



**ProQual Level 5 Certificate in the Management of
Adaptation to Climate Change**

Qualification Specification

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Introduction

The **Level 5 Certificate in The Management of Adaptation to Climate Change** is designed for Operational Managers and Directors across all sectors. It provides training on identifying climate impacted decisions, and how best to govern those decisions to ensure they are “climate-informed”.

Candidates will be made aware of practices to ensure the impacts of a changing climate can be addressed across full life cycles of decision outcomes (from short-term outcomes involving current climate, to long-term outcomes involving future climate change scenarios). Training on relevant climate scenario data and approaches on how they relate to mainstreaming this knowledge within organisational plans, policies and strategies will be provided.

This qualification trains managers on the concepts of adaptive management approaches, prioritisation of actions, and how to tailor responses to organisational roles and responsibilities. There is also a focus upon strategic directions learning from delivery experience.

The qualification addresses the practical competencies required for the effective management of the impacts and uncertainty from a changing climate. It can be used to provide evidence of organisational competence for regulators and other third-party stakeholders. This includes an understanding of the “rules of engagement” when reporting on adaptation to climate change.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

Qualification Profile

Qualification title	ProQual Level 5 Certificate in The Management of Adaptation to Climate Change
Ofqual qualification number	603/7559/0
Level	Level 5
Total qualification time	30 hours (20 guided learning hours)
Credits	2 credits
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/6/2021
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

To achieve the qualification candidates must complete ONE Mandatory unit.

Unit Reference Number	Unit Title	Credits	Unit Level	GLH
A/618/7252	The Management of Adaptation to Climate Change	2	5	20

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge and/or skills described in the units. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence could include:

- observation report by assessor
- assignments/projects/reports
- professional discussion
- witness testimony
- record of oral and written questioning
- Recognition of Prior Learning

Learning outcomes set out what a candidate is expected to know, understand or be able to do. **Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.

To achieve this qualification all candidates must produce evidence which demonstrates their achievement of all of the assessment criteria.

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Simulations are permitted where candidates, during the course of their qualification, are not able to provide evidence from naturally occurring events.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements. Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the requirements for qualifications will be awarded:

- A certificate listing the units achieved, and
- A certificate giving the full qualification title -

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Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit A/618/7252

The Management of Adaptation to Climate Change

Learning Outcome – the learner will:

For their area of responsibility:

1. Understand the potential impacts of a changing Climate.

2. Understand the importance and application of developing strategic approaches to a Changing Climate

Assessment Criteria – the learner can:

- 1.1 Demonstrate an understanding of climate change and its impact on the environment, economy and wider society
- 1.2 Describe the need to adapt to a changing climate and the difference between Climate Change Adaptation and Climate Change mitigation
- 1.3 Demonstrate their understanding of the relevant guidance and approaches for developing Climate Change resilience and its potential application within their organisation
- 1.4 Explain their organisation's current and required capability to deliver Climate Resilient actions
- 2.1 Explain the drivers for Adapting to Climate Change within their organisation, to include regulatory, political, environmental, financial, etc.
- 2.2 Identify which decisions in their organisation need to be climate informed
- 2.3 Explain the exposure of identified decisions to a changing climate
- 2.4 Explain where Adaptation to Climate Change management sits in the company organisational structure
- 2.5 Explain the decision-making process in terms of Adaptation to Climate Change management in their organisation
- 2.6 Explain in relation to Adaptation to Climate Change the practical meaning of organisational resilience and its position in disaster avoidance, response and recovery
- 2.7 Describe how to govern and deliver climate informed decisions

Learning Outcome – the learner will:	Assessment Criteria – the learner can:
3. Understand approaches to developing Climate Change resilience and explain the desired outcomes	3.1 Identify the key principles and objectives of Climate Change Resilience 3.2 Explain methods for prioritizing climate resilient actions 3.3 Explain the use of quantitative and qualitative techniques to identify and assess potential risks to a changing Climate for their organisation and consider the advantages and disadvantages of different techniques 3.4 Describe the key elements necessary for developing and delivering an Adaptation to Climate Change plan
4. Understand the systemic interdependencies related to a Changing Climate	4.1 Evaluate the impact of a changing Climate and its interdependencies within their organisation 4.2 Explain the principles of scenario planning and its importance to Climate Change resilience 4.3 Demonstrate an understanding of emergency planning and business continuity, by identifying risks to a business and steps that can be made to reduce such risks. 4.4 Explain the principles of effective Adaptation to Climate Change and its relationship to contingency planning 4.5 Explain how organisational culture can support and promote the Adaptation to Climate Change process.
5. Understand the effect of Climate Change on Risk and Resilience strategy	5.1 Explain Climate Change impacts on their organisation’s risk and resilience strategy 5.2 Explain how their organisation considers risks of Climate Change and recommend action to deal with those which are significant 5.3 Explain how planning for continual improvement on Climate Change actions can improve resilience
6. Understand how to implement, communicate, evaluate and improve a Climate Change Resilience plan	6.1 Explain the critical importance of appropriate communications and reporting on Adaptation to Climate Change within their organisation 6.2 Critically analyse the various techniques for gathering all relevant data in order to manage Adaptation to Climate Change 6.3 Critically analyse the methods of measuring, representing and comparing data for analysis and the relative advantages of each method 6.4 Explain how to assess risk in terms of human behaviour, including the measurement of individuals’ attitude to risk 6.5 Explain how to identify, assess and measure the factors which influence group attitudes to risk-taking

- 6.6 Explain the measuring of performance of adaptive management and its importance to successful implementation of a Adaptation to Climate Change plan
- 6.7 Explain how to implement and measure a sustainable Adaptation to Climate Change plan in their organisation
- 6.8 Describe how continual improvement and learning are essential components of a successful Adaptation to Climate Change plan

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



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