



## Training course

### INTRODUCTION

The course is intended for professionals (managers, consultants and experts) interested in acquiring the GIF AP Assessor qualification that guarantees the skills needed to assess the ESG (social, safety, environmental and business ethics) aspects and risks of an organization and for sustainability report assurance.

The Get It Fair program requires that only accredited GIF AP Assessors may conduct Due Diligence activities for ESG rating or sustainability report compliance attestation.

The teaching methodology includes interactive sessions, case studies and exercises.

**Successful participation in the course is mandatory for admission to the certification exam.**

At the end of the course, a final test (mock certification exam) is held, the results of which determine whether the participant can be admitted to the certification exam.

The certification examination is conducted by a body accredited against ISO 17024 and the GIF AP Credentialing system.

### DURATION AND DELIVERY

**DELIVERY: ON-LINE - DURATION: 40 hours**

2 *self study* modules, of 4 hours each: with presentations and on line test.

8 live modules of 4 hours each, on Diligentia Academy on line platform: each module is subdivided in two parts, including a lesson and a group session.

Individual exercises will be assigned in between the modules.

### PROGRAMME

#### Module 1 – Context and needs for GIF ESG Rating Scheme

*[self study module 15.01.2024 – 26.01.2024]*

- Trends and perspectives of relevance to sustainable development
  - Guide lines and standards on corporate and social responsibility
  - Emerging regulatory requirements on corporate sustainability
  - Regulations on ethical claims, verification / validation and evaluation programs
  - Sustainability reporting and ESG rating emerging needs
- Case study:** can be downloaded on line

#### Module 2 - GIF Framework *[self study module 15.01.2024 – 26.01.2024]*

- GIF ESG Rating and assurance scheme
  - Assurance and responsibility level
  - Sustainability report conformity declaration
  - GIF Framework structure
  - The seven principle of social responsibility (ISO 26000)
  - “Core” e “Non Core” areas
  - 5 Criteria: “Governance & Management System”, “Social”, “Health & Safety”, “Environment”, “Business Ethics”
- Exercise:** individual test on modules 1 e 2  
**Warning:** the completion of the test with a 50% score will be required to access Module 3 on line

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## Modulo 3 – GIF ESG Rating Scheme e GIF AP Credentialing system

*[live online, 29.01.24]*

### Learning goals:

1. to understand “GIF ESG Rating and Assurance”
2. to understand GIF AP Credentialing system opportunities and the skills a GIF AP Assessor should have to undertake a Due Diligence as per Get It Fair scheme
3. to acquire the knowledge of Get It Fair Due Diligence process and outputs.

#### Part 1

- **Governance Structure of Get It Fair ESG Rating and Assurance scheme:** Accreditation body, Program operator, Validation Bodies
- The foundation: concepts of approach and process (with examples)
- GIF Framework: principles, criteria and metrics (overview)
- Get It Fair Scheme outputs (Reporting, Rating ESG, Sustainability Reporting Assurance, Ethical label)
- **GIF AP Credentialing system:** opportunity for a GIF AP Assessor
- Required Skills and personal behavior (ethic, open-minded, diplomatic, observant, perceptive, versatile, tenacious, confident, self-sufficient, professional, respectful)
- Assessment principles (integrity, correct presentation, professional diligence, professional judgement, professional scepticism, confidentiality and independence)

**Exercise:** individual test

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## Module 4 – Preparation and conduct of a Due Diligence

*[live online, 02.02.24]*

### Learning goals:

1. To acquire the knowledge on preparation, planning and conduct of a Due Diligence as per GIF Framework and Program

#### Part 1

- Design of a GIF Due Diligence: assessment plan and interview plan
- Evaluation of assessment risks
- Conduct of a GIF Assessment
- Risk assessment Approach based on evidence and evidence type:
  - Inspection
  - Observation
  - External confirmation
  - Re-calculation
- Re-rendering
- Analytical procedure
- Investigation
- Ability in evaluating documents and recordings
- Use of “i-Audit” app
- Collection of evidence by images
- Types of interviews and evidence collection

