

Legal, Finance and Accounting common KSBs

Theme/ Characteristic	Level	Knowledge Statement	Skills Statement	Pass grade descriptor	Distinction descriptor
Products and services	2-3	The products and services offered to customers by their organisation, including their features and benefits	Uses a wide range of company systems and processes to deliver services to customers.	Describes the systems and processes used to meet customer needs.	Justifies the choice they made when applying the processes and impact for the customer.
Products and services	4-6	Knowledge of the products and services offered to customers by their organisation, including their features and benefits	Uses a wide range of company systems and processes to deliver services to customers.	Justifies the choice of product, system or process used to deliver services to customers	Evaluates the choice of product system or process used to deliver services to customers
Systems and processes	2-4	Systems and processes to meet business and customer needs.	Uses systems and processes to meet business and customer needs	Justifies their choice of systems and processes to meet business and customer needs.	
Digital	2-7	Principles of using digital tools safely and securely including use of social media and digital communication channels.	Works safely and securely using digital tools including use of social media and digital communication channels.	Outlines the digital tools they use to work safely and securely in the virtual environment including when using social media and digital communication channels.	n/a
Digital systems/technologies	2-7	Digital tools and techniques relevant to own role and workplace.	Use digital tools and techniques relevant to own role and workplace.	Describes the digital tools and techniques used in own role and workplace. Selects and uses digital tools and techniques relevant to own role and workplace.	Evaluates the digital tools and techniques used in own role and workplace practice.
Digital	6	Digital technology and protocols to protect data from cyber-attacks and data corruption.	Implement protocols and technology that minimise risks to data integrity and cyber security.	Evaluates digital technology and protocols they use which minimise risks to data integrity and cyber security.	n/a
Sustainability	3- 4	Green and sustainable policies and practices and the role they play in sector and how to minimise negative impacts on environmental sustainability within the context of the role.		Outlines how the current organisational policies and practices relevant to their role play a part in minimising negative impacts on the environment.	

Sustainability	2	Awareness of current and developing sustainable principles and how to apply.	Apply sustainable standards and principles.	Describes how they apply sustainable standards and principles in line with organisational procedures and task requirements.	Evaluates the impact of applying sustainable standards and principles on organisational procedures and task requirements
Sustainability	2	Awareness of environmental and sustainability regulations, how to use resources efficiently. Principles of Recycling, reuse, and safe disposal of waste.	Follow environmental and sustainability regulations, standards, and guidance. Segregates resources for reuse, recycling and disposal.	Describes how they follow environmental and sustainability regulations and consider the environment through the efficient use of resources. Describes how they identify and segregate resources for reuse, recycling and disposal in line with environmental and sustainability regulations.	Evaluates the impact of environmental and sustainability regulations (on workflows or the organisation) including the reuse, recycling and disposal of resources
Sustainability	3	Current and developing sustainable principles and techniques. How to solve sustainability problems which impact climate change.	Apply current and developing sustainable principles and techniques. Solve sustainability problems.	Applies current and developing sustainable principles and techniques in line with organisational procedures and task requirements Solves sustainability problems which impact climate change in line with task requirements.	Evaluates their solution to problems which impact climate change
Sustainability	3-4	UN Sustainable Development Goals and their relevance to current challenges.	n/a	Explains the relevance of UN Sustainable Development Goals to current challenges within their sector	None.
Sustainability	3/4/5	Environmental and sustainability regulations and guidance. Environmental management systems standard. Environmental Protection Act.	Comply with environmental and sustainability, regulations and standards.	Takes personal responsibility for their own compliance with environmental and sustainability procedures, regulations and standards in their working practices.	Explains the benefits for individuals and the business of compliance with environmental and sustainability procedures, standards and regulations
Sustainability	4/5	Current and developing sustainable principles and techniques. Sustainable problem resolution, analysis and problem-solving techniques.	Apply current and developing sustainable principles and techniques. Analyse and solve sustainability problems which impact climate change in the respective industry.	Applies current and developing sustainable principles and techniques Applies recognised techniques to analyse and solve sustainability problems which impact climate change in line with task requirements.	Justifies their choice of current and developing sustainable principles and techniques.
Sustainability	4/5	Carbon reduction needs and reduction techniques. The activities of the occupation which contribute to the 'professional carbon footprint' and how solutions impact environmental and societal factors.	Develop and apply carbon reduction solutions considering the professional carbon footprint, environmental and societal impact.	Considering the professional carbon footprint, environmental and societal impact and the life-cycle of a product or process, develops and promotes carbon reduction solutions in line with task requirements. Develops and promotes carbon reduction solutions which reduce the carbon footprint and positively impact environmental and	Justifies their choice and use of carbon reduction techniques to minimise environmental, societal and professional carbon footprint impact.

