

Introduction to the certification of sustainability job profiles

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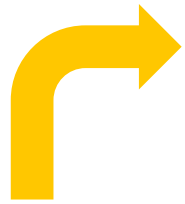
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Certification of persons



intertek
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We support
associations
in the
development
of standards

Training
Qualification

Standard
observatory



Intertek



The exam is based on the content of the standard

PRASSI DI RIFERIMENTO UNI/PdR 109.1:2021

Non-regulated professional activities: professional profiles in the field of sustainability - Part 1: Sustainability manager, Sustainability Practitioner - Requirements for knowledge, skills, responsibilities and autonomy

Attività professionali non regolamentate: profili professionali nell'ambito della sostenibilità - Parte 1: Sustainability manager, Sustainability Practitioner - Requisiti di conoscenza, abilità, responsabilità e autonomia

This UNI/PdR defines the requirements related to the professional activities of the Sustainability Manager and Sustainability Practitioner, with the former carrying out, at management level, sustainability and corporate social responsibility activities and the latter developing and managing sustainability at an operational level.

These requirements are specified, starting from the specific tasks and activities and the identification of their contents, in terms of knowledge and skills, also in order to clearly identify a level of autonomy and responsibility which is consistent with the National Qualification Framework (NQF). These requirements are also expressed in a way that facilitates and helps make homogeneous and transparent, as far as possible, the related conformity assessment processes.

Published on 3 June 2021

ICS 03.100.30, 03.120.20

PRASSI DI RIFERIMENTO UNI/PdR 109.2:2021

Non-regulated professional activities: professional profiles in sustainability - Part 2: Sustainability & CSR Auditor, SDG Action Manager, SDG User - Requirements for knowledge, skills, responsibilities and autonomy

Attività professionali non regolamentate: profili professionali nell'ambito della sostenibilità - Parte 2: Sustainability & CSR Auditor, SDG Action Manager, SDG User - Requisiti di conoscenza, abilità, responsabilità e autonomia

This UNI/PdR defines the requirements related to the professional activity of the Sustainability & CSR Auditor, SDG Action Manager, SDG User i.e. the professional who performs audit activities in the field of sustainability and corporate social responsibility and is in charge of the management of SDGs in organizational structures and of all aspects and daily activities of citizens, concerning SDGs, which are not related to a professional activity.

These requirements are specified, starting from the specific tasks and activities and the identification of their contents, in terms of knowledge and skills, also in order to clearly identify the level of autonomy and responsibility in accordance with the National Qualification Framework (NQF). These requirements are also expressed in such a way as to facilitate and help make homogeneous and transparent, as far as possible, the related conformity assessment processes.

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PRS N° 111C

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Riconoscimento EA, IAF e ILAC

Signatory of EA, IAF and ILAC
Mutual Recognition Agreements



**First and only one certification body
accredited on UNI Pdr 109:2021:**

- Sustainability/CSR/ESG Manager
- Sustainability/CSR/ESG Practitioner
- Sustainability/CSR/ESG Auditor
- SDG Action Manager
- SDG USER

**WE ARE ACCREDITED BY ACCREDIA SO OUR
CERTIFICATE ARE VALID GLOBALLY**



Intertek provide a certification under accreditation for sustainability profiles and a related certificate of specialization in the field of Cibjo.

Intertek Persons Certification, according to ISO IEC 17024:2012,

declares that:

FRANCESCA BERGAMASCHI

has successfully passed the evaluation process, in accordance with the requirements of the TSA_PRO scheme for the professional figure of:

Sustainability/CSR/ESG Manager

and is certified according to the standard:

UNI/Pdr 109.1:2021

Register number:

TSA_PRO1_2021-002

Release date:

29-Jul-21

Last revision date:

29-Jul-21

Renewal date:

28-Jul-24



PRS N° 113C

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Mutual Recognition Agreements



Calin Moldovean

Presidente Business Assurance

Intertek Italia Spa
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20063 Carrusco S/N (MI)
Italy



The maintenance of the certification is subject to surveillance and compliance with the contractual requirements of Intertek Italia SpA. This certificate consists of 1 page.



