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Handbook

for Certified Corporate Sustainability Practitioner 1 (CCSP 1) Programme



**HANDBOOK FOR
CERTIFIED CORPORATE SUSTAINABILITY PRACTITIONER 1 (CCSP 1)
PROGRAMME**

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1. Commencement and Application

This Handbook sets out the requirements and guiding principles to SIDC's Certified Corporate Sustainability Practitioner 1 (CCSP 1) as well as the framework, enrolment, learning journey, assessment, and fees applicable to interested candidates.

2. Definitions and Interpretations

In this Handbook, unless the subject or context requires otherwise, the terms hereinafter shall bear the following meanings respectively.

Securities Industry Development Corporation (SIDC) is the leading capital market learning and development solutions provider for industry participants in Malaysia and as further described in paragraph 3.1.

Candidates mean individuals who have registered to undertake any of SIDC's CCSP.

Certified Corporate Sustainability Practitioner 1 (CCSP 1) means SIDC's structured learning programme designed to assess and validate participants' proficiency and competence in specific knowledge, skills, and standards, culminating in the attainment of a certification.

e-Learning means a structured programme or learning experience enabling participants to access the learning material at their convenience and own pace through SIDC's Learning and Assessment Management System (LAMS).

Entry Requirement means the respective criteria candidates must meet to enrol into any of SIDC's CCSP Programme as set out in paragraph 5.1.

Exemption means the provision that allows candidates who do not meet the Entry Requirements of the Programme as set out in paragraph 5.2 to be exempted subject to the provisions made available by SIDC.

Fees mean the programme registration and Summative Assessment fees as set out in paragraph 5.3.

Proctor means the invigilator for online examinations/assessments.

Resit means the opportunity granted to a candidate who did not pass the CCSP 1 to retake the Summative Assessment component in accordance with the guidelines provided in paragraph 7.4.

Summative Assessment means the final, comprehensive assessment, represented by an examination, which accounts for a percentage of the total passing mark for the Programme.

Terms and Conditions mean the respective CCSP 1 programme' Terms and Conditions.

Workshop means an interactive learning session where participants can engage either physically (e-Webinar) with the trainer, facilitator and other attendees.

3. SIDC and Introduction to the Certified Corporate Sustainability Practitioner 1 (CCSP 1) Programme

3.1 About the Securities Industry Development Corporation (SIDC)

3.1.1 The Securities Industry Development Corporation (SIDC) is the leading capital market learning and development solutions provider for industry participants in Malaysia, as well as for the growth and emerging markets that include market professionals, company directors, regulators and investors. Established in 1994 as the learning and development arm of the Securities Commission Malaysia (SC) and incorporated in 2007, SIDC has been a standard-bearer of quality and innovation for over three decades.

3.1.2 SIDC's involvement in the development of human capital for the Malaysian capital market is comprehensive and end-to-end. We work closely with the SC, other regulatory bodies, capital market institutions and associations through consultations and collaborations to:

- (i) establish competency standards for the industry; and
- (ii) design, develop and deliver training and programme that upskills the competencies of participants and support market growth.

3.2 About the Certified Corporate Sustainability Practitioner 1 (CCSP 1)

3.2.1 Introduction to CCSP 1

- (i) The development of the CCSP 1 programme, underscores a strategic response to the evolving demands and complexities within sustainability practices and disclosure. These programmes are designed to equip sustainability professionals with both theoretical knowledge and the practical skills necessary to excel in their respective areas.
- (ii) The CCSP 1 is designed to build and validate the essential knowledge and skills needed in the capital markets industry. Professionals who achieve the CCSP 1 demonstrate their ability to meet and at times exceed the industry's expected quality standards. Upon successful completion, they earn the CCSP 1 designation, as awarded by SIDC, highlighting their capability to adapt to and manage the changing demands of the industry. Candidates are normally required to complete each level consecutively within the allocated time limit.
- (iii) Embarking on the CCSP 1 journey represents a step towards gaining specialised knowledge and achieving professional growth. Candidates engage with customised learning programme tailored to meet the industry's unique challenges and requirements. Candidates are assessed on their proficiency across various capital market aspects through formative and summative evaluations, preparing them for future challenges.

- 3.2.2 Successful candidates will be entitled to use the specific designation as Certified Corporate Sustainability Practitioner (CCSP 1) after their name based on the fulfilment of the requirements and the award of the CCSP 1.

Sample designation for candidates that certified as CCSP1:
John Smith, CCSP 1

- 3.2.3 SIDC reserves the right to revoke the CCSP 1 designation granted to any individual due to breach of any Terms and Conditions of the CCSP 1, including any misconduct or unethical behaviour. Upon revocation, the individual must immediately cease the use of the CCSP 1 designation in all professional representations, failing which SIDC may pursue legal action against the individual.