				societal factors.	
Sustainability	5-6	UN Sustainable Development Goals and integration with current challenges. Analytical and sustainability risk reduction techniques.	Analyse and reduce or eliminate the risks presented to the environment, planet and society by the relevant business operations considering the UN Sustainable Development Goals.	Applies analytical and sustainability risk techniques to business operations to reduce or eliminate the risks presented to the environment, planet and society, considering the UN Sustainable Development Goals	None.
Sustainability	5-7	Equitable solution development techniques, the importance of equitable approaches and how they may be improved impacting on the wider world.	Develops solutions to problems that are equitable to wider society. Implement improvements to existing equitable approaches.	Uses recognised techniques to promote and develop solutions to problems which are equitable to the wider society. Implements improvements to existing equitable approaches in line with task requirements.	None.
Sustainability	6-7	Environmental and societal solutions and impacts of climate change.	Apply societal and environmental solutions. Analyse the impact of societal and environmental solutions on climate change	Apply societal and environmental solutions relevant to their project and analyse their impact on climate change.	Critically evaluates how their choice of societal and environmental solutions impacts the effects of climate change.
Customer service and consumer protection	all	Approaches to delivering fair client/customer outcomes across the business	Deliver customer service, which meets customer requirements.	Explains how they achieve fair customer outcomes by delivering customer service that meets customer requirements.	
Equity, Diversity, and Inclusion	2-3	Organisational equity diversity and inclusion policies.	Use organisational equity diversity and inclusion policies.	Describes how organisational equity diversity and inclusion policies have been followed to support equity, diversity, and inclusion in the workplace.	Evaluates the impact on the organisation of having equity, diversity and inclusion policies.
Equity, Diversity, and Inclusion	4+	Legislation and organisational policies relating to equity, diversity and inclusion in the workplace.	Follow legislation and other policies that support and promote equity, diversity and inclusion in the workplace.	Explains how they follow legislation and policies to support and promote equity, diversity and inclusion in the workplace.	Evaluates their approach to supporting and promoting equity, diversity and inclusion in terms of impact on the workplace.
Equity, Diversity, and Inclusion	All	Principles and policies of equity, diversity and inclusion in the workplace and their impact on the organisation and your customers.	Follow and or support equity, diversity, and inclusion rules and procedures in the workplace.	Describes how equity, diversity, and inclusion rules and procedures have been followed in the workplace and the impact on the organisation and customers.	Evaluates the impact on the organisation of having equity, diversity and inclusion policies

Equity, Diversity and Inclusion	4+	Regulatory and legislative requirements regarding Equality and their impact on the organisation.	Promote regulations, legislation and policies that support and promote equity, diversity and inclusion in the workplace.	Describes how legislation and policies are used to support and promote equity, diversity and inclusion in the workplace.	Evaluates how support and promotion of equity diversity and inclusion legislation and policies have impacted the workplace
Equity, Diversity and Inclusion	All	The reasonable adjustments necessary to support the accessibility of products or services or both.	Make reasonable adjustments to support the accessibility of products or services or both.	Describes how reasonable adjustments have been made to support accessibility of products or services or both.	Evaluates the impact of making reasonable adjustments to support accessibility of the product or service or both.
Equity, Diversity and Inclusion	All	The benefits and value of difference in a diverse and inclusive environment.	Ensure that policies and practices are inclusive, recognising when dealing with colleagues, stakeholders and consumers.	Describes the benefits and value of being diverse and inclusive when dealing with colleagues, stakeholders and consumers.	Evaluates the impact of being diverse and inclusive when dealing with colleagues, stakeholders and consumers.
Project management	4-7	The principles of project management tools to deliver outcomes to required specifications.	Uses project management tools to deliver outcomes to required specifications.	Describes the project management tools used to deliver projects to the required specification.	Evaluates the project management tools they used to deliver the project to the required specification
Quality improvement	4-7	Approaches to peer review to improve own and others' practice.	Participate in peer review activity and identify appropriate challenges and improvement strategies to apply to own and others' practice.	Analyses how they have undertaken peer review activity and used their findings to inform suggestions for improvement for themselves and others.	Evaluate valid and reliable peer review activity approaches used to improve own and others' practice.
Data Analysis	2-3	Approaches to analysing data relevant to own role.	Analyse data to present data relevant to own role.	Use analysis of data to present data relevant to own role.	Explains the analysis of data used to present data relevant to own role.
Data Analysis	2-4	Data analysis techniques.	Analyse data to make evidence-based decisions and recommendations.	Applies data analysis techniques to make evidence-based decisions and recommendations	Justifies their choice of data analysis technique used to make evidence-based decisions and recommendations.
Data analysis	2-3	Data analysis techniques.	Assists in the collation and analysis of data.	Describes how they assisted in collation and analysis of data.	Evaluates the level of assistance they provided when collating and analysing data.