#### Part 2

**Group work:** joint exercise on Governance based on the Case Study

**Exercise:** individual test

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## Module 5 –Risk management system Assessment *[live online, 08.02.24]*

### Learning goals:

1. To understand concepts and methodologies for risks assessment
2. To understand GIF scoring system and its application of concept related to risk assessment

#### Part 1

- ESG Aspects, impact, risks and opportunity
- Materiality and “double materiality”
- Risk management and inductive reasoning
- Assessment of forward looking risks
- Risks and impact of the organization activities on its stakeholders
- External risks and impact on the organization
- Assumptions evaluation: coherence between goals, plans and resources
- Transitional risks
- Assessment matrix: presentation and high level mechanisms
- Assessment logic (PDCA): governance and MS (overview)
- Assessment logic: specific risks (overview)

#### Part 2

**Group work:** joint exercise on a sustainability plan based on the Case Study

**Exercise:** individual test

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## Module 6 –Governance Risks assessment and Management System [live online, 14.02.24]

**Learning goals:** Identify and evaluate the governance risks and the management system in accordance with the scoring metrics

### Part 1

- GIF Scoring system scoring process to reduce judgement variability risk
- How to assign score points on areas, topics and criteria
- The matrix for Governance and Management System (based on PDCA)
- How to use the assessment matrix to evaluate management system and governance risks

- Assessment of governance and management system aspects for sustainability report external assurance

### Part 2

**Group work:** joint exercise on a sustainability plan based on the Case Study

**Exercise:** individual test

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## Modulo e – Specific Risks Assessment 1 [live online, 20.02.24]

**Learning goals:** Identify and evaluate specific risks (Social nature and corporate Ethics) as per GIF metric

### Part 1

- Knowledge of the Assessment matrix for specific risks of social nature and corporate ethics
- Use of the matrix for assessment of social and corporate ethics risks

- Assessment of social and corporate ethics aspects for sustainability report external assurance

### Part 2

**Group work:** joint exercise on integrated risks management based on the Case Study

**Exercise:** individual test

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## Module 8 – Specific Risks Assessment 2 [live online, 26.02.24]

**Learning goals:** Identify and evaluate specific risks (environment, health and safety) as per GIF metrics

### Part 1

- Risks and impact connected with Human Rights
- Risks and impact connected with work relations
- Risks and impact connected with Local Communities
- Risks and impact connected with labour practices

- Risks and impact connected with consumers
- Internal audit and Due Diligence
- Reporting on social and corporate ethics aspects

### Part 2

**Group work:** joint exercise on integrated risks management based on the Case Study

**Exercise:** individual test

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## Module 9 – Preparation of final assessment report [live online, 01.03.24]

**Learning goals:** acquire knowledge on how to prepare the final assessment report

### Part 1

- Consensus meeting and assignment of the total score aligned with the score of each area
- Knowledge of the professional responsibility of the Assessment Group and of its members

- Preparation of the final assessment report
- Final report implications for the gli Stakeholders
- Final report review
- Preparation of the Declaration of Validation

**Part 2**

**Group work:** joint exercise on integrated risks management based on the Case Study

**Exercise:** individual test

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**Module 10: Conformity assessment of the sustainability report [live online, 07.03.24]**

**Learning goals:** sustainability report compliant to specified reporting standards

**Part 1**

- What is a Sustainability Report
- EU Directive 2022/2464
- Sustainability reporting standards: GRI/ESRS/EFRS (3.6)
- Reporting principles and assessment criteria
- Pdr UNI on "Sustainability report conformity assessment"

- Level of assurance

- Evaluation criteria for Sustainability Report

**Esercizio:** lavoro di gruppo

**Part 2**

**Group work:** joint exercise on integrated risk management system based on the Case study

**Exercise:** final test mock certification exam