4. CCSP 1 Framework

- 4.1 The CCSP 1 is open to enrolment by all eligible individuals. A candidate progresses through the CCSP 1 framework, completing all required programme of the syllabus and fulfilling all the relevant requirements.
- 4.2 The CCSP 1 is a programme for professionals and aspiring sustainability practitioners to Building foundational knowledge and skills to execute sustainability practices, support data collection and reporting.
- 4.3 The CCSP 1 is made up of four (4) components:

No.	Component	Mode of delivery
1	<p>Bursa Malaysia Corporate Sustainability Practitioner (CSP) 2.0 Digital Self-Assessment Tool</p> <p>The Digital Self-Assessment Tool is an online platform designed to help individuals and organisations assess their current level of sustainability and ESG practices. It can be accessed via the Bursa Malaysia website through the link below: https://my.bursamalaysia.com/learn/bursa-sustain/explorer/corporate-sustainability-practitioner-competency-framework</p>	Online Self-Assessment in Bursa Malaysia website
2	<p>Workshop: NSRF Preparers' Programme (NPP) Module 1: Sustainability Reporting Using the ISSB Illustrative Sustainability Report</p> <p>The Workshop is designed to provide practical guidance on preparing sustainability reports aligned with the ISSB framework. It covers key concepts, reporting steps, and required disclosures. Participants will also learn how to use the ISSB Illustrative Sustainability Report as a practical guide.</p>	Physical face-to-face Workshop - Interactive presentations and Question-and-Answer (Q&A) sessions

No.	Component	Mode of delivery
3	<p>e-Learning: CCSP 1 - Sustainability, ESG and SRI Essentials</p> <p>There are eight (8) modules of e-Learning modules for candidates to complete through self-directed learning as follows:</p> <ol style="list-style-type: none"> (1) Overview of Sustainability, ESG and SRI. (2) Global and Local Sustainability Landscape and Adoption. (3) Business Levers and Concepts in Sustainability. (4) Global and Local Sustainability Regulations and Guidance. (5) ESG Frameworks and Reporting. (6) ESG Risk Management. (7) Overview of SRI Taxonomies. (8) SRI and the Malaysian Capital Market. <ul style="list-style-type: none"> • Candidates must complete the eight (8) e-Learning modules before undertaking the final Assessment. Failure to complete the e-Learning will result in candidates being denied access to the assessment. • Candidates will receive email reminders to complete the e-Learning. <p><i>Please refer to CCSP 1 Terms & Conditions for more details on the e-Learning.</i></p>	<p>e-Learning and Knowledge Checks accessible in SIDC's Learning and Assessment Management System (LAMS)</p>
4	<p>Summative Assessment</p> <p>Before candidates undertake the CCSP 1 Summative Assessment, they are required to:</p> <ul style="list-style-type: none"> • Complete the Bursa Malaysia Corporate Sustainability Practitioner (CSP) 2.0 Digital Self-Assessment Tool; • Attend the Workshop: NSRF Preparers' Programme (NPP) Module 1: Sustainability Reporting Using the ISSB Illustrative Sustainability Report. • Complete the e-Learning: CCSP 1 - Sustainability, ESG and SRI Essentials; and <p>Candidates are required to submit the following documents via email to the SIDC Assessment Secretariat at assessmentsecretariat@sidc.com.my prior to sitting for the Summative Assessment.</p>	<p>Online, Scheduled and Remote-proctored in SIDC's LAMS</p>

No.	Component	Mode of delivery
	<p>(i) Result score from the Bursa Malaysia Corporate Sustainability Practitioner (CSP) 2.0 Digital Self-Assessment Tool;</p> <p>(ii) Certificate of attendance for the Workshop: NSRF Preparers' Programme (NPP) Module 1 - Sustainability Reporting Using the ISSB Illustrative Sustainability Report.</p> <p>Failure to submit the documents above will result in candidates being denied access to the Summative Assessment.</p> <p>Summative Assessment Structure:</p> <ul style="list-style-type: none"> • Fifty (50) Multiple Choice Questions • 120 minutes Duration • 60% Passing Marks <p>Candidates will receive email reminders on the scheduled Assessment date.</p> <p><i>Please refer to CCSP 1 Terms & Conditions for more details the Assessment.</i></p>	

