

Project Terms of Reference Template and Referencing Document

Corporate Responsibility and Sustainability Practitioner ST0934/1.1

Apprentice Details

Apprentice name	
ULN	
Employer name	
Provider name	

The Work-Based Project

The following document can be used to provide the title, and a terms of reference for the work-based project. This should demonstrate that the work-based project and report will provide sufficient opportunity for the assessment criteria to be met.

The terms of reference is not an assessed component and typically is no longer than 500 words.

The terms of reference should be a brief summary of what the project will cover and needs to include a summary of the project plan, research requirements, an overview of how the project will be planned.

The subject, title and scope (terms of reference) are to be agreed by the independent assessor at the apprentices planning meeting. This is submitted with the other required documents at Gateway.

If following the review, by the independent assessor, of the terms of reference, the assessor concludes that this does not represent a suitable project that will provide the apprentice with sufficient opportunity to meet the criteria, the assessor will return this to be reviewed and re-drafted by the apprentice and resubmitted.

The project will not start until the independent assessor gives the go ahead and sets the timescales for completion.

Gateway Qualifications have produced an additional document to support the presentation and questions element of this assessment method along with a Project Report template document. The apprentice is not required to utilise the project report template if they prefer their own.

The Work-Based Project Title and Terms of Reference - Template

Project Title	
Project Terms of Reference: This should include as a minimum a brief summary of: • The project scope • The project plan • Research Requirements • An overview of how the project will be planned and timeframes Typically, 500 words, max 550 words.	

Apprentice validation of evidence	I confirm this is a true representation of the work-based project being proposed and that I will be undertaking this project once approved by the independent assessor. I confirm I am aware I have 16 weeks in which time the project must be completed and the report submitted to Gateway Qualifications.
Apprentice name	
Apprentice signature	
Date	
Employer validation of evidence	I confirm that I accept the work-based project terms of reference proposed and that this will meet business need. I confirm the apprentice will have 16 weeks (up to 30 working days) of time to complete the project and submit their report to Gateway Qualifications.
Employer name	
Employer signature	
Date	

CR&S Project Reference Table

The following reference table is designed to enable the apprentice to map:
The project to the criteria, identifying how, and where each criteria will be met with the project.
This will also support the mapping of the project report and presentation, both completed after gateway.

The pass and distinction grade descriptors are listed with their corresponding knowledge, skills and / or behaviours.

All pass descriptors are labelled with a P and a number and Distinction descriptors marked with a D and a number, in a teal box in bold print as shown below.

Pass descriptors look like this: P1...

Distinction descriptors look like this. D1...

Descriptor Reference	Assessment Grading Criteria	Knowledge, Skills, Behaviours	Apprentice notes – For use to help plan where and how the criteria will be met.
P13	Chooses and applies planning tools relevant to the project, setting appropriate timeframes, preparation of tasks and objectives within own scope of authority, seeking support when needed.	K1: Principles of project management and a range of project planning tools. S1: Select and implement project management and planning tools applicable to the type of project/ campaign lifecycle. B3: Works within own level of authority, seeking support when needed.	
D6	Evaluates their selection and implementation of project management and planning tools and identifies dependencies including escalation routes	K1: Principles of project management and a range of project planning tools. S1: Select and implement project management and planning tools applicable to the type of project/ campaign lifecycle. B3: Works within own level of authority, seeking support when needed.	
P14	Utilises both change	K2: Principles of change	

Descriptor Reference	Assessment Grading Criteria	Knowledge, Skills, Behaviours	Apprentice notes – For use to help plan where and how the criteria will be met.
	management and culture management techniques in innovating CR&S activities that champion the CR&S issue under consideration and demonstrate value. Evaluates impact of CR&S engagement to identify further opportunities for stakeholder engagement to improve future CR&S performance.	management and culture management. S2: Assess the effectiveness of change and identify opportunities to improve outcomes, guiding and supporting others to deliver results. B1: Actively champion the CR&S agenda/ethos. B5: Seeks innovative ways to add value to CR&S issues while remaining objective.	
P15	Sources, manipulates and analyses a range of data including quantitative and qualitative to provide a secure evidence base, complying with legislative and organisational security and storage requirements.	K3: Potential CR&S data sources including organisational, sectoral and stakeholder. K14: The principles of data management including how to manipulate and store data needed for CR&S projects. K15: Techniques that compare a range of qualitative and quantitative data on CR&S performance. S12: Select data that is relevant to the CR&S issue being considered. S13: Analyse data to form evidence-based conclusions on CR&S performance.	
D7	Evaluates their selected approach to communication and reflects on how future communications might be enhanced.	K9: Different forms of communication (written, verbal, electronic) and how to tailor the solution to the circumstances. S7: Adopt a	

Descriptor Reference	Assessment Grading Criteria	Knowledge, Skills, Behaviours	Apprentice notes – For use to help plan where and how the criteria will be met.
		communication method that takes account of the audience and is suitable for the circumstances.	
P16	Justifies their selected communication approach with reference to the audience and the circumstances.	K9: Different forms of communication (written, verbal, electronic) and how to tailor the solution to the circumstances. S7: Adopt a communication method that takes account of the audience and is suitable for the circumstances.	
P17	Demonstrates how their approach to a CR&S issue had regard to the comparative strengths and weaknesses of the key affected stakeholder groups and motivated and led them to work together. Additionally, how they balanced the group dynamic with their own competing workload to prioritise and deliver the required tasks.	K12: Techniques that recognise and utilise the comparative strengths and weaknesses across teams and across the organisation. K13: Techniques to motivate individuals to work together to meet CR&S requirements. S3: Balance own CR&S workload to prioritise competing demands and achieve key performance indicators. S11: Adjust leadership style to achieve results, having regard to the needs of the individual/teams involved. B4: Takes the lead in helping others to achieve CR&S results. (within limits of own role).	
D8	Justifies their selected approach to allocating and driving CR&S work across their team, articulating why other approaches were	K12: Techniques that recognise and utilise the comparative strengths and weaknesses across teams and across the organisation.	

Descriptor Reference	Assessment Grading Criteria	Knowledge, Skills, Behaviours	Apprentice notes – For use to help plan where and how the criteria will be met.
	discounted when seeking to meet CR&S requirements.	K13: Techniques to motivate individuals to work together to meet CR&S requirements. S3: Balance own CR&S workload to prioritise competing demands and achieve key performance indicators. S11: Adjust leadership style to achieve results, having regard to the needs of the individual/teams involved. B4: Takes the lead in helping others to achieve CR&S results. (within limits of own role).	
P18	Demonstrates how all potential CR&S risks, threats and opportunities are identified; and also escalated when outside their own scope.	K20: The principles of risk management including conducting and reviewing risks affecting a CR&S strategy. (for example, safeguarding risk). S17: Identify own organisations CR&S opportunities and threats. Escalate risks within own organisation when needed.	
P19	Demonstrates how they have applied the principles of budget management to the direct and indirect costs of the project, fully justifying any overrun.	K22: Principles of CR&S related budget management. S19: Apply management techniques needed to deliver CR&S projects within budget.	
P20	Evaluates potential IT solutions, applying them where appropriate.	S22: Identify and apply relevant IT solutions to CR&S issues.	