



**CORPORATE RESPONSIBILITY & SUSTAINABILITY
PRACTITIONER APPRENTICESHIP**

#REACHWITHRHG

What is a Corporate Responsibility & Sustainability Practitioner Apprenticeship?

Corporate Responsibility & Sustainability Practitioners are the social conscience for the organisation, helping innovate and drive ambitions for social and environmental change.

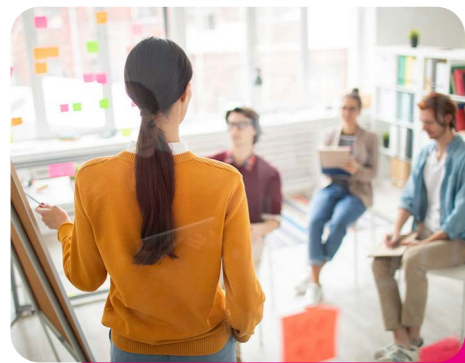
Apprentices will learn how to drive change by delivering or being part of a team delivering your organisation's CR&S strategy. They will work with internal and external stakeholders often across multiple sites and functions to create a cohesive and meaningful CR&S strategy that impacts the local, national and global greater good.

The roles and responsibilities will be varied, often working on multiple initiatives at the same time. For example; managing employee volunteering, fundraising, waste management, supply chain ethics, human rights and carbon reduction.

Typically, the programme runs for 24-30 months.

Topics covered:

- Principles of project, change and culture management
- The fundamentals of delivering CR&S strategies
- CR&S data and analytics
- Techniques for managing and influencing stakeholder relationships
- Communication and report writing techniques
- Horizon scanning and delivering a long term CR&S strategy
- Understanding environmental, societal and regulatory agendas
- How to manage CR&S budgets, fundraising and measuring return on investment



Who is it for?

The apprenticeship is suited to individuals who have responsibility for Corporate Responsibility and Sustainability or Environment, Social and Governance within an organisation, or a seeking a role in CR&S and ESG.

What qualifications will you gain?

In addition to the apprenticeship, apprentices will benefit from free membership of the Institute of Corporate Responsibility and Sustainability (ICRS) while studying. On completion of the apprenticeship, apprentices will be eligible to become an Associate and in time a Fellow of the ICRS.

Want to know more?

Read more about the programmes we offer on our website at www.rhgconsult.co.uk or contact us directly and we will be happy to answer your questions and give you more detail on the apprenticeship programmes we offer, how to access funding or even how to hire a CR&S apprentice.



The apprenticeship standard journey



What do our learners say?

The online resources and scheduled one to ones from RHG flexibly incorporate learning into my everyday role – helping me to build confidence and understanding within my role and the industry that I work within. Prior to this apprenticeship, I had no knowledge in my industry and due to the support from my tutor and the learning strategies employed, I have been able to develop independence and expertise.

The tutors go out of their way to make the course as relatable and personable as possible – creating a friendly and welcoming experience that inspires personal growth and skills that can be applied to everyday life as well as course specific learning.



