



CARBON ACCOUNTING FUNDAMENTALS TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: Carbon Accounting Fundamentals Training

Course Validity: 1 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training introduces participants to the essential principles of carbon accounting and organisational greenhouse gas (GHG) quantification. It covers the fundamentals of emission sources, carbon reporting boundaries, Scope 1–3 classification, and basic calculation methods aligned with international standards. Participants will gain foundational understanding required for carbon reporting and sustainability initiatives.

OBJECTIVE(S):

- Understand the basic concepts of carbon accounting and GHG emissions
- Learn organisational and operational boundaries for carbon reporting
- Identify Scope 1, Scope 2 and Scope 3 emission categories
- Understand basic emission factors and calculation methods
- Learn simple data collection and documentation requirements
- Gain awareness of reporting standards and regulatory expectations
- Build foundational knowledge for advanced carbon accounting training

TARGET GROUP(S):

- ESG, sustainability & environment teams
- Corporate executives and managers
- Facility & operations personnel
- Organisations beginning carbon reporting initiatives
- Anyone needing basic understanding of carbon accounting

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate in Malay/English

TOPIC(S):

1. Introduction to Carbon Accounting and GHG Concepts
2. Carbon Reporting Boundaries: Organisational & Operational
3. Scope 1, Scope 2 and Scope 3 Emission Categories
4. GHG Quantification Basics and Emission Factors
5. Activity Data Collection and Documentation Requirements
6. Introduction to GHG Protocol and ISO 14064 Frameworks
7. Basic Carbon Footprint Calculation Examples
8. Fundamental Reporting Requirements and Compliance Awareness

LIST OF REFERENCE BOOK(S):

- GHG Protocol Corporate Standard
- ISO 14064-1 Fundamentals & Principles
- National/International Carbon Reporting Guidelines
- Basic Carbon Accounting Manuals

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Simple demonstrations
- Case examples
- Group discussions

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:30 am	Topic 1: Introduction to Carbon Accounting
9:30 am – 10:00 am	Topic 2: Reporting Boundaries
10:00 am – 10:30 am	Topic 3: Scope 1, 2 and 3 Emissions
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:15 am	Topic 4: GHG Quantification Basics
11:15 am – 12:00 pm	Topic 5: Data Collection Requirements
12:00 pm – 1:00 pm	Lunch Break
1:00 pm – 1:45 pm	Topic 6: GHG Protocol & ISO 14064 Overview
1:45 pm – 2:30 pm	Topic 7: Basic Carbon Footprint Calculations
2:30 pm – 2:45 pm	Afternoon Tea Break
2:45 pm – 3:30 pm	Topic 8: Reporting & Compliance Awareness
3:30 pm – 4:30 pm	Group Discussion & Closing Q&A