

# Standard Participant Details & Evidence Form

Please return completed forms to [training@futureproofcumbria.org.uk](mailto:training@futureproofcumbria.org.uk) within 10 days of the course.



The questions in this form are set by The Carbon Literacy Project, who are the accrediting body for Carbon Literacy. Futureproof Cumbria submit completed forms on behalf of delegates who attend our training and wish to become certified. For the purpose of accreditation, The Carbon Literacy Project is the data controller and we recommend viewing their own privacy notice, linked below.

## Permission to store and use this information

The information you submit here will only be processed for the following purposes:

- To assess your application to be certified as Carbon Literate and maintain your certification record.
- To keep you informed about your certification and updates about the Carbon Literacy Project.
- In anonymised form, for research into Carbon Literacy by approved research partners.
- In aggregated form, to monitor the performance of The Carbon Literacy Project.

For more details, please see the [Privacy Notice](https://carbonliteracy.com/) on our website: <https://carbonliteracy.com/>

## Essential Information (please write clearly - what you write goes on your certificate)

First name		Last name		Post code	
Country (where you currently live)					
Email address					
Name of your organisation					
Role within organisation (e.g. job title)					
Name of the organisation delivering Carbon Literacy			Futureproof Cumbria		
Date you completed your training					

## Diversity Monitoring (Optional)

We collect additional data to help us improve the diversity and reach of Carbon Literacy, in line with our equal opportunities policy. All questions are voluntary, and your answers will be recorded anonymously.

Gender you identify as	Male		Female		Non-binary	
	Prefer not to disclose		Other:			

Age	0-10		11-15		16-20		21-30		31-40		41-50	
	51-60		61-70		71-80		81+		Prefer not to disclose			

How would you describe your working status?	School Student		Employed		Homemaker	
	University Student		Seeking Work		Carer	
	Self-Employed		Retired		Other:	

How would you describe your ethnic background / ethnicity?	Asian/Asian British		Black/ African/ Caribbean/ Black British	
	Mixed/multiple ethnic groups		White	
	Prefer not to disclose		Other:	

Do you have a disability of any kind, for example, physical, learning, sensory or mental health condition?	Yes		No		Prefer not to disclose	
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**Extra Information (optional):** Use the space below to write anything that our certification team should be aware of when processing your application:

### Additional Permissions and Information

We love to share brilliant actions pledged by learners to inspire others, and sometimes follow-up with them directly.

Are you happy for your actions to be shared with the wider CL community?	Yes		Anonymously – yes		No	
Are you happy for our team to follow-up with you?	Yes		No			

## Evidence Form Contents

To become certified as Carbon Literate you must complete ALL parts of this document. Refer to this section to ensure you haven't missed anything.

Section	Details
1. The Big Picture	'Freestyle' answer
2. Your Individual Action	Table to complete
3. Your Group Action	Table to complete
4. Hints & Tips	From The Carbon Literacy Project to successfully complete this form

**All content on this form needs to be created by the named applicant.** These forms are an individual assessment of Carbon Literacy, and we are keen to understand what you have taken from your training. We take into consideration all abilities, levels and personal circumstances via the 'Extra Information' box above. We use AI detection technology, and **to protect the integrity of the assessment, we do exclude the use of AI to simply generate the content of a submission.** If we suspect that these types of tools have been used with little or no learner input into the response or idea, **we will ask for evidence to be resubmitted, and in some instances will ask for a short conversation (via Zoom) before we can certify you as Carbon Literate.** To avoid this situation, please utilise your own experiences and include opinions throughout, ensuring this submission is as personal and relevant to you as possible.

## 1. The Big Picture

**What do you think are the most important changes we need to make as a society to reach zero carbon? Please write in first person.**

- Your answer to this question will demonstrate your overall understanding of the climate crisis.
- You can write, draw, annotate diagrams, or use bullet points.
- Recommended word count (if writing): 100-200 words.

## 2. Your Individual Action

### Following your Carbon Literacy training...

a) What **new action(s)** will you be committing to?

b) **Where** will the action take place?

Workplace

Home

Place of Education

Community

c) **When individuals have attended CL training as part/on behalf of their work, we expect to see work-based actions. If you feel unable to do this, or feel you can have a bigger impact in a different area of life, please provide a brief explanation to let our certification team know why:**

d) Estimated CO<sub>2</sub>e saving per year (kg)

Low (10s)

Medium (100s)

High (1000s)

e) What **greenhouse gas(es)** will this reduce?

f) **How** will this action reduce the above **greenhouse gas(es)**?

g) Why is this change **significant**?

### 3. Your Group Action

#### Following your Carbon Literacy training...

a) What **new action(s)** will you be committing to in a **group setting**?

If you cannot work directly with others, please think of an action that involves people in another way.

b) **Where** will the action take place?

Workplace

Home

Place of Education

Community

c) **When individuals have attended CL training as part/on behalf of their work, we expect to see work-based actions. If you feel unable to do this, or feel you can have a bigger impact in a different area of life, please provide a brief explanation to let our certification team know why:**

d) Who are **the group** you will be doing this with?

e) What will your **specific role** be?

f) Estimated CO<sub>2</sub>e saving per year (kg)

Low (10s)

Medium (100s)

High (1000s)

g) What **greenhouse gas(es)** will this reduce?

h) **How** will this action reduce the above **greenhouse gas(es)**?

i) Why is this change significant?	
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#### 4. Hints and Tips! From The Carbon Literacy Project to successfully complete this form

Double-check your actions before returning your form.

- Are they new?
- Are they related to the setting of your training?
- Have you described the link between your action and greenhouse gas reduction?
- Are they written in your own words? (i.e. not copied)

Good-to-know:

- Low/Medium/High means 10s/100s/1000s kgs carbon dioxide (equivalent). We will not be testing this part. It just shows us that you have a relative understanding of the carbon impact of different actions, as well as helping us to estimate the overall carbon reduction from CL pledges.
- There is no reduction too big or too small. As long as you are using your power to make the largest reduction you can, that is what Carbon Literacy is about.
- If in doubt...explain, explain, explain! Our certification team only see this form, so we do not know anything beyond what you write. If you are unsure if what you have written will pass, help us understand your line of thought by writing it down.