

About ELATT

ELATT is a charity in East London that has been getting people back to work for 30 years. We raise the education and skills of our local community to help tackle social and economic inequality and help disadvantaged people gain relevant skills for long-term employment.

Through our social enterprise Connected Space we support a wide range of charities and private sector SMEs each year with IT support, web services and business administration - providing high quality services and a vital route back into work for our students. We are proud to be the Apprenticeship training provider for Web Design and Development trainees at Morgan Stanley.

Positive Impact: A Vision for a Sustainable Future

In 2013, ELATT set out its three-year sustainability strategy - Positive Impact: A Vision for a Sustainable Future, with an overarching goal to ingrain sustainability into the fabric of our organisation. As a charity and education provider, we have always felt a deep responsibility to bring positive change to our communities: economic opportunity for the individuals we support, protection of the environment, and sustainable progress for the organisation and its people.

Achieving the Green Mark, with its critical emphasis on creating a culture of environmental expectation across the organisation, forms a key part of that strategy. I am thrilled to see the progress and commitment of my colleagues towards the protection of our most precious resources recognised at Green Mark Level 2.

Anthony Harmer
Chief Executive



Positive Impact

A vision for a sustainable future

Sustainability Strategy

2013 - 2016



Excerpts from Sustainability Strategy

Our Actions:

- Ensure that tutors take opportunities to incorporate sustainable development, environmental awareness and social skills into curriculum activities, helping students improve both quality of life and employability.
- Encourage students to feel confident about making positive contributions to society, considering issues such as equality of opportunity, diversity and the environment.
- Challenge our students to use their individual talents so that they can contribute to the economic prosperity of their local community and the environment, and empower them with sustainable social behaviours.

Excerpts from Sustainability Strategy

Our Actions:

- Secure re-accreditation in the Green Mark Level 2 and involve all staff and volunteers in the process – Achieved
- Maintain a robust Asset Register, and aim to extend the useful lifespan of all equipment to 5 years through careful and timely upgrading.
- Focus staff on two key themes 1) Reducing printing and 2) Reducing energy use.

Excerpts from Sustainability Strategy

Our Actions:

- Reducing printing by 10%, measured in volume as invoiced from Ricoh.
- Establish a Staff Intranet, either through Office 365, Google Drive or Joomla, allowing access to forms, templates and teaching resources from any site.
- Introduce online discussion boards – either through Yammer or Joomla - as an alternative internal communication means to email, ensuring fluid, comprehensive and open staff discussion in an all-online environment. - Achieved

Staff use Yammer for all open discussions and announcements

Share something with this group...

SA Solomon Ansah-Asamaah
To All Company

We Donated some computers to Lisbeth's church, here are some pictures of them in use.



Unlike · Reply · Share · More · May 1 at 9:21am

You, Anthony Harmer, Nafisah Graham-Brown and Mohammed Zakariya like this.

Write a reply...

P1130473
Uploaded 29 days ago

P1130472
Uploaded 29 days ago

Add: File Note Link

Followers

SA

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English (US)
Privacy · More

Online Now

Excerpts from Sustainability Strategy

- Our Actions:
- Train staff in the correct use of Excel spreadsheet layout or saving to .pdf in order to reduce wastage.
- Tutors to use new VLE facility online to reduce printing, and encourage students to save notes onto USB sticks.
- IT Tutors to implement e-portfolios initially for higher-level courses.
- Course Induction to include a reminder on use of printers for students at Kingsland Road, ensuring prints are not mislaid at the wrong printer.
- Reducing energy use by 5%, measured by units used against delivery volume.

Management Monitoring

- Utility reduction in the education environment requires a calculation based on usage, volume of delivery, volume of delivery onsite, season.
- Aim to benchmark cross-sector performance through a Yammer discussion group