THE ADVANTAGES OF PROFESSIONAL CERTIFICATION BY INTERTEK

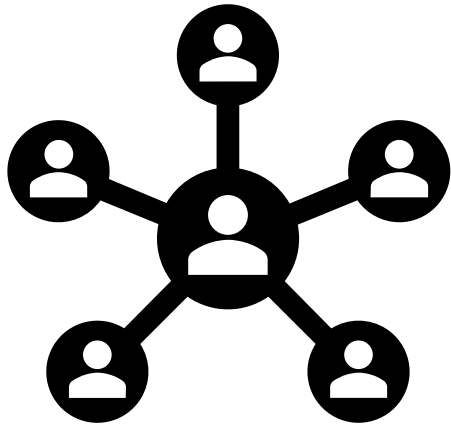
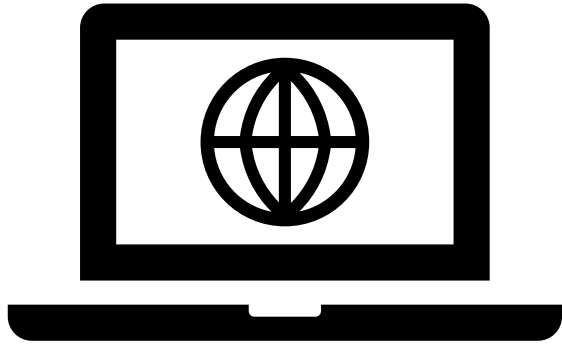
- Declaring one's professionalism in an independent, non-self-referential way
- To have one's professionalism recognized independently, not because I wrote it on LinkedIn but because an accredited certification body has declared it.
- Increased self-esteem
- Improvement of work perception also in terms of personal marketing
- Distinctive and distinguishing element on the market also for companies with certified professionals among their employees
- Element of greater guarantee, i.e. reduction of risk, for those seeking experts
- guarantee for the employer that he has appointed a competent person

What is meant by certification of a person, professional or simple worker or citizen in the context of ISO 17024?

ISO 17024 accreditation is a global accreditation system that "authorizes" a certification body to certify on the basis of a published standard. This global system ensures that certification rules are the same throughout the world and therefore makes them "comparable" at global level. This is obviously a voluntary world where certification is a choice, not an obligation. The certification body is deemed appropriate by the Accreditation Body, which also acts as a guarantor of its work. The certification of people is not a system for accessing the world of work, but a **confirmation of the professionalism acquired.**

What is meant by certification of a person, professional or simple worker or citizen in the context of ISO 17024?

The Certification Body verifies whether a person is aligned with the knowledge, skills and competence requirements defined by the specific standard. It does so through certification, which consists of an examination.

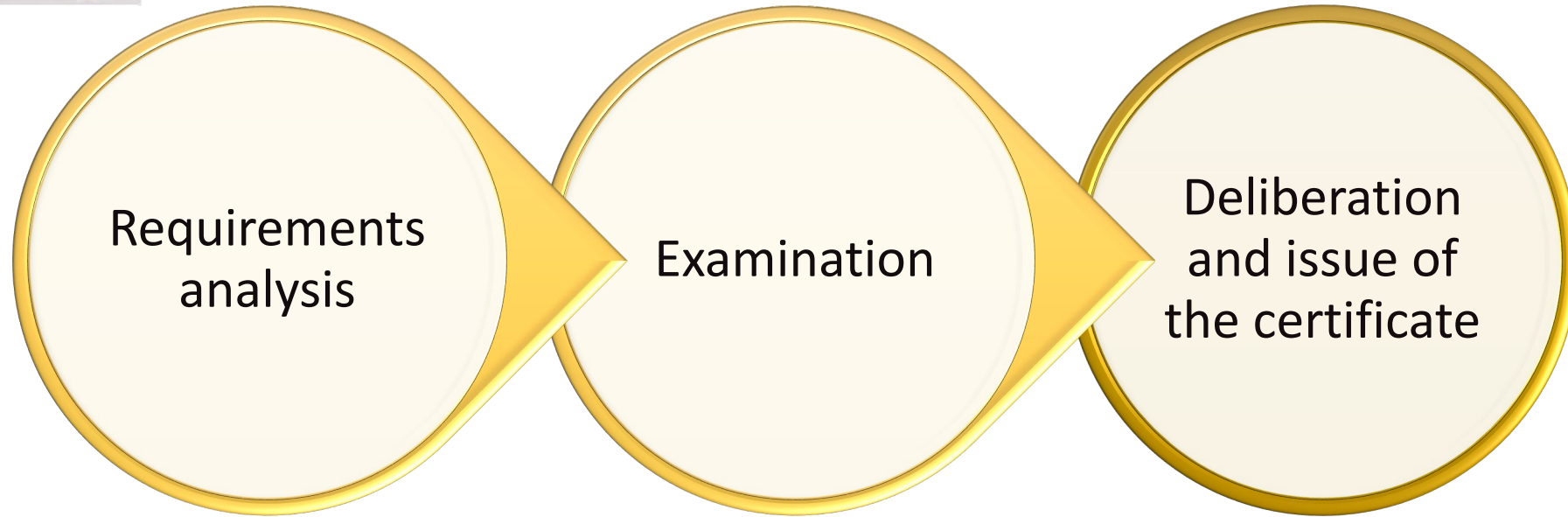


Intertek has developed
an online proctored
platform for exam in line
with ISO 17024
requirements; we can
provide exam globally.

