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# SPECIFICATION - LEVEL 4 CORPORATE RESPONSIBILITY AND SUSTAINABILITY PRACTITIONER v1.1 (ST0934)

## Introduction

The Corporate Responsibility and Sustainability Practitioner Level 4 apprenticeship develops the skills and knowledge to help organisations understand, manage, and improve their impact on society and the environment. Practitioners work across departments and with external stakeholders to support ethical, responsible, and sustainable business practices. The role involves developing and delivering strategies, projects, and initiatives that address environmental, social, and governance (ESG) priorities, ensuring compliance with relevant regulations and contributing to long-term organisational value.

Key Information	
Name	Corporate responsibility and sustainability practitioner ST0934
Level	4
Duration	36 months on-programme, 6 months EPA window
Funding Band	£14,000
Prerequisites and Entry Requirements	Before the final assessment, the learner must be employed in a relevant role and meet the Gateway requirements. This includes completing a portfolio of evidence, and, where applicable, passing the required Functional Skills. There are no mandatory qualifications needed for this End-Point Assessment. At Gateway, the apprentice will also submit a project brief.
Methods of Assessment	There are two assessment methods, professional discussion underpinned by a portfolio of evidence and a work-based project followed by a report and a presentation with questions
Grading	Learners will be assessed across all assessment components and awarded a grade of Fail, Pass, or, where applicable, Distinction. The results from each assessment method will be combined to determine the overall grade of a Fail, Pass or Distinction. Grading combinations and criteria are set out in the End-Point Assessment Plan and associated guidance documents.
Link to assessment plan	<a href="#">Corporate responsibility and sustainability practitioner / Skills England</a>

## End-Point Assessment Objective

The End-Point Assessment (EPA) confirms the apprentice's ability to work independently as a Corporate Responsibility and Sustainability Practitioner, leading or supporting initiatives that improve environmental and social performance. This includes engaging stakeholders, monitoring and reporting on progress, ensuring compliance with legal and organisational requirements, and delivering projects that embed responsible and sustainable practices within the organisation.

## Programme Structure

Throughout the programme, apprentices will gain practical skills and underpinning knowledge in a variety of settings. They will be employed in a relevant role for typically 36 months, during which they will compile a portfolio of evidence with support from their assessor. The assessor will monitor progress against the standard to ensure the apprentice is fully prepared for the EPA.

As part of the EPA preparation, the apprentice will also develop a work-based project, followed by a report and presentation with questions and answers. At Gateway, they must submit a project title, a brief summary, and a term of reference outlining what the project will cover. This should include the project plan, research requirements, planning approach, timeframes, and the planned submission date for the report. The terms of reference, which is typically no longer than 500 words, is not assessed but must be agreed by the employer, apprentice, and End-Point Assessment Organisation (EPAO). The EPAO must sign off the project to confirm its suitability before the EPA period begins.

## Available Support

Sample assessment materials for the professional discussion underpinned by a portfolio of evidence and a work-based project followed by a report and a presentation with questions are available to approved training providers to support learner preparation and ensure consistency in delivery.

## KSB Mapping Table

Knowledge	Assessment Method
K1: Principles of project management and a range of project planning tools	Work-based project
K2: Principles of change management and culture management.	Work-based project
K3: Potential CR&S data sources including organisational, sectoral and stakeholder.	Work-based project
K4: The types of metrics and insight evidence that help inform CR&S issues.	Professional discussion
K5: How the positioning of the CR&S function within organisational and governance structures can impact CR&S performance.	Professional discussion
K6: Techniques to identify/evaluate the internal and external range of potential CR&S partners.	Professional discussion
K7: Techniques for managing and influencing stakeholder relationships.	Professional discussion
K8: Principles of negotiating a CR&S project with an internal and/or external partner.	Professional discussion
K9: Different forms of communication (written, verbal, electronic) and how to tailor the solution to the circumstances.	Work-based project
K10: Techniques for reporting on CR&S delivery against objectives.	Work-based project
K11: Principles for developing a strategy that manages the social, environmental and ethical risks and opportunities of an organisation.	Professional discussion
K12: Techniques that recognise and utilise the comparative strengths and weaknesses across teams and across the organisation.	Work-based project
K13: Techniques to motivate individuals to work together to meet CR&S requirements.	Work-based project
K14: The principles of data management including how to manipulate and store data needed for CR&S projects.	Work-based project