Management Monitoring - At A Glance Dashboard

ELATT At A Glance

May 2014

Super-Indicators	2013-2014 TO DATE (Q2)	Benchmarking				Glossary: meaning and measurement
		Org.	%	Variance	Source	
Quality and Performance						
Overall Success Rate 85%	N/A until Q3					The number of students who achieve their qualification against the total number who started courses. Achievement is only counted when ELATT receives a pass certificate, and therefore success rate data lags behind course completion by 2-3 months. For an estimate of ongoing success rates, assume 85% of the current Retention rate.
Skills for Life (ESOL) Success Rate 80%	N/A until Q3	ELATT National	78.0% 82.0%	-4.0%	QSR 12-13	
Vocational Success Rate 90%	N/A until Q3	ELATT National	95.0% 82.8%	12.2%	QSR 12-13	
Overall Retention Rate 88%	98%	ELATT National	92.0% 91.8%	0.2%	QSR 12-13	The number of students who remain on course (total starts less withdrawals).
Recruit 100% of target students	104%	No current benchmarking data				The percentage of students recruited throughout the year. Measured through course starts.
80% Teaching and Learning Good or Better, with 20% at Grade 1	85%	ELATT CIC	74.0% 88.0%	-14.0%	CIC SAR	Graded observations of lessons, graded against the Ofsted framework of 1 (Outstanding), 2 (Good), 3 (Needs Improvement), 4 (Inadequate). Grades externally moderated by Hackney Learning Trust (Gr 2) and City and
Student Attendance	Not currently available	ELATT tbc	86.3% tbc		tbc	Actual Attendance in class. No published benchmark data. 12-13 represents ESOL only.
Staff Satisfaction						
Staff days lost through sick leave under 3%	0.0%	ELATT Mešan	0.6% 9.1%	8.5%	EnC	Managers record each instance of sickness absence; calculated by total sick days taken against total available work days (total FTE x days p/mth). Benchmarked against national averages in the public domain.
Staff Satisfaction rating 75% or higher	0%	ELATT Edu/MP	85.0% 75.0%	10.0%	Great Workplaces	Measured through annual Staff Survey; percentage relates to scores of either strong approval (1) or approval (2). Benchmarking to begin 2013 through Great Place to Work framework.
Sustainability: Financial and Environmental						
Achieve £50,000 operational surplus	£58,292	No current benchmarking data				Measured at annual statutory external audit, published in annual accounts. Cannot be benchmarked - although indicative data available at Charity Commission.
Achieve 3 months running costs in cash reserves (£450,000)	£567,618	No current benchmarking data				Measured at annual statutory external audit, published in annual accounts. Cannot be benchmarked - although indicative data available at Companies House, Due Dil and Charity Commission.
80% of Vocational Courses and 20% of Skills for Life courses uptake of VLE	83%	No current benchmarking data				Long-term target to reduce paper/printing volume, and address access issues for less mobile learners. No current benchmarking data.
To reduce utility usage by 5% from 12-13 baseline	N/A until Q4	No current benchmarking data				Usage indicator apportioned against volume of learners, %age delivery offsite and time of year. No current benchmarking data.

Utility usage formula working out

Staffing		45
Office use		100%
Office proportion		
	Office PCs	45
	Class PCS	96
	Total	141
	Working hours	4746
	TOTAL USAGE	14858

Teaching hours at Kingsland Road per quarter, related to Utility bills			
Q1	Jan-Mar		3120
Q2	Apr-Jun		2205
Q3	Jul-Sep		1379
Q4	Oct-Dec		2842

Utility usage formula			
1	Actual meter readings each quarter (not estimates)		
2	Add cost p/Kw to each quarter (hence show cost)		
3	Show any increase in Kw cost (gas hike)		
4	Calculate proportion of electricity to learner by delivery hours		
	Count amount of teaching hours by staff devolved budget		
	Count proportion at Kingsland Road from Ready Reckoner timetable		
	Therefore link volume of usage to volume of delivery		

2013-14		Direct room usage, Kingsland Road					cost per	
Months	Sessions per week		Delivery hours per week	Hrs p/session	Weeks	TOTAL	p/kw	total
Sept. Oct	75	Actual	300	4	7	2100		£ -
Nov	74	Actual	296	4	4	1184		£ -
Dec	76	Actual	304	4	2	608		£ -
Jan	78	Actual	312	4	3	936		£ -
Feb	78	Actual	312	4	3	936		£ -
Mar	78	Actual	312	4	4	1248		£ -
Apr	52	Actual	208	4	2	416		£ -
May Jun Jul	61	Forecast	244	4	11	2684		£ -
TOTAL DIRECT DELIVERY KR 2013-2014						10112		£ -

Excerpts from Sustainability Strategy

Our Actions:

- Tutors to review the messages related to energy/paper use at Course Induction.
- Establish a student Intranet and VLE, facilitating access to learning resources and class interaction offsite.
- Tutors to remind students of the importance of turning off PCs, monitors, lights and air conditioning in unused classrooms.
- All staff & volunteers to aim to make a habit of turning their monitors off when not in use.
- Staff to make use of the light switches at Kingsland Road to reduce the use of unnecessary lighting.
- Staff to maintain the Air Conditioning at no higher than 23°.
- IT Support to set Power Saving settings as default on PCs (e.g. monitor use, hard-drive use).

