

Social & Labor Convergence Program

*Converged Assessment. Collaborative Action.
Improved Working Conditions.*

Deep-dive into the Data Collection Tool
May 7, 2020

Welcome



How to Zoom?



Agenda

Topic	Time	Objective
1) Introduction to the Webinar	15 min.	Understand who is on the call and what we aim to do today.
2) Introducing the Data Collection Tool	30 min.	Introduction to the Tool that collects all information on the social and labor conditions in your facility.
Restroom Break	5 min.	Get a refreshment ☺
3) Deep-dive in the Data Collection Tool	45 min.	Walk-through the Tool and its features, which help you navigate and complete it.
4) Common mistakes when filling in the Tool	30 min.	Explaining some of the common mistakes made when filling in the Tool so you can avoid them.
5) Final Q&A	30 min.	To cover any question that has not been answered yet.

Introduction



What can we tell you about us?

**SOCIAL & LABOR
CONVERGENCE**



Sharon Hesp
Senior Operations
Manager SLCP

*Chinese zodiac sign..
Monkey*

 International
Trade
Centre



Madison Wilcox
Associate Sustainability
Officer ITC

*Chinese zodiac sign..
Rooster*

 International
Trade
Centre

**SOCIAL & LABOR
CONVERGENCE** 

What can you tell me about you?

Tell us

- 1) Which country you are from
- 2) Which type of organization you work for
- 3) How familiar you are with the Data Collection Tool
- 4) What your Chinese zodiac sign is



Introducing the Data Collection Tool

What will you learn?

Objectives

- Get to know the Data Collection Tool and what type of data it collects
- Understand where you can find the Tool
- Know what you need to do to complete the Tool

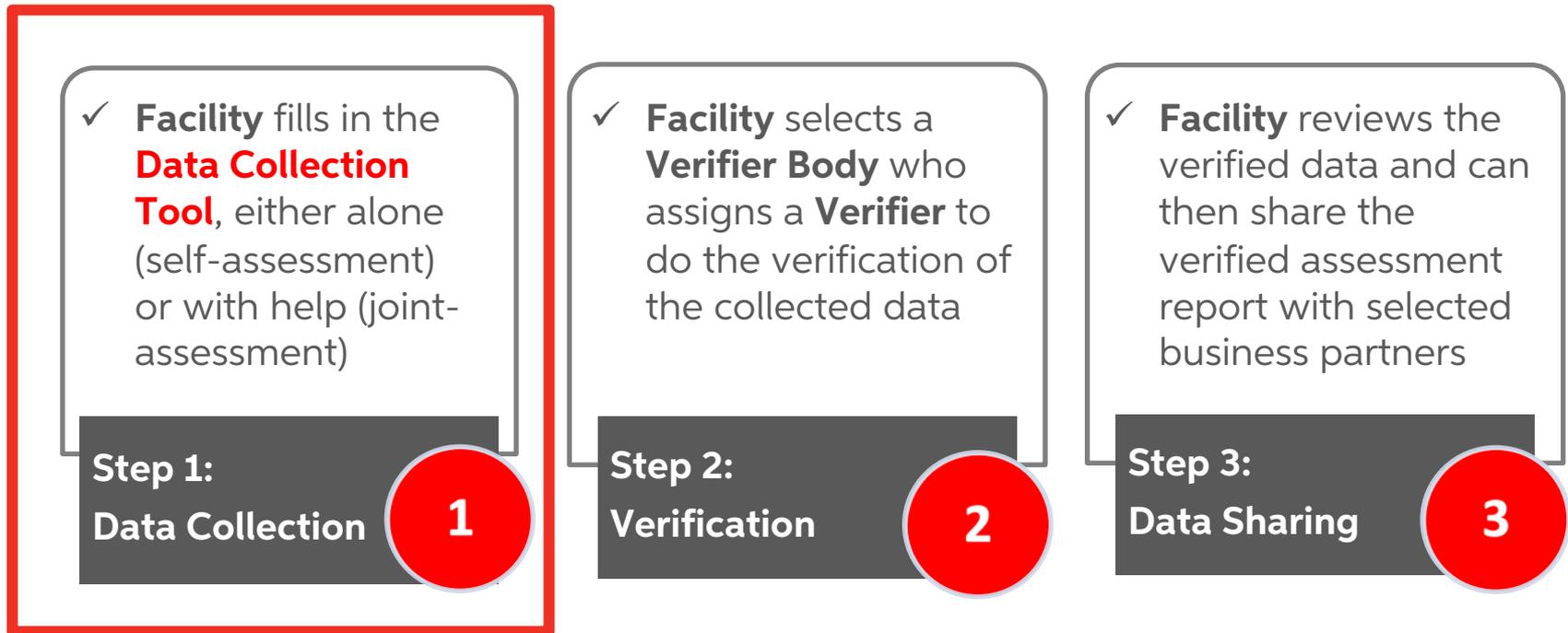


Form

- Presentation
- Room for questions

What is the SLCP assessment process?

There are 3 steps to the process:



Question

At present, facilities host social audits.

Auditors enter your site for interviews, a walk through, to review records and look at your policies.

The facility invests a lot of time in assisting with the audit.

