

Corporate Responsibility and Sustainability Practitioner

Level 4 Higher Apprenticeship



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mmu.ac.uk/apprenticeships

Award-winning degree apprenticeships

Manchester Metropolitan University is one of the most popular universities in the UK, currently educating around 43,000 students (HESA 22-23). The University takes its responsibility for creating work-ready graduates very seriously and maintains close industry and business links.

Our apprenticeships blend development of best-practice, with academic underpinning and theory. They equip our apprentices with the skills to ensure they are ready to take on the business challenges of tomorrow and make their mark. We develop our programmes in partnership with employers, to meet the needs of industry and individuals.

As pioneers of degree apprenticeships, we have become industry leaders, allowing us to build unrivalled partnerships with some of the UK's largest employers and innovative small and medium-sized enterprises (SMEs).

2,400
apprentices
on 18 programmes

Leading university provider
of degree apprenticeships

RateMyApprenticeship
Awards 2019 - 2023

92%

1st or 2.1 degrees
in 2021

130+

apprentices recognised
at regional and national awards

Winner
University of the Year
Multicultural Apprenticeship
Awards 2022 and 2023

600+
Employer partners

★ **Rated** ★
'Outstanding'
by Ofsted 2022

Training Provider of the Year
North West Apprenticeship
Awards 2023

About the programme

Manchester Met is one of the UK's leading providers of degree apprenticeships, creating industry-relevant programmes designed in close collaboration with employers.

In recognition of the critical role education and skills play in responding to climate change, this gold-standard apprenticeship has been selected as one of six green apprenticeships in honour of His Majesty The King's Coronation.

The Corporate Responsibility and Sustainability Practitioner Apprenticeship will help develop and meet the demand for green skills across all sectors and industries. The programme enables apprentices to act as a social conscience for their organisation, by empowering them to drive innovation and ambitions for social and environmental change.

The programme blends academic learning with direct workplace application. Apprentices benefit from both tutor-supported online study, designed to fit around workplace demands, and the full on-campus experience, with face-to-face study blocks delivered at the university.

The qualification

Upon successful completion of this programme, apprentices will receive a Corporate Responsibility and Sustainability Practitioner Level 4 Higher Apprenticeship qualification.

Being a Corporate Responsibility and Sustainability (CR&S) Practitioner

The broad purpose of the occupation is to be a social conscience for the organisation, helping innovate and drive ambitions for social and environmental change and make these a reality that are embedded and implemented across the organisation.

It is vital for a CR&S Practitioner to be passionate about social and environmental change and strive to role model ethical behaviour and values. It is also imperative for the CR&S Practitioner to understand their business, the landscape and industry it operates in, and demonstrate the value of CR&S to the business.



Core knowledge, skills and behaviours

Participants of this apprenticeship programme will gain the knowledge, skills and behaviours needed to drive social and environmental change within organisations. They will bridge the green skills gap and help guide senior decision makers achieve their goals with green change and sustainability at the forefront of their operations. The full list of skills, knowledge and behaviours can be found on the institute for Apprenticeships and Technical Education (IfATE) [website](https://www.imate.org.uk/)*

Apprentices will gain the vital knowledge and green skills to:

- Own and deliver initiatives and campaigns that contribute to the Corporate Responsibility & Sustainability (CR&S) strategy.
- Identify and build internal relationships in order to foster buy-in to existing and future CR&S initiatives with the aim of integrating ethical policies and behaviour into everyday business practices.
- Act as a business contact by actively engaging with community organisations (charities etc.) to drive social and environmental impact.
- Contribute to regular communications to promote initiatives and update colleagues across the business on CR&S best practice.
- Contribute to the development of the business' CR&S strategy. Work with colleagues to devise a strategy that builds on the business' existing social and environmental impact.
- Collect and input CR&S data from across the business in order to contribute said data to industry and mandatory reporting requirements e.g. Modern Slavery Act, Gender Pay Gap etc.
- Help organise CR&S events that engage internal and external stakeholders by owning the administrative and logistical aspects.
- Quality-assure internal and external projects and campaigns, both in the UK and where applicable in other countries, to ensure that CR&S activities are compliant with regulatory standards.
- Identify relevant social and environmental risks to the business and escalate internal and external stakeholders accordingly.