This is what we have done

Technology

- Technology gives us the tools that allow us as IT technicians to implement policies on our network with full control and immediate effect.
- A script on the domain has been created by our IT team, to turn off all computers on the network after 9pm.
- As an extra precaution, all our IT equipment which includes monitors, computers and laptop operating systems have a power saving mode that is enabled when they are configured.

E-Portfolio

- Our work place encourages staff to use Google drive facilities and other e-portfolio's such as creating documents and sharing them, so several staff /learner members can collaborate on them at the same time, Saving the amount of paper used and any additional energy used to print.
- Our website also displays various important documents such as staff and student handbook and news for staff and students, removing the need for a paper based newsletter.

Stationary

- We purchase only recycled paper for printing paper; the packaging is then reused by staff for holding and transporting files and folders.
- We also reuse any discarded paper from prints or paper jams as memo paper. Sheets can also be used as scrap paper for students to use in lessons.
- Any paper that can not be used will be put in the paper recycling bins. There are paper recycling bins in every classroom. They are then collected and put in green wheelie bin and collected by Hackney council to be recycled.
- We order large stationery orders only once a month - no small orders, no unnecessary air pollution - One big stationery order ensures that we get everything we need and saves the environment by having only one van coming to our premises to deliver all the stationery needed

White goods

- We purchased our fridge freezer, dish washer and kettle with the highest energy efficiency (indexed by the European Union) which we, as a charity, could afford.
- The initial cost may have been higher than other lower energy efficiency brands but the saving we made in their running costs paid off.

Old Computers Refurbished

- We have signed up with The Microsoft Refurbishment Program which enables us to refurbish and sell our old computers at a reasonable price.
- Any computers that cannot be refurbished are used in the college lab for teaching purposes.



- We have introduced a program called Papercut which is a web based printing administration software to help manage our printing by giving staff and students credit limit with which to print on their work,
- If they go over the limit they will have to pay for more credit, this is a great incentive for students to think twice about printing lots of pages and not to print frivolously.
- Methods such as enforcing the limit on paper used when printing are very effective.
- Our print server which manages all our printers and copiers is set to print pages in duplex (double sided) and always black and white , in rare cases when a teacher needs to print in colour they can contact the IT Support team which will unlock colour printing from Papercut for the duration of that print

Other Initiatives

- Use of good quality second hand furniture
- We organise stationery amnesties - Staples, punchers etc are passed on to new members of staff when the old staff leaves the company
- Recycling Paper and Cardboard
- Reuse of Jiffy envelopes and cardboard boxes
- E-mail and Yammer discussions - the most common use of business correspondence

Other Initiatives

- Having One Bin a Day – removing all bins and leaving only one for recycling and the other one for the general rubbish - to make people think!!
- Having a Green Week when green initiatives are extra publicized and heavily embedded into teaching

Sustainable teaching and learning inspirations and ideas

Examples

All vocational courses are using a Virtual Learning Environment (VLE) to deliver training resources to learners. This has reduced significant amounts of paper printing.

Learners shutdown computers and switch off monitors during Tea Time/Lunch Break and at the end of the class.

Sustainable teaching and learning inspirations and ideas

Examples – April 2014

The Welcome Club's students participated in a Yoga workshop with Hackney Yoga Project. The project offered free yoga classes for refugee and migrant women. The class walked from Whitmore Community Centre to Hackney Yoga Project and then enjoyed walking around Hackney City farm learning about the ecosystem.



Sustainable teaching and learning inspirations and ideas

Examples – April 2014

The Welcome Club members volunteered at PACT project. The project's aim is to make climate change more visible and relevant to local communities across England.

PACT works with local shopkeepers and food growers to source ingredients to make meals for the local community.



Sustainable teaching and learning inspirations and ideas

Examples – April 2014

Learners saw a massive greenhouse, poly-tunnels and growing spaces.

In groups they then took part in different activities such as picking vegetables and fruit, choosing ingredients and discussing which dishes to prepare with the food that they had.



Examples from Schemes of Work

- Raising learner's awareness of environmental issues such as climate change, pollution and global warming
- Recycling – focus on how, what and why. Helping learners to understand their local council's recycling policy and encouraging them to recycle at home with their family, friends and neighbours



Examples from Schemes of Work

- Role-play about accessing public services including how to address issues such as cleaning up a local park or gardens
- Applying for volunteering work in charity shops – leading to discussions on what to do with old or unwanted items of clothes
- Lessons about healthy food and budgeting focus on making food go further and reducing food waste



Thank you for listening

**Any
Questions?**