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COURSE BROCHURE

# Sustainability Data and Accountability Training Course

17 – 21 October 2027
Online

# Sustainability Data and Accountability Training Course

**Ref:** 3270_126424 **Date:** 17 – 21 October 2027 **Location:** Online **Fees:** 1900 GBP

Sustainability Data and Accountability is a 1-week training course for sustainability reporting staff and the owners of the site data behind reported figures, built around one named work product: a sustainability data accountability map. Investors, lenders and customers now question environmental, social and governance figures as closely as financial ones, so every number needs a named owner and a traceable source. Jupiter Prime Training places sustainability data and accountability at the centre of that scrutiny.

## Why Sustainability Data and Accountability Matters Now

Three pressures shape sustainability figures today. External assurance providers increasingly test reported numbers line by line, customers in supply chains request site-level evidence, and the people who hold the source records often sit far from the reporting office. An organisation that handles this well publishes figures it can defend under challenge; one that handles it badly faces restatements, lost tenders and doubt over every later disclosure. The course rests on the disciplines of internal control, record keeping and data ownership, applied in plain terms to energy, water, waste, workforce and conduct metrics.

## Who Gains Most from Sustainability Data and Accountability

- Staff who compile sustainability figures from many sites into one report
- Site owners of meter readings, waste tickets, incident logs and workforce records
- Finance and control specialists asked to extend checks to non-financial figures
- Internal reviewers who test evidence before figures leave the organisation
- Coordinators who answer customer and lender questionnaires on site performance

The greatest gain comes when a reporting lead and two or three site data owners from the same organisation attend together.

## Sustainability Data and Accountability Capabilities

Participants leave able to trace any reported sustainability figure back to its source record and name the person answerable for it.

- Specify collection templates and cut-off rules for each site metric — consistent group totals
- Assign a named owner and reviewer to every reported figure — disclosure sign-off
- Design preventive and detective controls over manual entries and estimates — assurance readiness
- Build an evidence trail linking each disclosed number to its source documents — external challenge
- Test data completeness, accuracy and consistency across reporting periods — restatement risk
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Communicate gaps and estimation methods openly to senior approvers — board confidence

## Key Sustainability Data and Accountability Terms

- Data owner — the person answerable for the accuracy, completeness and timely supply of one reported metric.
- Evidence trail — the linked chain of source records, workings and approvals that supports a disclosed figure.
- Reporting boundary — the sites, operations and entities whose data is included in a sustainability figure.
- Estimation method — a documented way of filling a data gap when a direct reading is unavailable.
- Restatement — a correction of a previously published figure after an error or method change is found.
- Accountability map — a matrix linking each metric to its owner, reviewer, source, control and approver.

## Sustainability Data and Accountability Day by Day

## Day 1: The Scrutiny Behind Sustainability Figures

- Stakeholder Information Needs — Which Readers Test Which Reported Metrics
- Metric Inventory — Listing Every Environmental, Social and Conduct Figure Reported
- Reporting Boundary Decisions — Which Sites and Entities Fall Inside
- Materiality Screen — Which Figures Deserve the Tightest Controls
- Current State Diagnostic — Where Ownership and Evidence Are Missing

## Day 2: Collecting Data Across Sites

- Site Collection Templates — Units, Cut-Off Dates and Definitions per Metric
- Meter, Invoice and Ticket Sources — Choosing the Primary Record for Each Figure
- Workforce and Incident Records — Aligning Human Resources and Safety Data
- Estimation Method Register — Documenting How Gaps Are Filled
- Consolidation Workbook Design — Rolling Site Data into Group Totals

## Day 3: Ownership, Controls and Evidence Trails

- Data Owner Assignment — Naming Who Answers for Each Metric
- Preventive and Detective Controls — Stopping Errors Before They Reach Reports
- Segregation of Preparer and Reviewer — Independence Over Manual Adjustments
- Evidence Trail Construction — Linking Disclosures to Source Documents
- Retention and Version Rules — Keeping Workings Retrievable for Assurance

## Day 4: Data Quality Checks and Disclosure Sign-Off

- Completeness and Accuracy Tests — Sampling Site Submissions Against Source Records
- Trend and Ratio Analysis — Spotting Implausible Movements Between Periods
- Exception Log — Recording, Resolving and Escalating Data Issues
- Assurance Readiness Review — Preparing Evidence Packs for External Testers
- Disclosure Approval Chain — Who Signs Off Before Publication

## Day 5: Practising the Sustainability Data Accountability Map

- Metric and Boundary Selection — Applying Materiality Screening to a Participant Case
- Owner and Reviewer Allocation — Applying Ownership Rules to Case Metrics
- Control and Evidence Mapping — Applying Trail Design to Each Figure
- Peer Assurance Challenge — Testing the Map Against Tester Questions
- Sustainability Data Accountability Map — Final Version for Approver Sign-Off

## Applying Sustainability Data and Accountability After the Course

- Run an ownership session with site leads to assign a named owner and reviewer to the ten most material reported metrics.
- Sample three disclosed figures from the last report and rebuild their evidence trails.

## Sustainability Data and Accountability Questions FAQ

### What is sustainability data and accountability and why does it matter now?

Sustainability data and accountability is the practice of giving every reported environmental, social and conduct figure a named owner, a control and a traceable source. It matters now because investors, lenders and assurance providers test these figures far more closely than before.

### Which roles gain most from sustainability data and accountability?

Sustainability reporting staff and site data owners gain most. Finance control specialists, internal reviewers and questionnaire coordinators also benefit.

### How does sustainability data and accountability differ from a sustainability strategy course?

Sustainability data and accountability concentrates on the records, controls and owners behind reported numbers. A strategy course sets targets and priorities; this course makes sure the figures measuring progress against them can be traced, checked and defended.

### What do you bring back from sustainability data and accountability?

You bring back a drafted map for your own organisation linking each material metric to its owner, reviewer, source record, control and approver.

## Sustainability Data and Accountability: The Way Forward

The sustainability data accountability map first informs the decision on which figures are ready to publish and which need further evidence. Reporting leads use it to plan collection cycles, and approvers use it before sign-off. After its first reporting cycle, revisit the estimation methods and the reporting boundary as sites in manufacturing and hospitality open, close or change.