



# AccountAbility

Setting the Standard for Sustainability

## ACCOUNTABILITY'S AA1000 ONLINE TRAINING LICENSE OVERVIEW

AccountAbility invites high-quality training organisations globally to apply for a non-exclusive, non-transferable license to offer AA1000 online training (see “Modules A, B, and C” below). The licensee training organisation will be expected to develop, create, and offer course content to participants, as per the training License Agreement available on the “AA1000 Training” webpage at [www.accountability.org](http://www.accountability.org). Related fees are included in the license agreement.

Contact the AccountAbility Standards Team at [standards@accountability.org](mailto:standards@accountability.org) for more information regarding how to apply, as well as any questions or feedback.

### AA1000 Online Course Details

AA1000 online training is offered through AccountAbility-licensed training providers as an accessible, on-demand, and cost-effective offering for sustainability professionals worldwide.

This market-leading online training license will help to address the global demand for qualified sustainability practitioners by allowing trainers to teach the concepts of the AA1000 Series of Standards, so participants may improve and advance in their ability to apply the AA1000 in practical settings.

Licensed training providers will develop and deliver competency-based online modules teaching the concepts of the AA1000 Series of Standards and its associated documents.

### Learning Objectives

Upon completion of this training, corresponding to each Module, participants will be able to:

- Understand the related AA1000 concepts, terminology, and expectations
- Understand the purpose and requirements of the AA1000 Series of Standards
- Understand the roles and responsibilities of a practitioner
- Identify appropriate use and apply AA1000 concepts, requirements, and associated methodologies
- Conduct appropriate activities to achieve the defined objectives
- Prepare and present effective reports

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## AA1000 Training Modules

Module	Title	Pre-requisites	Entitlement	Scope	Course Criteria
A (8 hours)	<b>Stakeholder Engagement Certificate</b>	N/A	Certificate only.	Accountability Principles (AA1000AP, 2018) and Stakeholder Engagement (AA1000SES, 2015).	<b>Introduction to the AA1000 Series– 20%</b> <ul style="list-style-type: none"> <li>Context and the AA1000 Series</li> <li>The AA1000AP (2018) and overview of the four AccountAbility Principles</li> </ul> <b>The AA1000SES (2015) – 80%</b> <ul style="list-style-type: none"> <li>Purpose and Scope of the AA1000SES (2015)</li> <li>Commitment and Integration</li> <li>Purpose, Scope, and Stakeholders in Engagement</li> <li>Stakeholder Engagement Process</li> <li>Examples and Case Studies</li> </ul>
B (8 hours)	<b>Sustainability Practitioner Certificate</b>	Module A	<b>Sustainability Practitioner</b>  Participants who completed A + B modules will be listed on the AccountAbility website as “Sustainability Practitioner” for one year, renewable each year to continue listing.	Application and reporting of each AccountAbility Principle (AA1000AP, 2018).	<b>The AA1000AP (2018) – 70%</b> <ul style="list-style-type: none"> <li>Purpose, Scope, and Key Advantages</li> <li>Principle of <i>Inclusivity</i> in detail with requirements</li> <li>Principle of <i>Materiality</i> in detail with requirements</li> <li>Principle of <i>Responsiveness</i> in detail with requirements</li> <li>Principle of <i>Impact</i> in detail with requirements</li> <li>Applying the AccountAbility Principles</li> </ul> <b>Emphasis on Stakeholder Reporting – 20%</b> <ul style="list-style-type: none"> <li>Reporting Frameworks and Standards</li> <li>The AA1000AP (2018) – Key Changes and Bridge to Reporting</li> </ul> <b>Examples and Case Studies – 10%</b>

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C (8 hours)	<b>Associate Certified Sustainability Assurance Practitioner Certificate</b>	<p>Completion of Modules A and B</p> <p>Participants must also have a university degree or a minimum of 8 years of work experience</p>	<b>Associate Certified Sustainability Assurance Practitioner</b> <p>Participants will be listed on the AccountAbility website as “Associate Certified Sustainability Assurance Practitioner (ACSAP)” for one year, renewable each year to continue listing.</p>	<p>Basic sustainability assurance knowledge using the AA1000AS v3.</p> <p>Certification contributes toward the requirements to progress to higher CSAP levels, such as (PCSAP and LCSAP).</p>	<p><b>The AA1000AS v3 – 60%</b></p> <ul style="list-style-type: none"> <li>○ Purpose, Scope, and Key Advantages</li> <li>○ The AA1000AS v3 Code of Practice</li> <li>○ Preconditions for engagement</li> <li>○ Conducting an engagement</li> <li>○ Issuing an assurance statement and optional report to management</li> </ul> <p><b>The AA1000AS v3 – Guidance for Assurance Providers document – 15%</b></p> <ul style="list-style-type: none"> <li>○ E-licensing</li> <li>○ Issuing an assurance statement and optional report to management</li> </ul> <p><b>Guidance on Assuring GHG Emissions with AA1000AS v3 – 5%</b></p> <ul style="list-style-type: none"> <li>○ Preconditions for GHG related engagement</li> <li>○ Conducting an engagement</li> <li>○ Issuing an assurance statement and optional report to management</li> </ul> <p><b>Sustainability Assurance Standard – Bridging Document – 5%</b></p> <ul style="list-style-type: none"> <li>○ Assurance Standards for Sustainability Reports – AA1000AS v3 versus ISAE 3000</li> <li>○ AA1000AS v3 and ISAE 3000 Terminology Comparison</li> </ul> <p><b>AccountAbility Issue Resolution Process – 5%</b></p> <ul style="list-style-type: none"> <li>○ How to raise an issue with AccountAbility when problematic application of the AA1000 is experienced</li> </ul> <p><b>Examples and Case Studies – 10%</b></p>
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