Intertek Italia exam online

- Identification of the candidate
- Control of the candidate during the examination session
- Immediate result of written tests
- Oral examinations via video conference



- Zero travel costs for candidates
- Compliance with Covid19 emergency social distancing guidelines
- Easier planning
- Freedom from minimum number limits for activating examination sessions
- System consistent with GDPR requirements



The standard defines specific requirements per professional profile for access to the exam

The standard defines a written and oral exam



| | <u>Details</u> | <u>Evaluation</u> |
|---|---|--|
| <input type="checkbox"/> <u>CV analysis</u> | <u>See requirement into the standard directly – there are all details</u> | |
| <input type="checkbox"/> <u>writte part</u> | <p>Sustainability/CSR/ESG Manager</p> <p>Written examination for the assessment of knowledge. Examination consisting of 40 closed-ended questions (4 answers of which only 1 is true), the questions are formulated with reference to the activities in section 5 of the standard – TIME 1 hour</p> | <p>≥ 70% correct answers</p>  |
| <input type="checkbox"/> <u>Oral part</u> | <p>Oral test to deepen any uncertainties found in the written tests and focus on the assessment of transversal skills/competences and to deepen the experiences reported in the curriculum</p> | <p>≥ 70%</p>  |



A few examples of questions

| | | | | |
|---|---|----------------------------------|---|---|
| What aspects can be considered ESG? | Environmental protection, social responsibility and transparency in governance, and company management. | Financial and governance aspects | End-consumer protection and transparency along the supply chain | The financial and health and safety aspects |
| Which Standard is a generally applicable and open framework for the design, implementation, quality assurance and communication of the stakeholder engagement process? | AA1000 | SA8000 | RJC | DNF |

| | | | | |
|---|-----------------------------------|---|--|------------------|
| Which Guideline enables sustainability to be integrated into the organisation's procurement policy process? | ISO 20400:2017 | SA8000 | ISO 39001 | ISO 26000 |
| Which certification establishes responsible practices for business ethics, human rights, social and environmental issues related to the gold and jewellery sector? | RJC Responsible Jewellery Council | RSPO - Roundtable on Sustainable Palm Oil | Responsible steel - United Certification Systems Limited | Textile Exchange |

- **Sustainability Manager**
- **Sustainability Practitioner**

- 40 hours of training based on the knowledge defined in point 5 of the standard
- 5 years of experience in the role or similar role connected to sustainability – if university degree only 3 years of experience

- 40 hours of training based on the knowledge defined in point 5 of the standard
- 3 years of experience in the role or similar role connected to sustainability – if university degree only 2 years of experience

