

Module Outline

ECF on Green and Sustainable Finance (GSF)

Module 9 “ESG/Sustainability Reporting and Disclosure”

Benchmarked HKQF Level:	5
No. of Credits:	10
Total Notional Learning Hours:	100
a) Class contact hours:	9 hours (3-hour per session x 3)
b) Self-study hours:	89 hours
c) Assessment hours:	2 hours
Pre-requisite:	NA

Module Objective

The module aims to equip participants with the knowledge and skills necessary for effective ESG and sustainability reporting and disclosures. Participants will learn how to develop robust ESG reporting frameworks and assess organisational performance, focusing on common steps and pitfalls in data collection. The module will cover the importance of accurate, consistent, and relevant reporting aligned with recognised industry standards, including ISSB, GRI, TCFD, and Integrated Reporting. Additionally, participants will explore challenges in implementing climate risk assessments and reporting, identifying strategies to align data requirements across standards and quantify climate risk implications. Finally, the module will provide a comprehensive overview of GHG emissions calculation processes and methodologies for carbon footprint assessments to support participants in preparing its own GHG emission inventory.

Module Intended Outcomes (MIOs) and Units of Competencies (UoCs)

Upon completion of the Module 9, candidates should be able to:

MIOs	Intended Outcomes / Competence	*Unit of Competencies (UoCs)
MIO-1	Apply advanced ESG reporting frameworks (ISSB, GRI, TCFD, integrated reporting) to assess an organisation's ESG performance and collect relevant data for comprehensive reporting and disclosure purposes.	109295L6 109432L5 109563L5
MIO-2	Utilise greenhouse gas (GHG) calculation methodologies and tools to accurately quantify organisational and industry-wide GHG emissions, identifying key sources and opportunities for reduction or mitigation.	
MIO-3	Drive continuous improvement in ESG reporting and disclosures, integrating emerging standards, technologies, and stakeholder expectations to enhance transparency, accountability, and decision-making processes.	

**Note: For the details of the UoCs, please refer to the Specification of Competency Standards (SCS) of [Retail Banking](#) and [Corporate & Commercial Banking](#) which were developed by HKCAAVQ.*

Assessment

Examination duration:	2 hours
Examination format:	Multiple Choice Questions (MCQ) with 60 questions
Pass mark:	60%

Syllabus

Chapter 1: ESG/Sustainability Reporting and Disclosures	
1.1	Developing ESG/Sustainability reporting frameworks and assessing organisational performance
1.1.1	- Common steps in preparing for ESG/Sustainability reporting
1.1.2	- Stakeholder engagement and materiality assessment
1.1.2	- Common pitfalls in data collection and processing when preparing for ESG/Sustainability disclosures
1.2	ESG/Sustainability reporting with recognised industry standards
1.2.1	- Overview of globally and locally recognised ESG/Sustainability reporting frameworks
1.2.2	- Use of gap analysis to assess ESG performance
1.3	Common challenges on implementing climate risk assessment and reporting in internal banking process
1.3.1	- Common challenges and strategies to overcome challenges
Chapter 2: GHG Emissions and Measurement	
2.1	Common process to calculate corporate GHG emissions
2.1.1	- Recap of GHG emissions across scope 1, 2 and 3
2.1.2	- Step-by-step process in calculating GHG emissions
2.2	Methodologies and tools for accurate and reliable carbon footprint assessments
2.2.1	- Calculation methodologies and tools for scope 1 and 2 emissions
2.2.2	- Calculation methodologies and tools for scope 3 emissions
2.3	Importance of GHG data analysis and interpretation
2.3.1	- Data quality and the role of ESG assurance
2.3.2	- Metrics to assess GHG emission trends
2.3.3	- Use of peer benchmarking to compare emissions performance

Recommended Readings

Essential Readings:

1. HKIB Study Guide of ECF-GSF: Module 9 ESG/Sustainability Reporting and Disclosure. (2025).

Supplementary Readings:

1. Global Reporting Initiative (GRI). The GRI Standards. (<https://www.globalreporting.org/how-to-use-the-gri-standards/gri-standards-english-language/>)
2. IFRS Foundation. (2021). Integrated Reporting Framework. (https://integratedreporting.ifrs.org/wp-content/uploads/2024/08/IntegratedReporting_Framework_061024.pdf)
3. IFRS Foundation. (2023). IFRS S1 General Requirements for Disclosure of Sustainability-related Financial Information. (<https://www.ifrs.org/issued-standards/ifrs-sustainability-standards-navigator/ifrs-s1-general-requirements/#standard>)
4. IFRS Foundation. (2023). IFRS S2 Climate-related Disclosures. (<https://www.ifrs.org/issued-standards/ifrs-sustainability-standards-navigator/ifrs-s2-climate-related-disclosures.html/content/dam/ifrs/publications/html-standards-issb/english/2023/issued/issbs2/>)
5. Partnership for Carbon Accounting Financials (PCAF). (2022). The Global GHG Accounting and Reporting Standard Part A: Financed Emissions. (<https://carbonaccountingfinancials.com/files/downloads/PCAF-Global-GHG-Standard.pdf>)
6. Task Force on Climate-related Financial Disclosures (TCFD). (2017). Recommendations of the Task Force on Climate-related Financial Disclosures. (<https://assets.bbhub.io/company/sites/60/2021/10/FINAL-2017-TCFD-Report.pdf>)
7. World Business Council Sustainable Development (WBCSD), World Resources Institute (WRI). (2004). Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard. (<https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf>)
8. World Business Council Sustainable Development (WBCSD), World Resources Institute (WRI). (2011). Greenhouse Gas Protocol: Corporate Value Chain (Scope 3) Accounting and Reporting Standard. (https://ghgprotocol.org/sites/default/files/standards/Corporate-Value-Chain-Accounting-Reporting-Standard_041613_2.pdf)
9. World Resources Institute (WRI). (2011). Greenhouse Gas Protocol: Scope 2 Guidance. (<https://ghgprotocol.org/sites/default/files/2023-03/Scope%20%20Guidance.pdf>)

Further Readings:

1. World Business Council Sustainable Development (WBCSD), World Resources Institute (WRI). (2013). Technical Guidance for Calculating Scope 3 Emissions. (https://ghgprotocol.org/sites/default/files/2023-03/Scope3_Calculation_Guidance_0%5B1%5D.pdf)