Data analysis	4+	Credible data sources, analysis and evaluation techniques.	Collate, analyse and interpret data to inform decisions.	Identifies credible data sources, analysis and evaluation techniques and applies them to inform decisions.	Justifies their choice of data, analysis and evaluation techniques.
Data analysis	6	The use of digital technology to provide management reports to assist decision making.	Interpret management reports, and utilise a variety of media, including verbal communication, to deliver advice that impacts management decisions.	Evaluates the use of digital technology to provide management reports to assist decision making.	n/a
Data analysis	4+	Data analysis and visualisation methods.	Interpret data analysis to make reasoned conclusions.	Interprets data using selected analysis and visualisation methods used to make reasoned conclusions.	Critically evaluates data analysis and visualisation methods used to make a reasoned conclusion.
Data analysis	6	Approaches to digital technology used to analyse, communicate, monitor and report on implementing strategy and meeting strategic objectives.	Identify and use appropriate digital technology to achieve desired outputs in the context of producing strategic reports.	Evaluates the digital technology used to analyse, communicate, monitor and report in order to implement strategy and meet strategic objectives.	n/a
Recording and storing data and information		Ways to document, use, record and store data and information securely and in line with General Data Protection Regulation (GDPR) requirements and local and national policies, including the safe use of technology.	Document, use, record and store data and information related to individuals securely and in line with GDPR requirements and local and national policies, including the safe use of technology	Uses technology when documenting, recording and storing data and information related to individuals in line with GDPR requirements, and local and national policies	n/a
Research	3-5	approaches to research and information gathering including identification and selection of trusted sources and documentation.	undertake independent research in the areas of specialism	Identifies and selects trusted sources and documentation to undertake research in their areas of specialism	Evaluates research findings to inform own practice improvements.
Research	3-5	Research approaches relevant to own role.	Conduct research relevant to own role.	Identifies research approaches to undertake research relevant to their own role	Evaluates research findings to inform own practice improvements.
Research	6	Methods for collecting research data and how to analyse, interpret and apply findings to casework or other outputs.	Conduct, analyse, interpret and apply research findings to casework or other outputs.	Evaluate methodologies used when conducting research relevant to case work or other outputs.	n/a
Research	7	Research methodologies appropriate to the sector and how to formulate and apply a hypothesis.	Analyse and evaluate research findings to make recommendations.	Analyses and evaluates research findings based on the original hypothesis, makes recommendations, justifies their methods used appropriate to the sector	n/a

