



# TALENTFORGE

## West Suffolk Skills Development Programme

*This project is funded by the UK Government through the UK Shared Prosperity Fund*

### Sustainability in Business Admin and Digital Careers (CPD)

#### Who is this course suitable for?

- This course is aimed at anyone seeking to improve their understanding and awareness of environmental sustainability in business administration and digital.

#### What can I expect to learn?

- The definition of sustainable energy use.
- Sustainable energy use in office environments.
- Reducing energy use in office environments.
- Digital carbon footprints.
- How emissions from digital technology can be addressed.
- Steps towards sustainable waste management in an office environment.

#### How long is the course?

- This course takes approx. 2 hours to complete.

#### How and where do I study?

- All learning will be online (self-study) and can be completed at a time that suits you without the need to attend college.
- The course includes online learning materials in the form of interactive resources. A personalised login to access the online learning portal will be given on enrolment.

#### Are there any exams or assessments?

- You will be required to work through a series of tasks and activities designed to reinforce the learning process and demonstrate your knowledge. This course is auto assessed

#### Will I achieve a qualification or certificate?

- On completion a course certificate can be downloaded and printed from the learning portal.

#### Are there any costs?

- Yes, employers are required to pay 20% contribution towards the costs of this course which is £7.00.

#### How do I apply?

Follow the below link:-

<https://wsc.ipegs.co.uk/webforms/Mzq0NDA=>

# ENQUIRE NOW

