



**CEPAS**  
Certificazione  
delle Competenze

## **INCLUSION PROFESSIONALS** **Inclusion Manager, Inclusion Advisor** **and Inclusion Auditor**



**CEPAS**

Certification of competencies is an essential requirement for any professional to be competitive. It is a certification of the Professional's calibre, which ensures that accurate information is communicated to the market, in the sense that it guarantees:

- ▶ professional competencies criteria fulfilment, as established by regulations and sector best practices
- ▶ professional continuity
- ▶ continual professional development
- ▶ proper conduct towards clients and colleagues.

Certification does not qualify someone to practise a profession and it doesn't have unlimited validity: it is renewed periodically only if Certified Professionals demonstrate that they have maintained the competencies acquired, pursued professional development and adhere to the Code of Conduct.

### **FOCUS: JOB PROFILE**

From 2010 onwards, many companies and well-known brands worldwide have decided to obtain a certification on their Gender Equality, Diversity and Inclusion Policies introducing a new «philosophy» in their business strategies.

The **Inclusion Professionals** certified by CEPAS are divided into 3 different profiles:

- ▶ **Inclusion Manager**
- ▶ **Inclusion Advisor**
- ▶ **Inclusion Auditor**

**The Inclusion Manager** plays a managing role in the company. She/he deals daily with HR office with particular focus on communicative aspects, inside and outside the company. Her/his activity aims at spreading out the culture and philosophy of «Gender Equality, Diversity or Inclusion Management». She/he coordinates projects in this regard and makes up its linked business plans or model agreed with the Board of Directors, to whom she/he needs to report.

**The Inclusion Advisor** can act as an external consultant, hired by companies who want to develop and implement their Gender Equality, Diversity and Inclusion Policies; or he/she can act as a third party auditor, to assess, with an independent perspective, the level of maturity of the approaches in these subjects. She/he knows this business philosophy, but she/he is specifically dedicated to put it into practice. Furthermore, she/he monitors and reports the developing actions into force to the Inclusion Manager, to whom she/he needs to report.

**The Inclusion Auditor** performs first, second and third party audit at customers' site focusing on Inclusion Management Systems.

- UNI CEI EN ISO/IEC 17024  
Conformity assessment – General requirements for bodies operating certification of people
- SA8000:2014 Social Accountability, aspects of business management related to corporate social responsibility (CSR - Corporate Social Responsibility)
- ILO Convention 100, 1951 (Equal Remuneration)
- ILO Convention 111, 1958 (Employment and Occupation)
- ILO Convention 183, 2000 (Maternity Protection Convention)
- CEDAW Convention on the Elimination of All Forms of Discrimination against Women, 1981
- GEEIS Standard, Gender Equality European & International Standard: General Framework and National Deviations (Cristina Lunghi, 2010).

## **CERTIFICATION PROCESS: HOW DOES IT WORK?**

CEPAS Certification process regarding competences in the field of Inclusion consists of the following steps

### **PRE-REQUISITES:**

In order to become **any of the Inclusion Profiles**, all candidates are required to:

- ▶ Have an High School Diploma;
- ▶ Attend and get a qualification of a specific training course;
- ▶ Prove at least 5 years of working experience in Human Resources or CSR (attested through their *Curriculum Vitae*).

In addition to what below, the **Inclusion Auditor** profiles have got three more requirements:

- ▶ Attend and get a qualification of a specific Training Course on Inclusion Management System Standard, i.e. GEEIS Standard:
- ▶ For international audit: know the English language: level C.1, according to the Common European Framework of Reference for Languages (CEF or CEFR)
- ▶ Prove to have performed at least 5 complete audits on Management Systems related to CSR or GEEIS Standard.

### **THE EXAM:**

Once pre-requisites have been verified, all candidates shall do the exam, which is made of two parts: a written test and an oral speech. Each part is designed and tailored for each specific profile of interest.

In case of positive feedback, the CEPAS Certificate will be issued and the Professional will be signed up at CEPAS Register of Certified Professionals.

The certification has a duration of four years and it involves annual maintenance so to ensure that, not only the Professional has adequate skills in a certain period, but also that he/she keeps on maintaining them continuously.

Please, look at the requisites for certification here: [www.cepas.it](http://www.cepas.it)

## **WHY CEPAS?**

- 1.** CEPAS responds to the market's need to enhance professional activities with the maximum guarantee of competence and is a leader in the sector with over **20 years experience**.
- 2.** CEPAS certifies the professional skills, in compliance with the International **Standard ISO/IEC 17024** "General requirements for the bodies operating in the certification of people".
- 3.** The critical factor of certification is the **objective assessment of skills**: the CEPAS exam offers the guarantee to be evaluated by experts in the field and it does not allow any discretion.
- 4.** The Certified Professional offers his/her customers a preventive guarantee on his/her skills, assessed and monitored constantly by an **Independent Third-Party Body** such as CEPAS.
- 5.** A Certified Professional distinguishes himself/herself from improvisers and self-styled professionals: there are Certified and non-Certified Professionals and, luckily, the market has the power to choose!

**CEPAS srl** - Via Mario Bianchini, 13/15 - 00142 Roma  
Tel. (+39) 06 5915373 - Fax (+39) 06 5915374  
[www.cepas.it](http://www.cepas.it) - [comunicazioni@cepas.bureauveritas.com](mailto:comunicazioni@cepas.bureauveritas.com)