footprints: WWF discussion	0:08:00	1:54:00 PM
	Food, Travel & Energy at Home (optional)	0:15:00	2:02:00 PM
	Actions graphic	0:02:00	2:17:00 PM
	Reducing your Council's Carbon Footprint (insert logo)	0:10:00	2:19:00 PM
	Emissions under our influence- how is your local area doing? (add local images if available)	0:05:00	2:29:00 PM
	What does a Low Carbon local area look like?	0:30:00	2:34:00 PM
	BREAK	**0:10:00**	**3:04:00 PM**
	Climate action in practice	0:10:00	3:14:00 PM
Module 4	Taking action, individual vs group actions	0:05:00	3:24:00 PM
	Spheres of influence	0:10:00	3:29:00 PM
	Prioritising actions	0:02:00	3:39:00 PM
	Dragons den (reduce categories down to those relevant to your training group)	0:30:00	3:41:00 PM
	BREAK	**0:10:00**	**4:11:00 PM**
	Developing Your Action Plan	0:20:00	4:21:00 PM
	Talking about CC: video	0:05:00	4:41:00 PM

	Talking about CC: slides	0:07:00	4:46:00 PM
	Use your voice	0:01:00	4:53:00 PM
	Where can we go for help?	0:01:00	4:54:00 PM
	Wrap up : Video (optional)	0:05:00	4:55:00 PM
	Wrap up Slides	0:05:00	5:00:00 PM
	Finishing Time		**5:05:00 PM**
Total Session (M3&4) Time	3:35:00		
Total Training time (M1,2,3&4)	7:05		

Module 1

Learners enter the video conferencing room

Lead trainer and trainer facilitator (if applicable):

- May be advisable to mute learner's audio and to advise them to turn off their audio when they are not speaking.

- Mark off in your register who has arrived.

- Ask learners to put their name (and job role where appropriate) on their screen (Zoom – top right of their avatar screen).

- Advise learners if you prefer for them to leave their video on during the training session. Be aware this is not advised if they have limited connectivity / bandwidth.

- Inform learners how you intend to answer questions.

- Make learners aware if you are recording the session.

- Trainers can help learners keep to time by giving them clear feedback limits e.g. "Please feedback on this question, keep your answer to 2 minutes." This can be 'gamified' by advising learners you will 'count down' their feedback (e.g. you have 1 minute remaining).

Introduction to CL4LAs course; What is Carbon Literacy	
Material:	Slides
Timing:	32 minutes
Purpose of the activity:	Welcome participants, provide background to CL project and overview of training
Preparation:	Once you are familiar with this manual, you can use the slide notes in the PowerPoint for delivery.

- Welcome the participants
- Introduce yourself

SLIDE: Acknowledgements

These materials are funded by the Greater Manchester Combined Authority, the UK Government Department of Business, Energy & Industrial Strategy, and Westford Mill.

SLIDE: Writing group contributors

Organisations who contributed towards the creation of this Carbon Literacy course

SLIDE: Housekeeping

Video conferencing tips, answering questions, audio mute when not speaking, breaks, finish time.

Audio:
Mute audio unless you need to speak (Alt A – Windows).

Engagement:
- Learner videos on (trainer discretion but does assist with active learning and ensures learners are participating more fully) – so we can engage with people's faces
(if you have internet problems then turn off).
- Learners to add name (top right in your avatar screen) – job role / company.
- Learners to avoid working / internet browsing / using their phones.
The course offers a certification in Carbon Literacy.
A clear standard to be met and an evidence form to complete.

Questions:
- We do have a lot to get through so may not be able to answer questions immediately

'By the end of your training you will have...'

- Gained an understanding of the **basic science of climate change** and how climate change will affect us both **globally** and **locally**.

- Gained an understanding of how climate change will affect Local Authorities.

- Explored the **low carbon objectives** in the Local Authorities sector.

- Created an **action plan** to help reduce the **carbon footprint** of your workplace and your Local Authority.

- Explored strategies for **influencing others** to take action on climate change.

Climate change impacts in "your local area"

Find a few local (or regional) examples of extreme weather events…
E.g.

- Flooding
- Storms
- Wildfires
- Heat stress/ Heat waves

What have we learnt from the COVID-19 crisis?

- We are vulnerable to big shocks to the system
- We can unite behind the science
- We can make rapid, wide scale changes
- We can pull together and change individual behaviour
- We can maintain some of the positive habits we took on during COVID-19

Co-benefits of Climate Action

Health

- Addressing **air quality**, **mental health**, lifestyle **diseases** (heart disease, diabetes etc).
- Less pressure on the **NHS.**

Jobs & Economy

- New **green jobs.**
- E.g. to **create** and **build** the necessary **infrastructure,** and to maintain new services.

Equity & Community

- Safe, prosperous communities **for all,** regardless of status, wealth, race, religion etc.
- **Accessibility** and mobility for residents.

Local Climate Strategy e.g. Bristol City Council

Key Actions

- Call on government for increased powers and resources and to lead through national policies, taxation etc
- Develop and deliver a One City Climate Strategy, working with City Office Partners
- Deliver a climate change public engagement programme
- Call on government to review the societal impacts of achieving net zero carbon
- Urge all public sector organisations in Bristol to commit to at least 30% of their fleet using non-fossil fuel by 2026
- Commit to the Council being carbon neutral for our direct emissions by 2025
- Quantify the Council's indirect emissions
- Train city leaders, councillors and council staff in climate change to enable them to respond to the climate emergency in everything they do
- Deliver significant low carbon energy infrastructure in the city

What is a carbon footprint?

- A measure of the amount of greenhouse gases released to the atmosphere as a result of our activities.

- We can calculate the carbon footprint of anything - individuals, organisations, events, products, projects, cities, or countries...

Taking Action: Why is your action pledge important?

- Everyone plays a part in the transition to a **low carbon society.**

- By pledging two actions today, you are one step closer to reducing your **carbon footprint to a sustainable size.**

- This is also essential in order to receive your **Carbon Literacy certificate!**