



Carbon Literacy for Social Housing – Toolkit Overview

This taster pack gives you an overview of what is included in the Carbon Literacy Toolkit for Social Housing

For more information please see our website :
<https://carbonliteracy.com/organisation/toolkits/social-housing/>



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

Slides for all modules are contained one file. There are 4 modules covering 12 topics. This is reasonably flexible to suit the scheduling & time constraints you may have in your organization.

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 Social Housing

Trainer Manual

Generic Staff Pathway
Distance Delivery
V1

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**Carbon Literacy
Project**





Social Housing - detailed trainer guide.

This guide will provide you with all the information you need in order to deliver Carbon Literacy training to staff & colleagues using the Carbon Literacy Toolkit for Social Housing. Notes in this manual can be used as either a script or as prompts for you to deliver the training. This guide will provide instructions to every section of the training, including what to do when learners are entering the room and how to wrap up the session.

Carbon Literacy: “An awareness of the carbon dioxide costs and impacts of everyday activities, and the ability and motivation to reduce emissions, on an individual, community and organisational

Training structure

The Carbon Literacy Toolkit for Social Housing consists of four sequential modules to be delivered using a video conferencing platform such as Zoom or Microsoft Teams.

Module 1: Climate science & impacts

This module runs for 2 hours. This includes 4 sections & a 10-minute break.

Learning objectives for Module 1 are:

- Introduction to Carbon Literacy
- Understanding what causes the climate to change & why we can trust the science
- Understanding that climate change impacts are different around the world
- Understanding how climate change impacts the UK





Module 2: Justice, policy & introducing climate action

This module runs for 2 hours. This includes 4 sections & a 10-minute break.

Learning objectives for Module 2 are:

- Exploring a just transition in social housing
- Understanding global & national climate policy
- Considering the co-benefits of action on climate change
- Introducing personal carbon footprints

Module 3: Carbon, housing & how to take action

This module runs for 1 hour 45 minutes. This includes 3 sections & a 10-minute break.

Learning objectives for Module 3 are:

- Understanding workplace carbon footprints in social housing
- Imagining how to support green recovery following the COVID-19 pandemic
- Learning effective communication techniques for talking about climate change

Module 4: Planning & taking action on climate change

This module runs for 1 hour 45 minutes. This includes 3 sections & a 10-minute break.

Learning objectives for Module 4 are:

- Understanding what makes an effective action pledge
- Working with others to devise effective actions
- Reminding ourselves to remain certain, optimistic & proactive

Materials checklist

- Evaluation forms (pre & post course surveys)
- Powerpoint slides (Modules 1-4)
- Activity Pack pdf
- Participant details forms. [You can access the online evidence form here.](#)
- Certificate request form. [You can download the certificate request form here.](#)

Preparing for your session:

Video Conferencing software

The training will require access to a video conferencing tool which has:

- Break out rooms
- A chat facility
- A screen share function





to fulfill the group enquiry element of the Carbon Literacy Standard.

Any video conferencing application with these tools can be used to deliver the training.

Solo & Supported Trainers

It is recommended that the trainer is supported by a trainer facilitator to manage the online experience to cohort of 12-20 learners. If necessary, these materials can be delivered by a solo trainer, we recommend a smaller cohort of around 8-12 learners in this case.

Solo Trainer = a trainer working without a 'Trainer Facilitator'

Supported Trainer = a trainer working with a 'Trainer Facilitator'

Trainer Facilitator = another supporting person provided by the trainer to help manage the online experience e.g. security / break out rooms / chatbox etc

Group Facilitator = a learner nominated by their break out group (other learners) to share a screen and to take notes.

If you would like to be connected to other trainers to help with facilitating your training please contact info@carbonliteracy.com.





Running order

Module 1

		Activity Duration (Hr:Min:Sec)	Time
**Slide requires action before delivery			
Module 1	Tech check**	00:10:00	8:50:00 am
	Carbon Literacy for Social Housing	00:01:00	9:00:00 am
	Acknowledgements	00:00:30	9:01:00 am
	Contributors	00:00:30	9:01:30 am
	Housekeeping	00:02:00	9:02:00 am
	What is Carbon Literacy?	00:01:00	9:04:00 am
	Carbon Literacy Training	00:01:00	9:05:00 am
	Infographic**	00:01:00	9:06:00 am
	Introductions**	00:04:00	9:07:00 am
	Tackling the climate crisis for social housing	00:01:00	9:11:00 am
	Do I need Carbon Literacy?	00:01:00	9:12:00 am
	Activity: All or Nothing?	00:10:00	9:13:00 am
	By the end of your training...	00:01:00	9:23:00 am
	Where we are in this training	00:01:00	9:24:00 am
	What is causing the climate to change?	00:00:15	9:25:00 am
	Weather vs climate	00:01:00	9:25:15 am
	Video: The Carbon Cycle	00:03:00	9:26:15 am
	The Greenhouse Effect	00:02:00	9:29:15 am
	The Greenhouse Gases	00:02:00	9:31:15 am
	Activity: Which activity releases which?	00:11:00	9:33:15 am
	Level of CO2 over the past 800,000 years**	00:01:00	9:44:15 am
	Relative emissions over time	00:02:00	9:45:15 am
	Total emissions over time	00:02:00	9:47:15 am
	How is the climate changing?	00:00:15	9:49:15 am
	Global average temperature 1880-2020	00:00:30	9:49:30 am
	Global sea level change	00:01:00	9:50:00 am
	Leading to more extreme weather...	00:01:00	9:51:00 am
	Break	00:10:00	9:52:00 am