Research	4-7	Methods for collecting research data and how to analyse, interpret and apply findings to own and others' practice.	Conduct, analyse, interpret and apply research findings to own and others' practice.	Evaluate methodologies used when conducting research to apply findings to own and others' practice.	n/a
Ethical frameworks	6-7	Ethical and professional frameworks and their relevance to own work	Apply ethical and professional frameworks to own work	Applies ethical and professional frameworks relevant to their own work.	n/a
Legislation	2-4	The legislation and regulation and codes of conduct/practice that apply to own role.	Work in line with the legislation, regulation and codes of conduct/practice that apply to own role.	Complies with legislation, local and national policies and codes of conduct/practice within limits of own role.	Explains the impact of legislation on local and national policies and codes of conduct on own role.
Legislation	4-7	The legislation, regulation and codes of conduct/practice that apply to own role, including the implications of non-compliance	Interpret and apply legislation, regulation and codes of conduct/practice within limits of own role.	Applies and interprets legislation, regulation, local and national policies and codes of conduct within limits of own role, explaining the implications of non-compliance.	Evaluates the impact of legislation, regulation, local and national policies and codes of conduct on own role.
Legislation	4-7	Law and legal practice and procedures of specialist area of practice as set out in xxxxxx.	Interpret and apply law and legal practice and procedures of specialist area of practice as set out in xxxxxx.	Applies and interprets law and legal practice and procedures of specialist area of practice as set out in xxxxxx.	Evaluates the impact of law and legal practice and procedures of specialist area of practice as set out in xxxxxx.
Codes of conduct	3	Principles of ethical and professional frameworks and their relevance for service delivery.	Interprets and uses professional frameworks on own practice	Applies the principles of ethical and professional frameworks, within limits of own role.	n/a
Codes of conduct	3	The principles of professional ethics and codes of conduct in a legal or finance or accounting environment.	Interpret and apply legislation and codes of conduct on own practice.	Applies and interprets legislation and codes of conduct within limits of own role.	n/a
Problem solving	2-3	Approaches to problem solving within own level of authority when responding to challenges associated with routine issues.	Apply problem solving approaches to resolve routine issues within scope of own role.	Explains the approaches used to solve routine and problems.	Identifies opportunities for sharing solutions to problems
Problem solving	2-4	Problem solving techniques and own level of authority when responding to challenges associated with routine and non-routine issues.	Apply problem solving techniques to resolve routine and non-routine issues within scope of own role.	Explains the techniques used to solve routine and non-routine problems.	Identifies opportunities for sharing solutions to problems.

Communication	2-3	Communication methods to facilitate understanding for individuals.	Communicate with individuals to facilitate understanding.	Selects communication methods to facilitate understanding appropriate to the needs of the individual.	Explains how they select the communication methods to facilitate understanding appropriate to the needs of the individual.
Communication	4-7	Different communication skills and strategies to maximise understanding for individuals.	Communicate using different skills and strategies to maximise understanding for individuals.	Adapts different communication skills and strategies to maximise understanding for individuals.	Evaluates the impact of different communication skills and strategies to maximise understanding for individuals.
Communication	ALL	Methods of communication to ensure technical information and advice is communicated to non-technical stakeholders.	Communicate technical information and advice to non-technical stakeholders	Selects communication methods to convey technical information to non-technical stakeholders.	Explains how they apply different communication methods to convey technical information to non-technical stakeholders.
Communication	ALL	Different communication skills and strategies	Communicate technical information and advice to non-technical stakeholders.	Adapts different communication skills and strategies to convey technical information and advice to non-technical stakeholders.	Evaluates the impact of different communication skills and strategies to convey technical information and advice to non-technical stakeholders.
Delivers presentations	6-7	Presentation methods that can be used for the different audiences and purposes.	Create and deliver presentations that meet an intended purpose.	Prepares and delivers a presentation for an intended audience and to meet a purpose.	Evaluates the delivery of a presentation for an intended audience to meet a purpose.
Conflict management	4-7	Conflict resolution strategies.	Use conflict resolution strategies to manage conflict.	Justifies conflict resolution strategies used to manage conflict. Uses conflict resolution strategies to deflect or resolve a potential conflict.	Evaluates conflict resolution strategies used to manage conflict.
Conflict management	2-3	Investigate, resolve or escalate transactional queries and errors within their remit as appropriate.	Recognise and respond to potential conflict escalate where appropriate.	Explains how they manage and respond to conflict situations.	n/a
Conflict management	2-3	Investigate, resolve or escalate transactional queries and errors within their remit as appropriate.	Investigate, resolve or escalate transactional queries and errors within their remit as appropriate.	Explains how they manage and respond to transactional queries and errors within their remit.	n/a
Conflict management	2-3	Investigate, resolve or escalate transactional queries and errors within their remit as appropriate.	Handle points of contact with clients and key milestones in an organised and controlled way to lead the client experience.	Explains how they deal with clients through key milestones including the steps they would take to investigate, resolve or escalate transactional queries and errors within their remit.	n/a