4.4 Candidates will be awarded the CCSP 1 certificate upon completion ALL of the following components:

- (i) Completion of Bursa Malaysia Corporate Sustainability Practitioner (CSP) 2.0 Digital Self-Assessment Tool;
- (ii) Attendance at the Workshop: NSRF Preparers' Programme (NPP) Module 1: Sustainability Reporting Using the ISSB Illustrative Sustainability Report;
- (iii) Completion of e-Learning: CCSP 1 - Sustainability, ESG and SRI Essentials: and
- (iv) Passing the Summative Assessment

5. Enrolment

5.1 General Entry Requirements

5.1.1 An individual shall be eligible to enrol for the CCSP 1 based on the following requirement:

- (i) Minimum Sijil Pelajaran Malaysia (SPM) qualification (or equivalent)

5.2 Exemption

5.1.2 Candidates who do not fulfil the general entry requirements for any of the CCSP 1 may be granted an exemption on a case-by-case basis by writing in to the AssessmentSecretariat@sidc.com.my.

5.3 Fee Structure

5.3.1 The following fee structure is applicable for all eligible individuals enrolled under the CCSP 1.

CCSP 1	Fee* (RM)
(i) Corporate Sustainability Practitioner (CSP) 2.0 Digital Self-Assessment Tool	Complimentary
(ii) Workshop: NSRF Preparers' Programme (NPP) Module 1: Sustainability Reporting Using the ISSB Illustrative Sustainability Report	1,288
(iii) e-Learning: CCSP 1 - Sustainability, ESG and SRI Essentials with the Summative Assessment	1,460

*Fee excluding of Sales and Services Tax

5.3.2 Successful enrolment is subject to seat availability, adhering to a first-come-first-served policy, and contingent upon full payment received by SIDC. For specific programme dates, candidates are advised to refer to the CCSP 1 Calendar in www.sidc.com.my

5.4 Registration and Payment

5.4.1 The Workshop and e-Learning components under the CCSP 1 are HRD Corp (HRDC) claimable. To be eligible for a full claim of the CCSP 1 fees from HRDC, candidates shall adhere to all requirements set by HRDC including full attendance the Workshop and completion of the CCSP 1 e-learning

5.4.2 All candidates who wish to enrol for the CCSP 1 may do so at www.sidc.com.my, creating an account in the process. After the successful creation of an account, an invitation link will be sent to the email address used during account creation.

5.4.3 Upon successful sign-up, candidates may proceed to finalise their registration for the relevant CCSP 1. The payment of the relevant fees can be carried out through the candidate's registered account.

5.4.4 Once enrolled, candidates will be directed to the payment page where payment can be made via FPX (online transfer), credit card or e-wallet. Enrolment is successful once the payment is accepted by SIDC.

5.4.5 Once payment is received, a receipt for the payment may be downloaded from the same link.

- 5.4.6 Candidates will receive a confirmation email from SIDC (sidc@sidc.com.my) upon receipt of full payment. Candidates will subsequently receive an email within three (3) working days containing the access link to e-Learning and assessment as well as enrolment details.
- 5.4.7 Candidates must commit to providing truthful, precise, up-to-date, and comprehensive information during the account sign-up process. Candidates are solely accountable for the use, safeguarding, and confidentiality of their assigned passwords, which should be used exclusively by the candidate and not shared with or transferred to any third parties. Additionally, candidates agree to promptly notify and email the AssessmentSecretariat@sidc.com.my if they become aware of any unauthorised use or security breach.

5.5 Refund

- 5.5.1 All paid fees are non-refundable and non-transferable.
- 5.5.2 Candidates are advised to assess their readiness and make a firm decision before they register for the CCSP 1.
- 5.5.3 A candidate who has withdrawn, is absent from or does not fulfil any of the requirements of the CCSP 1 components will not be entitled to any refund of the fees paid or to carry forward the fee to the next sitting or intake unless under the circumstances set out in paragraph 7.3.