- Recognise risks to own organisation's corporate reputation, whether through action or inaction, recommending actions to remedy the issue.
- Keep abreast of developments to ensure the business is aware of current and future opportunities and challenges in relation to social & environmental issues by representing the business at CR&S events and conferences.
- Monitor spend on CR&S activity in order to achieve targets within spend. Escalate budgetary risks to senior leaders.
- Help to ensure that all colleagues, where appropriate, are trained on the practical application and integration of CR&S to their daily duties.
- Contribute towards the business submitting to industry/topic-specific rankings and relevant memberships to third-party accreditations which measure the social and environmental impact of the business; examples include but not limited to Business In The Community (BITC) Responsible Business Tracker, United Nations (UN) Sustainability Development Goals (SDGs), Social Mobility Employer Index, Stonewall Workplace Equality Index, GivX.
- Contribute CR&S information and news towards internal and external communication channels such as internal newsletters or social media posts.
- Contribute to fundraising activity that enables internal and/or external CR&S projects.

Our accreditations

Manchester Metropolitan's Business School is a triple accredited school with EQUIS, AMBA and AACSB accreditation. These trio of accreditations mean that the Business School is internationally recognised for its research quality and teaching excellence.

Award-winning provision

Manchester Met was named the top university apprenticeship provider of the year at the 2019, 2020, 2021, 2022 and 2023 RateMyApprenticeship Awards. We were named University Provider of the Year at the Multicultural Apprenticeship Awards 2022 and 2023 and rated Outstanding by Ofsted in 2018 and 2022.

* [instituteforapprenticeships.org](https://www.instituteforapprenticeships.org)



Creating a supportive environment

In order to create an environment where apprentices will be able to achieve successful outcomes, both academically and within their organisations, the University has put in place a wide range of support.

Apprentices

Dedicated skills coach

A dedicated skills coach will conduct termly reviews with the apprentice and employer, advise on University regulations and procedures, and provide pastoral support.

Personal learning plan

Where additional learning support requirements are identified, they will be met through a Personal Learning Plan.

University services

Full access to University services – including disability services, wellbeing, the library, IT services and sports facilities.

Online study environment

Study materials can be accessed 24/7 via our online study environment, Moodle. Microsoft Teams and our Moodle environment enable apprentices to access reading lists, download journal articles, contribute to online discussion groups, email tutors, listen to podcasts and submit assignments.

University library

The main University Library is located on the All Saints Campus and is open 24/7 during the academic year. The Library provides access to a wide range of books, texts, journals, and business information and statistics. It also runs a number of workshops for mature students, on study, and research skills. Many of the Library's resources are available online. For example, apprentices can search the library catalogue, renew and reserve books, and download journal articles and research information.

Employers, line managers and mentors

Apprenticeships team support

The Manchester Met Apprenticeships Team is available to support employers throughout the apprenticeships process, including:

- Holding meetings with staff and managers to understand operational challenges and training needs.
- A dedicated account manager, providing a strategic point of contact with the University.
- Working in partnership to tailor content and delivery.
- Sending regular reports of apprentice progress.

Progress reviews

Line managers and mentors are supported through annual line manager and mentor workshops and participate in regular progress reviews to set, monitor and evaluate objectives and targets.



Delivery and structure

Delivery

This blended learning programme is taught through tutor-supported online study and learning, with a 2 day on-campus study block per module.

Apprentices will spend eight face-to-face immersive days at our prestigious, triple accredited Business School in central Manchester for tutorials, workshops and masterclasses.

The on-programme element delivered over 13 months, with an additional four months to consolidate the portfolio and produce the project required for the end-point assessment.

Apprentices will complete projects in their workplace, tackling challenges relevant to their employer and applying their learning directly to their organisation and its business context, supported by an academic expert in sustainability.

A skills coach at the university and a workplace line manager will undertake regular progress reviews and support apprentices in their work and studies.

Off-the-job training

Apprenticeships funding rules state that apprentices should spend at least 6 hours per week on developing relevant skills, knowledge and behaviours. This means that apprentices must undertake University tuition, online learning and assessments in combination with a range of other eligible activities undertaken in the workplace.

Assessment

Formative assessments measure apprentices' progress and reflect their learning on each unit. Apprentices will be required to submit and present work to the programme team and peers through a range of assessment types designed to showcase how the learning can be applied in their own organisation to make a real difference to their corporate responsibility and sustainability performance.

End-point assessment (EPA)

The apprenticeship culminates in an independent end-point assessment by a third party to confirm occupational competence against the knowledge, skills and behaviours.