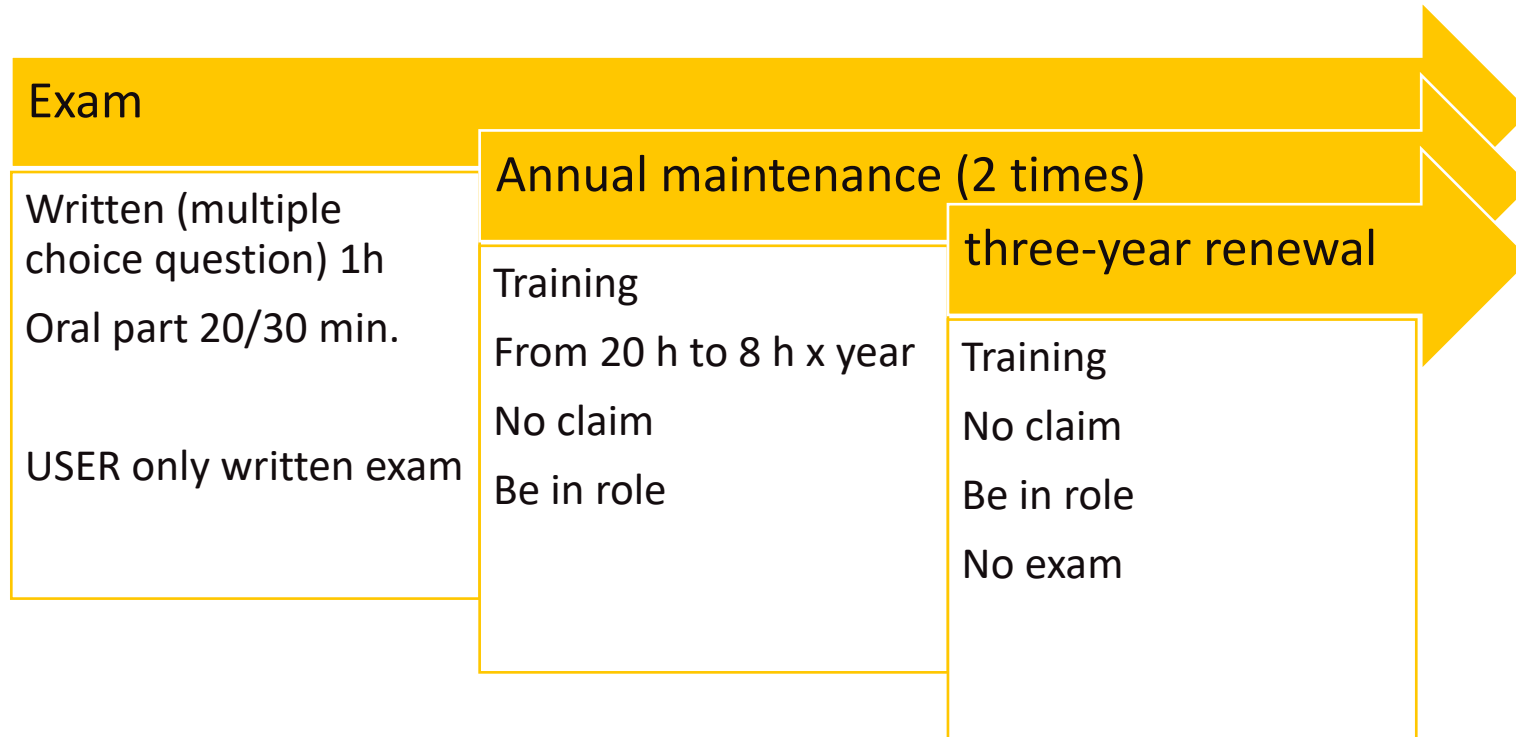
- Sustainability & CSR Auditor
- SDG Action Manager
- SDG USER

- 40 hours of training based on the knowledge defined in point 5 of the standard, it's a specific training connect to auditing process
- 5 years of experience in the role of auditor – if university degree only 3 years of experience
- If APSCA 1 year
- Plus!, professional integrity statement

- 30 hours of training based on the knowledge defined in point 5 of the standard, it's a specific training focused on SDGs
- 2 years in role or similar role If University 1 year

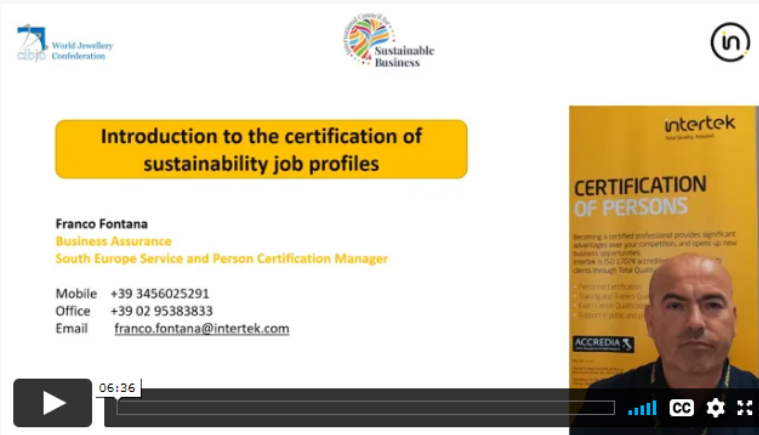
- 30 hours of basic training on SDGs
- No other requirement

