



CORPORATE RESPONSIBILITY & SUSTAINABILITY PRACTITIONER APPRENTICESHIP

### 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.



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

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# **CORPORATE RESPONSIBILITY & SUSTAINABILITY**

# Mindmap of weekly timescales

# Knowledge Skills Behaviour

### Week

### No. Learning Unit

1-2 **INDUCTION** 

### 3-12 MANAGING PROJECTS

Principles of project management

Principles of risk management

Select/implement project management & planning tools

Identify own organisation CR&S opportunities & threats

Work within own level of authority, seeking support when needed

PROGRESS REVIEW

### 13-20 PRINCIPLES OF CR&S

The principles of CR&S fundraising

How corporate approaches bring compatible organisation & social benefits

Quality assurance techniques for monitoring the delivery of CR&S work

The range of sustainable practices available to any organisation

Identify and deliver initiatives that may raise funds for CR&S projects

Quality assure own & others work in accordance with organisational requirements

Ethical & non-judgemental

### 21-24 MANAGING BUDGETS

Principles of CR&S related budget management

Apply management techniques needed to deliver CR&S projects within budget

PROGRESS REVIEW

#### 25-36 **BUSINESS STRUCTURES & OPPORTUNITIES**

How positioning the CR&S function can impact CR&S performance

Utilise strengths of internal organisational structures

Recommend opportunities for external engagement

Horizon scanning techniques for keeping up to date with the CR&S landscape

Research the CR&S landscape

PROGRESS REVIEW

#### 37-48 CR&S RELATIONSHIPS

Techniques to identify/evaluate the internal & external range of CR&S partners

Principles of negotiating a CR&S project with an internal and/or external partner

Techniques for managing & influencing stakeholder relationships

Tailor approach to maintaining new/existing external stakeholder relationships

Contribute to the negotiation of external CR&S projects of mutual benefit

Factors that contribute to successful CR&S event management

Deliver CR&S events in accordance with contractual arrangements

Stand by difficult CR&S decisions & hold your team/organisation to account

**PROGRESS REVIEW** 

### 49-58 CR&S STRATEGY & MANAGEMENT

Principles for developing a strategy

The importance & impact of the sector specific factors

How CR&S delivery is impacted by the environment, social & governance agendas

The types of metrics & insight evidence that help inform CR&S issues

Contribute to reporting externally on CR&S Strategy and delivery

Contribute to the drafting of the CR&S strategy

#### 59-69 MANAGING DATA

Potential CR&S data sources including organisational, sectoral & stakeholder

The principles of data management

Techniques that compare a range of qualitative & quantitative data

Select data that is relevant to the CR&S issue being considered

Analyse data to form evidence-based conclusions on CR&S performance

**PROGRESS REVIEW** 

### 70-78 THE CR&S LEARNING AGENDA

The different ways in which people learn

Train colleagues in CR&S techniques

How CR&S strategy influences talent management, reputation & branding

Committed to developing self & others in ways that support CR&S engagement

PROGRESS REVIEW

### 78-90 MANAGING & LEADING TEAMS

Techniques that recognise & utilise comparative strengths & weaknesses

Techniques to motivate individuals to work together to meet CR&S requirements

Balance own CR&S workload to prioritise competing demands & achieve KPI Adjust leadership style to achieve results,

Takes the lead in helping others to achieve CR&S results

**PROGRESS REVIEW** 

#### 91-98 MANAGING COMMUNICATION

Different forms of communication (written, verbal, electronic)

Techniques for reporting on CR&S delivery against objectives

Identify & apply relevant IT solutions to CR&S issues

Adopt a communication method that takes account of the audience

Contribute to written reports on CR&S performance

### 99-105 MANAGING CHANGE

Principles of change management and culture management

Assess the effectiveness of change and identify opportunities for improvement

Actively champion the CR&S agenda/ethos

Seeks innovative ways to add value to CR&S issues while remaining objective

PROGRESS REVIEW

106-108 PRE-GATEWAY

109 GATEWAY

110-126 PROJECT DELVERY

127+ END POINT ASSESSMENT

Induction



**End Point Assessment** 



# **End point assessment explained**



**Apprentice** 



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.

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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

The two methods of assessment:

methods.

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.



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### **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.



# 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 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.

# $\varphi$ Who can become an apprentice? $\varphi$ Is there a time limit to spend the

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?

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



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### 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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