



**Course Information Pack:**

**NCFE Level 3 Certificate in Championing  
Sustainability in the Workplace**



## **Welcome Message**

Welcome to the NCFE Level 3 Certificate in Championing Sustainability in the Workplace. This course is designed to equip you with the knowledge, skills, and understanding required to become a sustainability champion within various workplace settings. We are excited to have you on board and look forward to supporting you on this learning journey towards a more sustainable future.

### **Course Overview**

- Qualification Title: NCFE Level 3 Certificate in Championing Sustainability in the Workplace
- Ofqual Qualification Number (QN): 610/0143/0
- Total Qualification Time (TQT): 360 hours
- Guided Learning Hours (GLH): 181 hours
- Minimum Age: 16 years
- Grading: Achieved/Not Yet Achieved
- Assessment Method: Internally assessed and externally quality assured portfolio of evidence
- Course Duration: 3 Months (12 Weeks)
- Teaching Method: Blended learning (classroom sessions, online modules, independent study)

### **Course Aims and Objectives**

This qualification aims to:

- Provide a comprehensive understanding of the challenges of sustainability in the workplace.
- Offer in-depth knowledge of environmental standards, legislation, and sustainable practices.
- Equip you with practical skills to support sustainability initiatives in your workplace.

Upon completion of this course, you will be prepared to:

- Champion sustainability in various workplace settings.
- Take on roles such as Sustainability Coordinator, Environmental Assistant, or Sustainability Champion.
- Progress to further or higher education in environmental sustainability.

### **Course Structure**

The course comprises 9 units, including 7 mandatory units and 2 optional units. Here is a breakdown of the units and their guided learning hours:



Unit	Guided Learning Hour (GLH)
Unit 1 The Challenges of Sustainability in the Workplace	24
Unit 02 - Environmental Standards and Legislation	8
Unit 03 - Greening the Workplace	30
Unit 04 - Inspiring Environmental Responsibility in the Workplace	12
Unit 05 - Sustainable Transport	25
Unit 06 - The Impact of Energy Generation	22
Unit 07 - Heat Decarbonisation	20
Unit 08- Sustainable Construction	20
Unit 09 - Biodiversity in the Workplace and the Community	20
Unit 10- Sustainable Food	20
Unit 11 - Sustainable Water Management in the Workplace	20

### Course Schedule

The course is designed to be completed over 12 weeks, with approximately 15-16 hours of study each week. The schedule includes lectures, workshops, group activities, and independent research.

#### Weekly Breakdown

- Weeks 1-2: Unit 01 - The Challenges of Sustainability in the Workplace
- Weeks 3-4: Unit 02 - Environmental Standards and Legislation
- Week 5: Unit 03 - Greening the Workplace
- Week 6: Unit 04 - Inspiring Environmental Responsibility in the Workplace
- Week 7: Unit 05 - Sustainable Transport
- Week 8: Unit 06 - The Impact of Energy Generation
- Week 9: Unit 07 - Heat Decarbonisation
- Week 10: Unit 09 - Biodiversity in the Workplace and the Community
- Week 11: Unit 11 - Sustainable Water Management in the Workplace
- Week 12: Final Review and Assessment Submission

### Learning Objectives

Throughout the course, you will:

- Understand the impact of human activities on climate change and the role of various sectors.



- Learn how to implement sustainable practices and promote environmental responsibility in the workplace.
- Gain knowledge of environmental laws and standards, including how to comply with them.
- Explore sustainable transport, energy generation, biodiversity, and water management strategies.

### **Assessment**

The course is assessed through an internally assessed portfolio of evidence, which includes:

- Reports
- Strategic plans
- Action plans
- Case studies
- Reflective journals

Your portfolio will be externally quality assured to ensure it meets the required standards.

### **Progression Opportunities**

Upon successful completion of this course, you will have the opportunity to:

- Progress to roles such as Environmental Coordinator, Sustainability Assistant, or Sustainability Coordinator.
- Pursue further studies in environmental science or sustainability.
- Enrol in higher education courses such as HNC/HND in Applied Science (Environmental Science) or BSc in Environmental Sustainability.

### **Resources and Support**

- Learning Materials: Access a range of online learning materials, case studies, and sustainability frameworks through our digital learning platform.
- Support Handbook: A support handbook is available on the NCFE website, providing additional guidance for your learning journey.
- Tutors and Mentors: Our experienced tutors and mentors are available to support you throughout the course.
- Online Platform: Utilize our digital platform for portfolio submission, feedback, and resources.

### **Teaching Methods**

- Blended Learning: The course uses a mix of classroom-based learning, online modules, and independent study to provide a comprehensive learning experience.
- Interactive Sessions: Participate in lectures, workshops, group discussions, and practical activities.
- Independent Study: Engage in research and self-study to deepen your understanding of sustainability topics.

### **Entry Requirements**



- This course is suitable for learners aged 16 and above.
- No prior qualifications are required, although a Level 2 qualification may be beneficial.

### **Expectations from Learners**

- Active Participation: Engage actively in all sessions, discussions, and group activities.
- Portfolio Development: Work consistently on your portfolio to demonstrate your learning and achievements.
- Independent Study: Allocate time each week for independent study and research.

### Contact Information

For any queries or additional support, please contact:

- Email: [info@litc.org](mailto:info@litc.org)
- Phone: 02033970303
- Website: [litc.org](http://litc.org)

We wish you the best of luck in your studies and look forward to supporting you in becoming a champion of sustainability in the workplace. Together, let's make a positive impact on our environment and work towards a sustainable future.