



**CORPORATE RESPONSIBILITY & SUSTAINABILITY
PRACTITIONER APPRENTICESHIP**

#REACHWITHTRHG

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 21 - 30 months and requires a minimum of 487 off the job hours.

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?

I have found it a very valuable course to undertake at the beginning of my corporate career, providing a high level of knowledge and developing my skills in project management along with the application and importance of CSR & Sustainability. I have gained great confidence in how to structure and deliver ethical and sustainable projects to completion. Beth has provided fab support throughout the course, and I am thankful for their guidance and the good avenues and further courses they suggested now this apprenticeship has come to an end.

What do employers say?

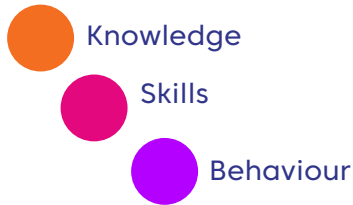
RHG have been an amazing partner with regards to working with them on the learning, development, coaching and ultimate certification for L.

I would say with confidence, that any future hires into my department that could be linked with external learning, that I would speak with RHG as a first port of call as well as recommend to other managers.

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

CORPORATE RESPONSIBILITY & SUSTAINABILITY

Mindmap of weekly timescales



Week

No.

Learning Unit

0-1	INDUCTION
1-7	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
7-16	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
16-22	MANAGING BUDGETS Principles of CR&S related budget management Apply management techniques needed to deliver CR&S projects within budget PROGRESS REVIEW
22-29	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
29-36	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
36-43	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

43-50

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

50-60

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

60-67

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

67-74

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

74-82

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

82

GATEWAY

83-100

PROJECT AND PRESENTATION

86-104

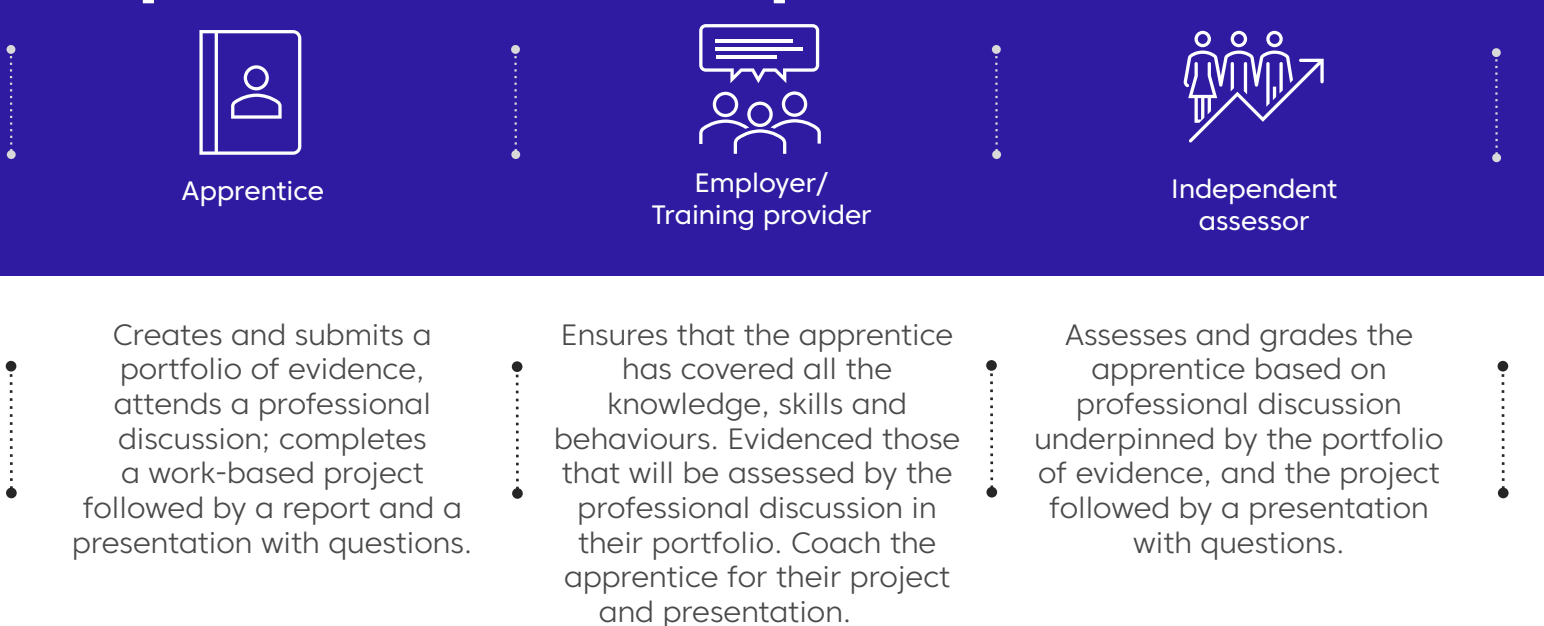
END POINT ASSESSMENT

Induction

End Point
Assessment



End point assessment explained



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

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 dedicated time from their working week to achieve the programme off the job hours

Who can become an apprentice?

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.

Is there a time limit to spend the levy funds?

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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