Conflict management	4-5	Approaches to Conflict resolution.	Use conflict resolution techniques to manage conflict.	Justifies conflict resolution techniques used to manage conflict. Uses conflict resolution techniques to resolve a potential conflict.	Evaluates conflict resolution techniques used to manage conflict-
Conflict management	6-7	Conflict resolution strategies.	Use conflict resolution strategies to mitigate and manage conflict.	Justifies conflict resolution strategies used to mitigate and manage conflict. Selects and applies conflict resolution strategies to mitigate or resolve a conflict.	Evaluates conflict resolution strategies used to manage conflict.
Leadership	7	Leadership theories and styles, and the impact these can have on individuals and the organisation.	Provide leadership to individuals and the organisation.	Outlines their own leadership style(s) and the impact on individuals and the organisation.	Critically evaluate own leadership style(s) and the impact on individuals and the organisation.
Workload	2-3	Methods to manage time, resources and workload.	Manage time, resources and workload.	Describes how they manage time, resources and workload.	Evaluates their approach to managing time resources and workload.
Workload	4-7	Principles of workload management and how own role contributes to team workload.	Use workload management principles to plan, organise and prioritise own tasks and manage time effectively.	Applies workload management principles to plan, organise and prioritise their own and team tasks and manage time.	Evaluates the impact of using the principles of workload management on their own and team performance.
Team working	2-7	The principles of team building and how to maintain working relationships.	Build and maintain relationships that support teamworking.	Applies the principles of team building and how to build and maintain working relationships	Evaluates the relationships built and maintained to support team working Evaluates the success of team building and working relationship management
Team Working	All	Team working techniques.	Uses team working principles.	Explain how they apply team working principles to meet their team's goals.	Outlines the impact team applying teamworking principles have had on meeting goals
Partnership, collaboration and team working	2-3	Principles of collaboration, partnership and teamworking with individuals, agencies and the stakeholders.	Collaborate and work in partnership with team members, individuals, agencies and stakeholders.	Collaborate and work in partnership with team members, individuals, agencies, and stakeholders.	Evaluates the impact of collaboration, partnership and teamworking on individuals, agencies and the stakeholders.
Partnership, collaboration and team working	4-7	The importance and impact of team and organisational dynamics and culture to service delivery.	Work collaboratively with teams and liaise with external agencies to	Outlines how they work collaboratively with teams and in partnership with external agencies, considering the impact of	Evaluates the impact on service delivery of collaborative working and

			facilitate team working	organisational dynamics and culture to service delivery.	partnerships with external agencies.
Relationships and teambuilding	2-7	The principles of team building and how to maintain working relationships.	Build and maintain relationships that support teamworking.	Describes how working relationships were built and maintained to support team working.	Evaluates the relationships built and maintained to support team working and the lessons learned to inform improvements.
Relationship Management	4-7	Approaches to stakeholder identification and stakeholder management.	Build, maintain and manage working relationships with stakeholders.	Outlines their approaches to identifying stakeholders, and how they manage them to build, maintain and manage working relationships	Evaluates their approach to managing stakeholders
Relationship Management	4-7	Approaches to building and managing internal and external relationships that affect the organisation.	Develop and maintain effective relationships with internal and external stakeholders.	Outlines the approaches they use to develop and maintain relationships with internal and external stakeholders	Evaluates the impact on the organisation of developing and maintaining relationships with internal and external stakeholders
Wellbeing	2-3	Principles of wellbeing, the importance of self-care and available support.	Recognise the importance of wellbeing and self-care, taking appropriate action when required.	Describes the importance of wellbeing and self-care, how they recognise own needs and explain how they access support structures when required.	n/a
Wellbeing	4-7	Importance of wellbeing, self-care and resilience of own self and team.	Develop and adopt strategies for wellbeing and self-care to maintain a high standard of professional effectiveness of own self and team.	Evaluates the strategies they have engaged to promote the wellbeing, self-care and resilience of themselves and their team.	n/a
CPD (Continuing professional development)	2-3	Principles of continuing professional development (CPD).	Participate in training and development activities and the impact of learning on own role.	Participates in training and development activities and assesses the impact of these in their own role.	Identifies areas for further training and development based on feedback or activities already undertaken.
CPD (Continuing professional development)	4-5	Importance of ongoing professional development and incorporating changes to own role.	Take personal responsibility for ongoing professional development opportunities.	Evaluate own practice and the role of professional development in making changes to own role.	Critically evaluates their professional development activities and identifies further opportunities to make changes to own role.
CPD (Continuing professional development)	6-7	Importance of ongoing professional development and incorporating changes to own role and wider team.	Take personal responsibility for ongoing professional development opportunities.	Evaluate own practice and the role of professional development in improving own performance and the wider team	Critically evaluate professional development activities and explains how they impact own role, team or the wider organisation.