There are two methods of assessment:

- Professional discussion underpinned by a portfolio of evidence
- Project report, project presentation and questioning with an independent assessor.

Apprentices will be required to complete a work-based project, in the form of conducting research, planning and delivering the work, and writing a project report. Projects typically involve designing a CR&S initiative, involving multiple stakeholders, monitoring progress, and reporting.

Apprentices will deliver a presentation followed by questioning from the independent assessor enabling them to demonstrate their CR&S knowledge and understanding, and the application of their thinking and problem-solving skills.

E-Portfolio

Apprentices use an e-portfolio to construct an evidential record of professional development demonstrating clear evidence of reflective practice, learning on the programme and action planning for future developments. The portfolio is supported by an online tool and is used to underpin the professional discussion at end-point assessment.



Programme content

The programme equips apprentices with the knowledge, skills and behaviours to embed and implement social and environmental change across their organisation.

Module one:

Context and Challenges of CR&S

This module teaches apprentices the background to CR&S in terms of its origins, requirements, and challenges. It will empower apprentices to understand why this agenda is so important and what the implications are for business.

- Topic one: Corporate Responsibility and Sustainability in Context (origins and evolution)
- Topic two: Corporate Responsibility and Sustainability Challenges (key global challenges)

Module two:

Realising CR&S

This module will help apprentices to begin to conceptualise and apply corporate responsibility thinking in their own businesses by learning how to integrate CR&S thinking into their job roles, processes, strategies, policies and cultures. The very things that underpin an organisation's response to the challenges identified in Module 1.

- Topic three: Corporate Responsibility and Sustainability Strategies (stakeholder engagement, governance, understanding what challenges responding to, prioritising)
- Topic four: Corporate Responsibility and Sustainability Management Systems (planning, managing, and realising change)

Module three:

Accounting, Sustainable Finance and Product Development for CR&S

In this module apprentices will learn about accounting for sustainability, including carbon accounting, ESG reporting, and sustainable finance. Apprentices will also learn about sustainable products and services and begin to think about how they can apply them in their own organisations.

- Topic five: Accounting for Corporate Responsibility and Sustainability: performance metrics (introduction to core measures of environmental, social, and economic performance)
- Topic six: Sustainable Finance and Product Development (green investing, traceability and accountability, green innovation models, environmental, social, and corporate governance-based decision making)

Module four:

Realising CR&S in your Organisation

This module is where the magic starts to happen and apprentices begin to identify how they can implement everything they have learned on the programme in their own organisation, as part of their work-based project and End Point Assessment.

- Live Business Project: Realising Corporate Responsibility and Sustainability in your organisation



Application information

This programme is designed with professionals in mind, and this is reflected in our entry requirements. All applicants need to be employed with a supporting organisation in order to be eligible.

We welcome applicants who meet the following criteria:

Entry requirements

Applicants must have GCSE Mathematics and English Language (grade A*-C or 9-4) or equivalent.

We will individually evaluate any applicants who do not have these qualifications but have relevant workplace experience.

How to apply

Once an employer has confirmed that they will support their apprentice(s) on the programme, we will issue an application pack to interested applicants which includes the necessary forms and guidance.

The application form enables us to build up a picture of the candidate, their experience and the knowledge and skill areas they are looking to develop.

Employer next steps

If you would like to discuss how this programme could work for your organisation, or if you have any further questions, please contact our dedicated Apprenticeships Team.

E: apprenticeships-employer@mmu.ac.uk

T: 0161 247 3720



Get in touch

Our growing portfolio of undergraduate and postgraduate apprenticeships include programmes in the following areas:

- Creative and digital technology
- Business, HR and management
- Science
- Health and social care

If you think one of our programmes could work for your organisation, please get in touch. We will be happy to provide further information and guide you through the next steps.

Contact us:

Apprenticeships team

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W: mmu.ac.uk/apprenticeships

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 [Degree Apprenticeships at Manchester Metropolitan University](https://www.linkedin.com/company/degree-apprenticeships-at-manchester-metropolitan-university)

 [Degree Apprenticeships at Manchester Met](https://www.youtube.com/channel/UC...)

 [manmetuni](https://www.instagram.com/manmetuni)

We are committed to ensuring that all of our materials are accessible. This brochure is available in a range of formats, such as large print, on request via marketing@mmu.ac.uk