## Renew Your Energy Module – Quick Guide

Below is a list of all the compulsory actions you need to complete to renew a module.  
This icon means you need to upload evidence e.g. relevant documents, policies, presentations or photos *as well* as a comment.  
All comments should aim to include Who, What, When, Where, and Why an action happened.



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**A1 Current status and research**

A1.1 Organise a time to conduct an energy audit at your school.  
🡪 *Your EASL facilitator can work with you and local council to assist this process.*

A1.2 Make sure your energy related bills (gas, electricity etc...) are up to date on RSS Online. Use the comment section to explain any anomalies that have occurred e.g. building works, or new providers etc...

**A2 Preparation and planning**

A2.1 Use the energy audit and relevant bills data to create/update your ‘Energy Efficiency Annual Action Plan’ demonstrating your energy related goals. Make sure there is evidence that this has been ratified by a relevant oversight group such as school council, or school board.   
🡪 *Template available under ‘Helpful Documents’ in RSS online.*

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**B1 Preparation and planning**

B1.1 Upload your ‘Energy Efficiency Annual Action Plan’ making sure it highlights the educational activities you’ll be continuing/initiating at your school regarding energy. Including curriculum links.



**C1 Policy and reporting**

C1.1 Demonstrate how you have communicated your energy activities, including progress made to increase energy efficiency, to your school community. *E.g. Assemblies by green teams, newsletters, or a sustainability page that is regularly updated on your school website.*

C1.2 Show at least one school **learning story** that celebrates your energy achievements and shared this with our school community. *E.g. School assembly where students participating in Earth Hour, or students writing an article about a energy audit and posters that came from the day.*🡪 *Learning story* t*emplate available under ‘Helpful Documents’ in RSS online.*