K15: Techniques that compare a range of qualitative and quantitative data on CR&S performance.	Work-based project
K16: Factors that contribute to successful CR&S event management.	Professional discussion
K17: The principles of CR&S fundraising.	Work-based project
K18: Quality assurance techniques for monitoring the delivery of CR&S work.	Professional discussion
K19: The importance & impact of the sector specific factors (the legislation, guidance and best practice) when developing a CR&S strategy	Professional discussion
K20: The principles of risk management including conducting and reviewing risks affecting a CR&S strategy. (for example, safeguarding risk).	Work-based project
K21: Horizon scanning techniques for keeping up to date with the CR&S landscape (including evolving best practice and what other organisations are doing).	Professional discussion
K22: Principles of CR&S related budget management.	Work-based project
K23: The different ways in which people learn and how this links to embedding CR&S ethos.	Professional discussion
K24: How responsible corporate approaches bring mutually compatible organisation and societal benefits	Professional discussion
K25: The range of sustainable practices available to any organisation including in-house practices, partner policies, and outputs.	Professional discussion
K26: How CR&S delivery is impacted by the environment, social and governance agendas affecting industry	Professional discussion
K27: How CR&S Strategy influences talent management, reputation and branding.	Professional discussion
<b>Skill</b>	<b>Assessment Method</b>
S1: Select and implement project management and planning tools applicable to the type of project/ campaign lifecycle.	Work-based project
S2: Assess the effectiveness of change and identify opportunities to improve outcomes, guiding and supporting others to deliver results.	Work-based project
S3: Balance own CR&S workload to prioritise competing demands and achieve key performance indicators.	Work-based project
S4: Utilise strengths of internal organisational structures to help build self-sustaining CR&S populations.	Professional discussion
S5: Tailor approach to maintaining new/existing external stakeholder relationships to achieve progress on plans (e.g. objectives, key initiatives and shared interests).	Professional discussion

S6: Contribute to the negotiation of external CR&S projects of mutual benefit	Professional discussion
S7: Adopt a communication method that takes account of the audience and is suitable for the circumstances.	Work-based project
S8: Recommend opportunities for external engagement, articulating the mutual benefits and risks.	Professional discussion
S9: Contribute to written reports on CR&S performance in line with organisational requirements.	Work-based project
S10: Contribute to the drafting of the CR&S strategy.	Professional discussion
S11: Adjust leadership style to achieve results, having regard to the needs of the individual/teams involved.	Work-based project
S12: Select data that is relevant to the CR&S issue being considered.	Work-based project
S13: Analyse data to form evidence-based conclusions on CR&S performance.	Work-based project
S14: Deliver CR&S events in accordance with contractual arrangements.	Professional discussion
S15: Quality assure own and others work in accordance with organisational requirements.	Professional discussion
S16: Contribute to reporting externally on CR&S Strategy and delivery in line with industry and legislative requirements.	Professional discussion
S17: Identify own organisations CR&S opportunities and threats. Escalate risks within own organisation when needed.	Work-based project
S18: Research the CR&S landscape, escalating best practice opportunities within own organisation.	Professional discussion
S19: Apply management techniques needed to deliver CR&S projects within budget.	Work-based project
S20: Train colleagues in CR&S techniques, tailoring the learning style to the circumstances.	Professional discussion
S21: Identify and deliver initiatives that may raise funds for CR&S projects.	Professional discussion
S22: Identify and apply relevant IT solutions to CR&S issues.	Work-based project
<b>Behaviours</b>	<b>Assessment Method</b>
B1: Actively champion the CR&S agenda/ethos.	Work-based project
B2: Committed to developing self and others in ways that support CR&S engagement	Professional discussion
B3: Works within own level of authority, seeking support when needed.	Work-based project

B4: Takes the lead in helping others to achieve CR&S results. (within limits of own role).	Work-based project
B5: Seeks innovative ways to add value to CR&S issues while remaining objective.	Work-based project
B6: Stand by difficult CR&S decisions and hold your team/organisation to account.	Professional discussion
B7: Ethical and non-judgmental.	Professional discussion