Certification overview



The International Council for Sustainable Business

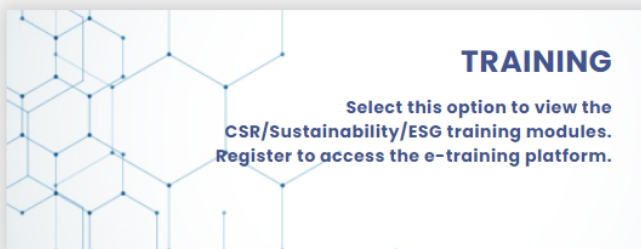
CIBJO has established the **International Council for Sustainable Business (ICSB)**, an academy dedicated to providing professionals from the gem and jewellery industry the knowledge, insight and practical tools necessary for applying practices related to Sustainability and CSR in their own businesses. These include strategies for implementing the company's individual goals, tools for communicating sustainability initiatives worldwide, auditing techniques and much more. Through the International Council for Sustainable Business and Intertek, gem and jewellery industry professionals may obtain both training and internationally recognized certification of CSR/Sustainability/ESG officers. The certification is issued by Intertek, which is accredited by **Accredia**, the sole national accreditation body appointed by the Italian government in compliance with the application of the European Regulation 765/2008, attesting the competence, independence and impartiality of certification, inspection and verification bodies. Accredia is a member of EA (European cooperation for Accreditation) and IAF (International Accreditation Forum), meaning that the Intertek certification is recognized worldwide. To obtain a more detailed description of the certification process, please view the video below.



what is the process for obtaining certification?

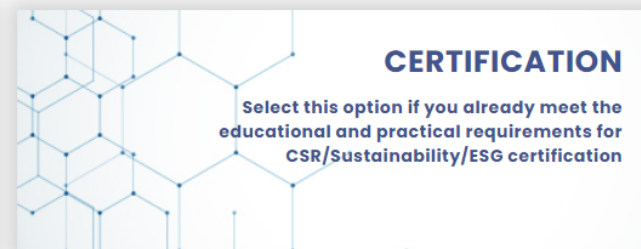
In order to facilitate access to the examination, a button has also been included within the training platform to directly access the certification application where the information and contractual documents and also this presentation are located. There is also the possibility to proceed directly to payment.

The ICSB and Intertek training is offered in a series of modules, each of a different duration, all of which are available on a dedicated e-training platform. All modules contribute to your successfully obtaining the number of training hours that are mandatory for certified CSR/Sustainability/ESG officers. It's up to you to decide which training module/s to take. For more information, click on the "Training" banner below. To begin you will first need to get registered. Please click on one of the two banners below to begin the process, after which you can add training modules to your cart. Let's get it started!



TRAINING

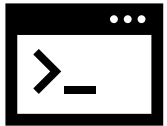
Select this option to view the CSR/Sustainability/ESG training modules. Register to access the e-training platform.



CERTIFICATION

Select this option if you already meet the educational and practical requirements for CSR/Sustainability/ESG certification





First step request certification. The application must be completed correctly in English, dated, signed and sent to examcibjo@intertek.com , Payment must be made via the online form at the same time



Please note, it is suggested that you only register and pay once you have checked that you meet all the requirements (qualification, training or refresher courses for the required hours and years of experience) for taking the certification exam. Please note that the examination is divided into two parts, written and oral part.



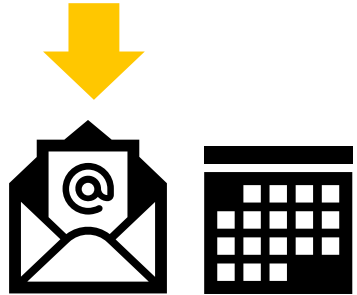
Upon receipt of your request e-mail we will send you a confirmation and you must send us the following documents:

legible identity document with photo, signed, dated and detailed CV with clear evidence of qualifications, courses/training, direct or related experience in the field of sustainability and a reference letter (e.g. from Cibjo confirming your experience in the role), possible certificate of attendance at courses of at least 40 hours in the field of sustainability.





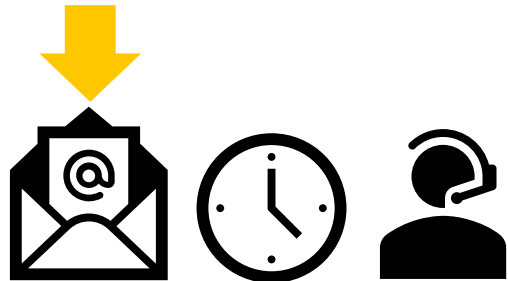
After receiving your documentation on examcibjo@intertek.com, Intertek will process your request and confirm acceptance of your application or any requests for additions



If all requirements are met, Intertek will accept your application and send you an email with the date and time of the written examination, which must be conducted with a video camera and open microphone.



As mentioned in the first part of the exam is written on a dedicated platform with test questions with closed answers (only one true), the exam is conducted with a proctor and therefore with video camera on and microphone on.



Once you have passed the examination, you will receive an e-mail with a proposed date and time for the oral examination, to be taken in English directly with the examiner and the examination is video-recorded.