	Why are we so confident about the science?	00:02:00	10:02:00 am
	The IPCC	00:01:30	10:04:00 am
	The scientific consensus on climate change	00:01:30	10:05:30 am
	Video: Business & politics of climate denial	00:06:00	10:07:00 am
	Emission trajectories**	00:03:00	10:13:00 am
	Video: Global Impacts	00:10:00	10:16:00 am
	Activity: The Carbon Map	00:10:00	10:26:00 am
	Climate Impacts in the UK	00:01:00	10:36:00 am
	Case study: Subsidence	00:02:00	10:37:00 am
	Hotter Summers?	00:02:00	10:39:00 am
	Case study: February 2020	00:03:00	10:41:00 am
	Wetter Winters?	00:02:00	10:44:00 am
	Case study: Whaley Bridge Dam Crisis	00:02:00	10:46:00 am
	Impacts in your local area**	00:02:00	10:48:00 am
	Impacts in social housing**	00:02:00	10:50:00 am
	Activity: What do we already know?	00:05:00	10:52:00 am
	Video: Do we have control?	00:05:00	10:57:00 am
	How are we feeling?	00:04:00	11:02:00 am
Total Session Time Module 1 02:16		Finishing Time:	11:06:00 am





Before your training

Please read the Carbon Literacy Standard & the Trainer Code of Conduct.

Please familiarise yourself with the training materials, activities & your choice of virtual meeting platform before the training.

Please distribute pre-course survey & Participant Activity Pack to all participants.

Please ask participants to complete the WWF Carbon Footprint Calculator before Module 2 of the training. The link for this can be found on page 12 of the Participant Activity Pack.

Key:

Bold – Slide number & title (those in **blue** font are slides that should be customised by the trainer before the training, those in **orange** font are activities, those in **green** font are videos)

(00:00) – Recommended time spent on each slide in minutes & seconds

Italics – Instruction for the trainer

- Bullet point – Script for trainer to read to participants (once you are familiar with the materials you can go off-script)

Underline – Activity instructions (this may require the Participant Activity Pack, use of breakout rooms, or facilitated group discussion in the plenary)

Before the training: - an instruction for trainers to complete before the training





Module 1

Slides 1-46

Introducing Carbon Literacy

Material: Slides 1-14 & Activity Pack

Timing: 34 minutes

Purpose of Activity: Introduce Carbon Literacy to participants, Ice breaker activity & why Carbon Literacy is important for Social Housing

Preparation: Check slide 8 is up-to-date. Edit slide 9. Prepare assigned breakout rooms for activity on slide 12.

1. Carbon Literacy for Social Housing (01:00)

This is a holding slide to display as participants join the session.

2. Legal Terms & Conditions (00:30)

You do not need to present this slide, but should be familiar with its contents.

3. Acknowledgements (00:30)

- The Carbon Literacy Project would like to acknowledge their partner organisations for this project; Great Places Housing Group, Westford Mill, & the CLCC consortium.

4. Contributors (00:30)

- This Toolkit has been developed alongside sector professionals from these housing associations around the country.

5. Housekeeping (02:00)

- Climate change is an all-encompassing subject area and we have a lot to cover, so in the interests of keeping the session running smoothly, please respect these housekeeping points.





- Please stay on mute while you are not speaking to avoid background noise and disruption.
- Please try to avoid distraction where possible. To glean the most benefit from this training, your engagement is necessary.
- Feel free to ask questions as they come up. (*You can decide whether interruptions or the 'raise hand' function of your virtual meetings platform is preferred.*)
- As we go through, please share your thoughts & feelings in the chat – these may help enrich group discussion & activities.

Give participants a rough idea of when the 10-minute breaks will be.

Tell participants when the session is due to finish.

6. What is Carbon Literacy? (01:00)

- Carbon Literacy is defined as: “an awareness of the carbon costs and impacts of everyday activities *and* the ability and motivation to reduce emissions on an individual, community and organisational basis.”
- Carbon Literacy Training is not a science lesson, it is designed to empower participants to take action and support action, creating a low-carbon culture in our workplace.