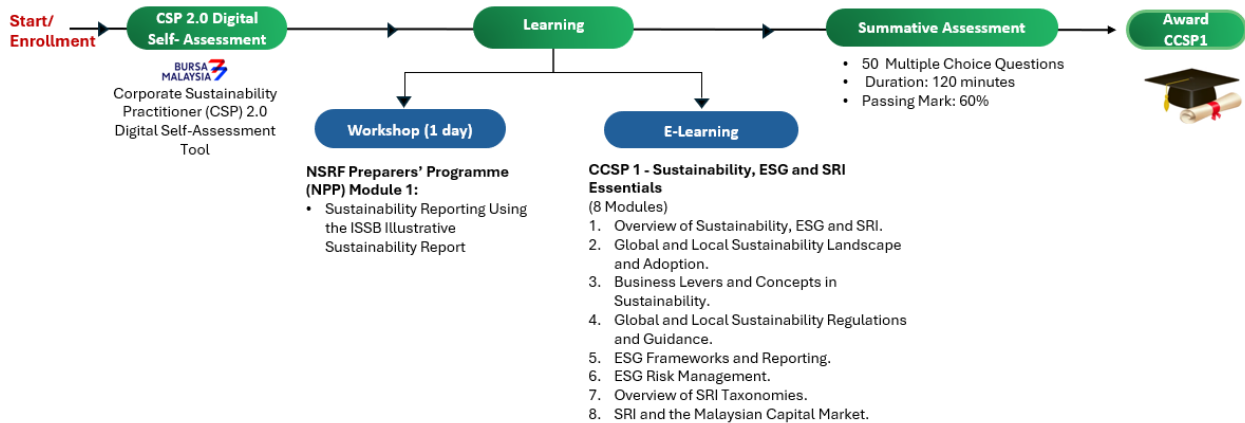
6. Learning Journey and Completion

- 6.1.1 The CCSP 1 learning journey commences with either being provided access to the CCSP 1 e-Learning or attendance at the scheduled Workshop, followed by the Summative Assessment.
- 6.1.2 Candidates must complete the CCSP1 within one (1) year either from access date of the CCSP 1 e-Learning or date of scheduled Workshops, whichever ever earlier.
- 6.1.3 Access period for the CCSP 1 is as follows:

CCSP 1 Components	Schedule/Access Period
(i) Bursa Malaysia Corporate Sustainability Practitioner (CSP) 2.0 Digital Self-Assessment Tool	At any time before sitting for the CCSP 1 Summative assessment
(ii) Workshops: NSRF Preparers' Programme (NPP) Module 1: Sustainability Reporting Using the ISSB Illustrative Sustainability Report	As per scheduled date
(iii) e-Learning: CCSP 1 - Sustainability, ESG and SRI Essentials	Three (3) months' access upon successful registration as per paragraph 6.1.2

CCSP 1 Components	Schedule/Access Period
(iv) Summative Assessment	As per scheduled date

6.1.4 Learning Journey for CCSP 1 illustrated in diagram below:



7. Summative Assessment

7.1 Conduct of the Summative Assessment

7.1.1 The Summative Assessment sessions are conducted by SIDC via the online-based examination and remote proctoring system on SIDC's Learning and Assessment Management System (LAMS). Candidates are expected to comply with the conduct of Summative Assessment stipulated in this Handbook and CCSP 1 Terms & Condition

7.1.2 For online-based examinations taken via remote proctoring, the following process and rules apply:

- Candidates may sit the examination from their homes or offices, provided the environment is a walled room with a closed door and free from distractions ("Remote Examination Area").
- Candidates must thoroughly read and familiarise themselves with the policies and procedures of the online examination system before attempting the assessment.
- Should candidates access the online-based examination system thirty (30) minutes later than the stipulated scheduled examination session, they will be considered 'absent' and will not be allowed to begin the examination.
- Upon registration for the examination session, candidates may be requested to show their examination surroundings via web cam, which will be inspected by a Proctor before commencing the examination. Should the Remote Examination Area fail to meet SIDC's requirements, the Proctor has the discretion to prohibit the candidate from sitting the examination and terminate access.
- No one else is permitted to be in the room with the candidate during assessment.
- Candidates are strictly prohibited from seeking any assistance from others while

taking the examination.

- (vii) Candidates must ensure that the computer screen displaying the examination questions is not visible to any other individual. Should the Proctor detect the presence of another person in the room during the examination, the examination will be terminated.
- (viii) Candidates are not allowed to ask the Proctor any examination-related questions.
- (ix) Candidates must present a valid and unexpired identification document for verification purposes.
- (x) If the computer is left unattended during the examination, the Proctor will automatically end the examination session, and the candidate will not be able to resume the examination.
- (xi) Candidates are not allowed to copy, paste, attempt to remember examination questions or answers, or share or discuss any examination content with others.
- (xii) Candidates can click the chat icon on the screen to request assistance from the Proctor should they have any queries or encounter technical issues or distractions.

7.1.3 Candidates are advised to log in to their registered account to access the examination thirty (30) minutes prior to their examination session.

7.2 Summative Assessment Result

7.2.1 The Summative Assessment (SA) shall provide the result either “PASS” or “FAIL”, which shall determine the eligibility for the Candidates to be awarded the CCSP 1 certification.

7.2.2 The SA result will be available three (3) working days after the completion of the assessment. Candidates will be able to view and self-print the SA result (the “e-Result Slip”) via the candidates’ registered account.