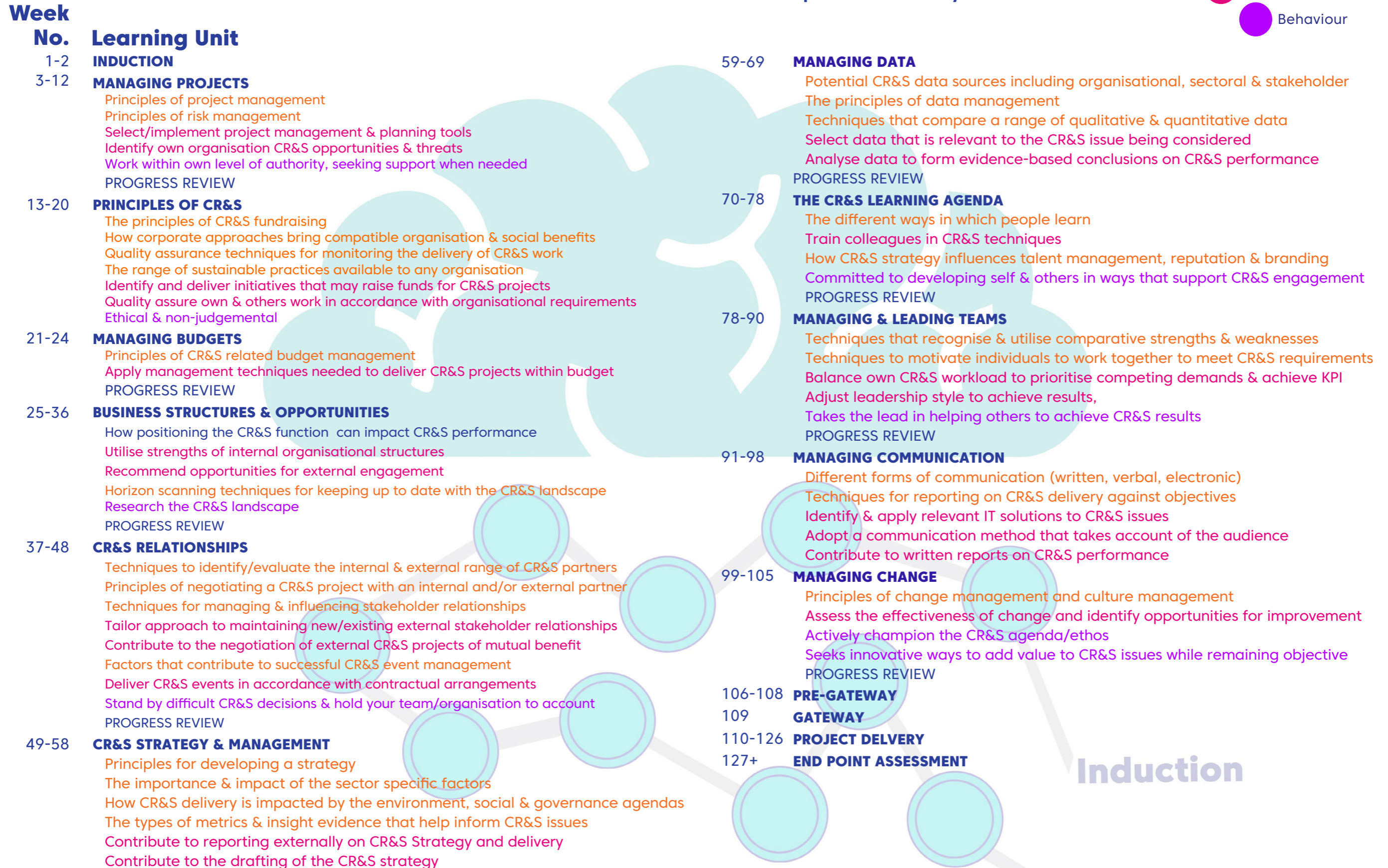
RHG are members of the ICRS, we believe passionately about CS&R and we have mapped the CS&R apprenticeship to the ICRS competency framework.

The sessions are thorough and there are direct communication channels to ensure that learners can achieve, at a manageable pace which is bespoke to individual learning styles.

Saffron Gordon-Leah

CORPORATE RESPONSIBILITY & SUSTAINABILITY

Mindmap of weekly timescales



Induction

End Point Assessment



End point assessment explained



Apprentice



Employer/
Training provider



Independent
assessor

Creates and submits a portfolio of evidence, attends a professional discussion; completes a work-based project followed by a report and a presentation with questions.

Ensures that the apprentice has covered all the knowledge, skills and behaviours. Evidenced those that will be assessed by the professional discussion in their portfolio. Coach the apprentice for their project and presentation

Assesses and grades the apprentice based on professional discussion underpinned by the portfolio of evidence, and the project followed by a presentation with questions



What to include in your portfolio of evidence?

Your portfolio will typically contain 16 discrete pieces that cover those knowledge, skills and behaviours assessed by this method. Evidence could be workplace records, witness statements, photographs, video recordings case studies and observations.

