



FCDO Services

APPRENTICESHIPS IN

Corporate Responsibility and Sustainability

Put social conscience at the heart of your career and our organisation. Gain exposure to a wide range of corporate responsibility and sustainability work, with an emphasis on the environment. Do inspiring work that really matters. And along the way, you might just discover exactly what you're capable of, as you work towards a Corporate Responsibility and Sustainability apprenticeship and gain practitioner status.

IT TAKES A DIVERSE TEAM
TO PROTECT A DIVERSE WORLD

VISIT OUR WEBSITE
[FCDOSERVICESCAREERS.CO.UK/APPRENTICESHIPS](https://fcdoservicescareers.co.uk/apprenticeships)

APPRENTICESHIPS IN CORPORATE RESPONSIBILITY AND SUSTAINABILITY

Like many organisations, we're increasing our focus on sustainability and nurturing the talent that's driving important action on climate change. On this apprenticeship, you'll undertake the perfect blend of off-site classroom, remote training and exams, as well as in-house training and a wide range of work placements. Whether you're just leaving school, returning to work after a career break, or looking to change careers, this vital foundation will create all kinds of possibilities for your future.

KEY FACTS

- Level 4 apprenticeship, working towards a Corporate Responsibility and Sustainability Practitioner qualification
- Based at Hanslope Park, Milton Keynes, with the flexibility of hybrid working depending on business need
- Opportunity for overseas travel
- 42-month programme – with a potential full-time role at the end
- Combination of practical work and study
- Open to all ages, but you will need:
 - Two GCSEs (or equivalent e.g. O levels) in Maths and English at grades 9-4 (A*-C)
 - Communication skills, numeracy and IT literacy
 - A genuine interest in social and environmental issues
 - British citizenship, having lived in the UK for the last three years before the first day of the apprenticeship (aiming to start September 2022), and for at least five of the last ten years
 - To be at least 16 years old by 30 April 2022 so you can complete Security Check (SC) clearance before your start date
- Candidates will need to undergo Security Check (SC) clearance before joining, and Developed Vetting (DV) clearance shortly after joining.

You'll be part of the Sustainability Team running a programme of work to improve environmental sustainability across all aspects of our business – property and technical project delivery, logistics, procurement, product development and innovation. Metrics and data are the foundation of sustainability work, so you'll discover how to interrogate and use data to set targets and create positive action plans for improvement.

During this apprenticeship, you'll also gain experience of the social aspects of corporate responsibility like diversity and inclusion, community engagement and charitable giving. And you'll complete placements that involve human resources, communications, audit and risk management and corporate governance.

The range of study and work experience will give you the foundation to become a qualified professional in this fast-growing, fascinating field.

YOUR PROGRAMME

If you're successful in your application, you'll start your apprenticeship with us at Hanslope Park. After a short induction programme, you'll enrol with your training provider and begin learning for your knowledge modules. You'll also begin a series of work placements, working on live projects alongside our professional Engineers, Installation Technicians and Project Managers.

APPRENTICESHIPS IN CORPORATE RESPONSIBILITY AND SUSTAINABILITY

This will be your chance to explore different aspects of sustainability across FCDO Services and put into practice what you've learnt, so far.

Your study will be a core part of how you develop. Here's a guide to the kinds of topics you can expect to cover on your Corporate Responsibility and Sustainability Practitioner apprenticeship qualification:

- Data Sourcing and Management
- Organisational Structures and Governance
- Managing and Influencing Stakeholder Relationships
- Understanding Legislation, Regulation, Standards and Best Practice
- Strategy Development and Making the Business Case for Action
- Developing and Managing Projects
- Principles of Change and Culture Management, and the Role of Learning and Development Programmes
- Reviewing and Managing Risks.

You'll be assessed on your ability to demonstrate the following competencies, gained through your work placements:

- Written, verbal and digital communication, including report writing
- Data management



- Understanding context and bigger picture thinking
- Task management and delivery, using project management methods
- Budget and financial management
- Problem solving, analysis and judgement
- Communication and interpersonal skills and working effectively in a business environment
- Health and Safety.

In the last few months of your programme, you'll undertake an End Point Assessment to test your competence in required knowledge, skills and behaviours. This will include:

- A professional discussion, supported by a portfolio of evidence
- A work-based project, followed by a report and presentation with questions and answers.

COMPLETING YOUR APPRENTICESHIP - AND BEYOND

If you successfully complete the apprenticeship, you'll gain your Corporate Responsibility and Sustainability Practitioner qualification. But where to next? You'll have a range of options to make your future bigger. We'll do our best to find you a permanent position with us, working as a professional to support our fascinating work. Whatever you decide, we'll do all we can to help you explore your interests and realise your ambitions.

Website: fcdoservicescareers.co.uk/apprenticeships

Email: fcdoservices.recruitment@fcdo.gov.uk

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