Cyber Security	2-3	Awareness of cyber-security and working safely online within a finance and accounting context (could choose finance and accounting or one depending on the role).	Adheres to cyber security procedure to finance and accounting transactions (could choose finance and accounting or one depending on the role).	Explains how they work safely online within a finance and accounting context, in line with organisational cybersecurity guidance and procedures.	Evaluates the need for safe working and cybersecurity guidance and procedures within a finance and accounting context.
Cyber Security	4-7	Principles of cyber-security and working safely online within a finance and accounting context (could choose finance and accounting or one depending on the role).	Apply cyber security procedure to finance and accounting transactions (could choose finance and accounting or one depending on the role).	Applies organisational cyber security procedure to finance and accounting transactions.	Evaluates the need for compliance with organisational cybersecurity guidance and procedures within a finance and accounting context.

Behaviours	Level 2-3	Level 4-5	Level 6-7
Ethics and integrity	Ethical and Professional - adheres to professional codes of conduct in legal activities and relationships with others.	Ethical and Professional - applies a transparent, objective and sustainable manner to meet the ethical requirements of the profession.	n/a
Problem solving	n/a	A logical thinker engaging with problems to solve them through a variety of techniques and approaches.	Generates solutions to technical problems, considering a range of options and identifying when to escalate when problems are outside their remit.
Professionalism	Manages own time effectively to achieve task completion to schedule, including responding to changes in priority.	.Approaches work with professionalism in activities and relationships with others.	Acts with integrity, impartiality and independence, demonstrates principled behaviour, follows rules, adheres to organisational and professional standards and manages risk. Knows limitations of abilities, refers technical work to others with the right expertise, admits mistakes and resists pressure to condone, ignore or act unethically.
Teamwork	Collaborate and promote teamwork across disciplines.		
Leadership and teamwork	Is team-focused - works effectively with colleagues and other professionals respecting the principles of equity, diversity and inclusion.	Builds and maintains positive relationships with stakeholders, respecting the principles of equity, diversity and inclusion. Collaborates within teams, across disciplines and with external stakeholders.	Works with others towards common goals and respects principles of equity diversity and inclusion. Leads by example
Innovation	Keeps up to date with organisational best practice.	Keeps up to date with statutory and regulatory best practice.	Actively promotes best practice to colleagues and stakeholders to optimise performance.
Equality, diversity and inclusion	Follows equity, diversity and inclusion rules and guidance. Shows respect for different views. Supports social inclusion in the workplace and with key stakeholders. Embraces equality, diversity and inclusion. Contributes to equity, diversity, and inclusivity in the workplace.	Promotes equity, diversity and inclusion within the team, the wider organisation and service users.	Promotes and protect the interests of stakeholders, , respecting an individual's diversity, beliefs, culture, needs, and preferences.
Continuous professional development	Committed to continued professional development (CPD) to maintain and enhance competence in their own area of practice. Committed to personal Continual Professional	Committed to maintaining and enhancing competence through CPD.	Promotes and priorities continuous professional development

	Development (CPD) and applying learning to everyday practice.		
Collaboration	Collaborates with others, for example within teams, across disciplines and external stakeholders. Works collaboratively with others across the organisation and external stakeholders.	Works collaboratively to build and maintain positive relationships with colleagues, customers/clients and suppliers.	Collaborates with other team members and wider stakeholders to continuously improve policies, processes, and systems to meet organisational needs.
Confidentiality	Respects confidentiality	Respects confidentiality	Respect confidentiality.
Reliable	Reliable	Reliable	Reliable
Flexible and adaptive	Works flexibly and adapts to circumstances. Adopts a flexible approach and is adaptable to change.	Works flexibly and adapts to circumstances.	Works flexibly and adapts to circumstances.
Sustainability	Considers the environment and sustainability. Takes personal responsibility for sustainable outcomes in how they carry out the duties of their role by reference to environmental good practice. Promote sustainable working practices.	take responsibility for and promote sustainable working practices. Demonstrate and promote sustainable practices with mentee. Promote sustainable working practices.	Promote sustainable working practices.
Respectful	Respectful of others.	Demonstrate and encourage mutual respect	Demonstrate and encourage respect within teams and stakeholders