Professional discussion

The portfolio of evidence is not directly assessed but will be used to provide context and underpins the professional discussion. The professional discussion will last for 60 minutes using a minimum of 10 open questions to assess the apprentice's understanding of:



- CR&S business structures & opportunities
- CR&S relationships
- CR&S strategy and management
- CR&S principles
- The CR&S learning agenda

The apprentice may refer to their portfolio of evidence during the professional discussion.

Did you know?

Both components of the final end-point assessment must be passed for the apprentice to be deemed competent. Satisfactorily meeting the criteria is a pass, exceeding them can lead to a merit or a distinction.

Work-based project

The work-based project is completed after the apprentice has passed through gateway and will be based on a CR&S strategy that delivers significant benefit and impact to the business.

Project report

Once the project has concluded, the apprentice will complete a project report of approximately 5,000 words, plus appendices, references and diagrams.

Presentation with questions

The apprentice will deliver a presentation summarising their project including the key findings and recommendations. The presentation will last for 20 minutes followed by questions lasting 25 minutes

The project, project report, presentation and questions will cover those knowledge, skills and behaviours assessed by this methods.

The two methods of assessment:

A Professional discussion underpinned by a portfolio of evidence and a Work-based project, project report, presentation and questions are equally weighted and the apprentice can achieve a Pass or Distinction. A Fail in one or both methods of assessment will result in a re-sit or re-take.



FAQs

We have compiled a list of frequently asked questions so whether you're looking to grow your team by hiring new members, or upskill your current workforce, you can gain maximum benefits from apprenticeship schemes.

Background

The Apprenticeship Levy was introduced from 6 April 2017 to inspire employees to expand existing and introduce new apprenticeship schemes.

Here at RHG, we help employers to deliver high-quality, professional apprenticeship programmes to grow existing employees by closing skills gaps and hire new team members.

What is the Apprenticeship Levy?

The Apprenticeship Levy is a compulsory levy on employers that is used to fund the delivery of and increase the quantity and quality of apprenticeships within the UK.

Who has to pay the levy?

From April 2017, UK employers within the private and public sector with a bill of over £3 million pay the Apprenticeship Levy.

Non-levy paying employers will contribute 5% towards the cost of training and assessing apprentices, with the government paying the remaining 95%.

How much do organisations pay?

The levy is set at 0.5% of an organisation's pay bill, however employers receive a £15,000 annual allowance to offset against the levy.

How are levy payments made?

HM Revenue and Customs (HMRC) will collect monthly payments. Businesses are required to calculate and report the levy that they owe each month.

What happens to the levy?

The payments made by levy-paying organisations go into the Digital Apprenticeship Service account where employers can get access to funding as well as find relevant apprenticeships and training providers.



How can funds be accessed?

Levy-paying employers can access their Apprenticeship Levy contributions through their Digital Apprenticeship Service (DAS) account to pay for their apprenticeship training.

For non levy-paying organisations please contact us or visit <https://www.apprenticeships.gov.uk/employer/funding-an-apprenticeship-non-levy#>

How are funds spent?

The funding can be put towards the cost of training and assessments within the apprenticeship and can only be used with an approved training provider who is on the register of apprenticeship training providers.

Are there any funding rules?

Yes, and a key one is that apprentices must be permitted to dedicate at least 6 hours of their working week to off the job training.

Who can become an apprentice? Is there a time limit to spend the levy funds?

The apprenticeship scheme is available for both new and existing employees to enable you to develop existing team members, as long as they meet eligibility criteria. There are no age restrictions on the apprenticeship scheme.

Levy funds will expire 24 months after they enter the account unless they are spent on apprenticeship training.



Did you know?

A 10% top-up is applied by the government to funds added into the account. So for every £1 an employer adds, the organisation has £1.10 to spend on apprenticeships.



How do I find out more?

Contact us today to discuss how you could fill skills gaps within your existing team, hire new team members through the apprenticeship scheme or for more information about the Apprenticeship Levy.

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