7. Carbon Literacy Training (01:00)

- Participants must undertake a day's worth of learning accredited by The Carbon Literacy Project
- Certification is the name of the game. At the end of this training you will pledge 2 significant actions to reduce carbon emissions. These will be reviewed by The Carbon Literacy Project who will issue certificates for pledges that sufficiently demonstrate that you are now Carbon Literate.

8. Project Overview Infographic** (01:00)

Before the training: trainer should ensure the most up-to-date version is used. This can be found at: <https://carbonliteracy.com/about-us/>





- The Carbon Literacy Project is a large-scale education program originating in Manchester.
- So far, over 19,000 learners have been trained, pledging over 38,000 low-carbon actions.
- Carbon Literacy has been used by almost 15,000 organisations spanning 12 countries around the world.
- You can really get a sense of the scale of the Project, and by participating now, you are contributing to the culture shift we aim for to deliver on climate targets and shape a thriving future for all.

9. Introductions** (04:00)

Before the training: Trainer should populate this slide with the names & job roles of trainers & participants, you might also like to include a photograph.

Activity: Go around the room and ask everyone to introduce themselves, this is also your time to take attendance and make sure everyone is present.

10. Tackling the Climate Crisis for Social Housing (01:00)

- Robin Lawler is a former President of the Chartered Institute of Housing, and current Trustee of the Carbon Literacy Trust.
- As a key figure in the sector, he recognises the importance of taking action on climate change now.
- “Carbon Literacy is a vital tool in tackling the Climate Emergency because without an understanding of our impact on the planet, we cannot act in a way that mitigates our carbon emissions. This knowledge is crucial in our personal & work lives. We can & should support our employers in their zero carbon ambitions.”
- So as professionals within the sector, we share a key responsibility to engage with current conversation & action on climate change.





11. Do I need Carbon Literacy? (01:00)

- Do you need Carbon Literacy?

Invite participants to share their answers in the chat.

While answers are being posted, read the following:

- In 2019, Sustainable Homes found that there is low confidence among social landlords that they would meet 2050 science-based targets.
- By becoming Carbon Literate, you will be better equipped to confront the challenges of climate change, and embrace the necessary changes needed to meet science-based targets.
- You may also find that acting on climate change need not be added to a great list of priorities but may provide solutions to some existing challenges we face in the sector and in our communities.

12. Activity: All or nothing? (10:00)

Use slides, breakout rooms & Activity Pack for this activity.

Post the Activity Pack pdf in the chat.

Assign participants to 2 breakout rooms for 5 minutes. Read activity instructions before launching the breakout rooms.

Activity instructions:

- Please refer to pages 2-3 of your Activity Pack
- This icebreaker activity is a game of speed
- In your teams identify one of the 8 actions on page 3 that either ALL or NONE of you do
- When your action is identified, leave the breakout room and return to the plenary
- First team back wins

When teams return to the plenary, ask each group what their identified action was. Did they all do it, or none of them?

Keep discussion time to within 5 minutes following this activity.





‘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 you, in your job role, can mobilise change.
- Explored the **low carbon objectives** in the Social Housing sector.
- Created an **action plan** to help reduce the **carbon footprint** of your workplace & organisation.
- Explored strategies for **influencing & supporting others** to take action on climate change.



Case Study: Whaley Bridge Dam Crisis

August 2019
Whaley Bridge,
Derbyshire

15,000
residents
evacuated

1000 workers
7 days
24 hours

- Blamed on poor design & neglected maintenance
- Combined effects of hot, dry summers & severe winter storms
- Vulnerable to climate-related disasters





Co-benefits of Climate Action



Health

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



Jobs & Economy

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



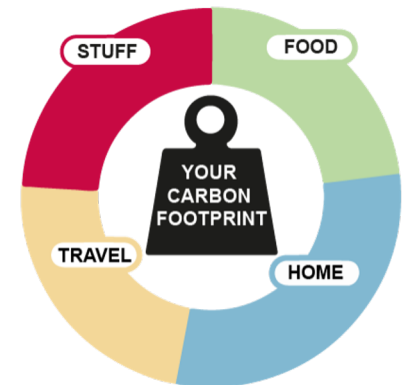
Equity & Community

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



Activity: Your Carbon Footprint

- Review results of the WWF calculator (carbon footprint calculator)
- Which area of your life is the most carbon intensive? Why?
- Which area of your life is the least carbon intensive? Why?
- How do you feel about your carbon footprint?





Climate-related risk factors

Common hazards:

Flooding

Structural integrity

Overheating

Fuel poverty

Water scarcity



Can you think of any others?

Are these risks the same for all buildings or customers?



How to talk to people about climate change

1. Find a value that you have in **common**
2. Connect that value to climate change with a **story**
3. Inspire practical and **attractive solutions**





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!**