7.2.3 The SA result is FINAL and a request to review or recheck the SA result will NOT be entertained

7.2.4 As the CCSP 1 only has the SA component, the passing mark to determine the eligibility of the candidate to be awarded the CCSP 1 is 60% of the 50 questions.

7.2.5 The e-Result Slip contains a QR code. Those who scan the QR code will be brought to the SIDC e-Result ‘verification’ page which displays the candidate’s details (Name, Identity Card Number/Passport Number, examination date, examination module and examination result).

7.3 Deferment

- 7.3.1 Candidates are not allowed to defer the scheduled CCSP 1 except in instances involving extenuating circumstances listed under paragraph 7.3.2. The deferment allowed in paragraph 7.3 is only applicable for Summative Assessment.
- 7.3.2 Deferment of the Summative Assessment will be granted solely under the following extenuating circumstances:
- (i) Medical reason; or
 - (ii) Death of an immediate family member (spouse, child, parent, parent-in-law, grandparent, brother or sister only).
- 7.3.3 The application for deferment is subject to a processing fee of RM100 and all applications must include the relevant supporting documents which shall be submitted to AssessmentSecretariat@sidc.com.my. Applications without relevant supporting documents will not be entertained. The decision to grant or deny the extension application rests solely with SIDC.
- 7.3.4 For medical reason, application must be made within three (3) full working days (excluding weekends and public holidays) from the date of the webinar or examination. Candidates **MUST** provide a scanned copy of the medical certificate in their application.
- 7.3.5 In the event of death of an immediate family member occurring within seven (7) days prior to the examination date, the candidate is allowed to defer the webinar or examination to another date. All the following documents must be received by SIDC via email at AssessmentSecretariat@sidc.com.my within five (5) full working days from the date of the examination:
- (i) A scanned copy of the death certificate.
 - (ii) A written notice from the candidate indicating the relationship between the candidate and the deceased.
- 7.3.6 Deferment by SIDC is subject to seat availability, adhering to a first-come-first-served policy, and contingent upon successful completion of the relevant fee payment. For specific programme dates when these options are available, candidates are advised to consult the respective CCSP 1 Calendar in www.sidc.com.my.

7.4 Resit

- 7.4.1 Applicable for candidates who have registered and completed the CCSP 1 components but did not pass the Summative Assessment. Resitting is subject to registration and payment of the relevant fees set out in paragraph 7 and other applicable terms and conditions

7.4.2 Resitting is subject to the relevant CCSP 1 validity period as mentioned of this Handbook and seat availability, adhering to a first-come-first-served policy, and contingent upon successful completion of the relevant fee payment. For specific programme dates when these options are available, candidates are advised to consult the CCSP 1 Calendar in www.sidc.com.my.

7.4.3 Candidates are permitted to resist the Summative Assessment within the completion period as set out in paragraph 6.1.2. Failure to pass the Summative Assessment within the stipulated period will require the candidate to re-enrol in the entire CCSP 1 programme.

8. Code of Conduct

8.1.1 All candidates are expected to display the highest standards of professionalism and ethical conduct, comply with relevant laws and regulations and maintain the reputation of the compliance profession. Failure to do so may result in SIDC taking necessary action against the candidates, including, but not limited to, instituting disciplinary action, terminating their registration and access to the CCSP 1 programme and/or revoking the award and relevant designation attached to such award.

8.1.2 To help candidates recognise and maintain these high standards of behaviour, SIDC has laid out the refer to Clause 6 on Summative Assessment for CCSP 1 and Clause 11 on Offences & Disciplinary Action in the relevant Terms and Conditions of the CCSP 1, which candidates are expected to follow.

9. Others

9.1.1 CPE points maybe claimed upon fulfilment of CPE requirements as stated in Chapter 8 of the *Licensing Handbook and Guidelines on Compliance with the CPE Requirements*.

9.1.2 Candidates are subject to the provisions of this Handbook, which shall form part of the Terms and Conditions of the CCSP 1. In the case of any inconsistencies between the Terms and Conditions of the CCSP 1 and the Handbook, then the provisions of the Terms and Conditions shall prevail.

9.1.3 All content and materials in this Handbook are current as at the date of publication and subject to change without notice.

10. Enquiries, Comments and Suggestions

10.1 All enquiries should be sent:

	<u>Telephone No.</u>	<u>Email address</u>
Registration and Payment	+603 6204 8625; or +603 6204 8211	registration@sidc.com.my
Technical Support	+603 6204 8399: or +6012 2668031	technicalsupport@sidc.com.my
Assessment	+603-6204 8892	AssessmentSecretariat@sidc.com.my