In the SLCP process the facility's role is expanded to include a self-assessment prior to an on-site verification.

This requires even further resources from the facility.

So, why is this self-assessment part of the SLCP process?



Answer

At present, the facility is subject to an audit. The end-user, e.g. a brand or standard holder, owns the data and final report.

In SLCP,

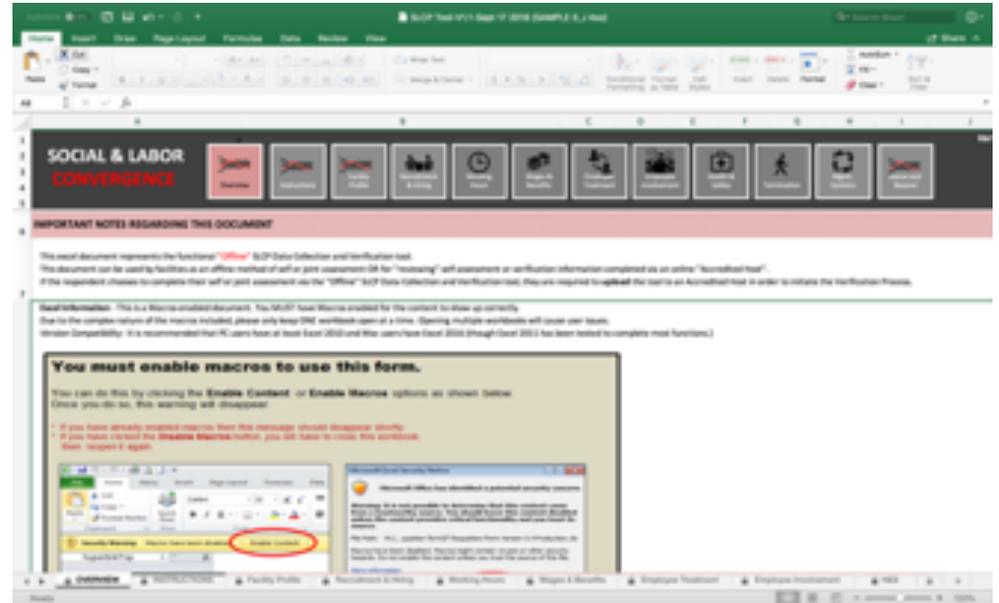
- ✓ The facility owns the process: you start it, and then own the data at the end of it. You decide with whom you want to share.
- ✓ You get a full understanding of the working conditions in your facility by filling in the Data Collection Tool.
- ✓ You can identify improvement actions and business opportunities, and take advantage of them.



How did we select the questions for the Tool?

To ensure Data Collection Tool can replace existing audit systems:

- Audit questions from **21** different brand, audit firms and standards were analyzed
- Major topics were translated into **8** key sections (Compliance, Management Systems and “Above & Beyond”)
- **97%** of audit information is covered when compared to the most comprehensive tool



Remember: the CAF does not result in scoring/ ranking/evaluation

In-Scope of SLCP

Verified data on labor topics such as:

- ✓ Age
- ✓ Working hours
- ✓ Wages
- ✓ Health & Safety
- ✓ Facility Management Systems

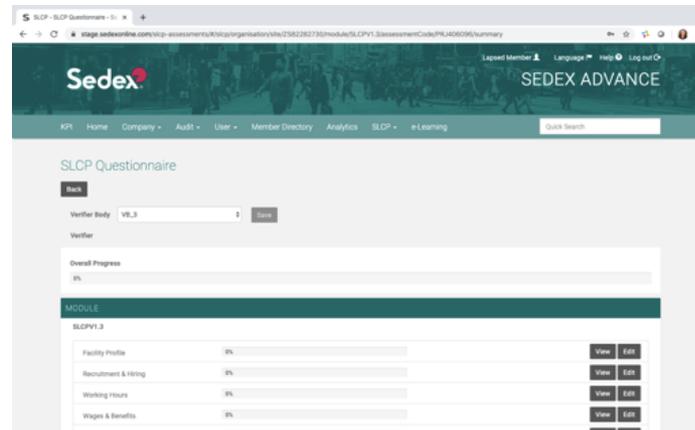
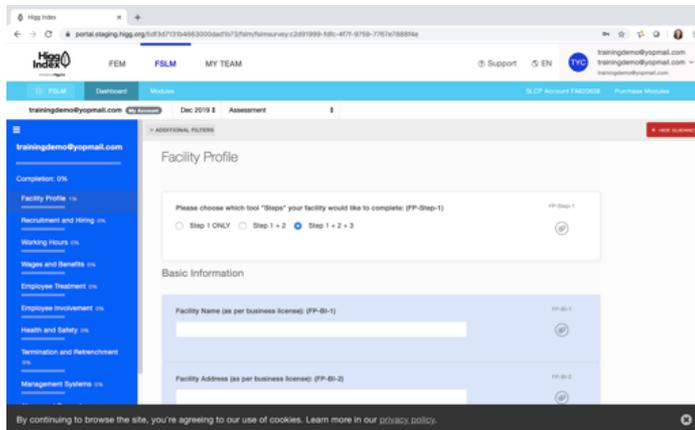
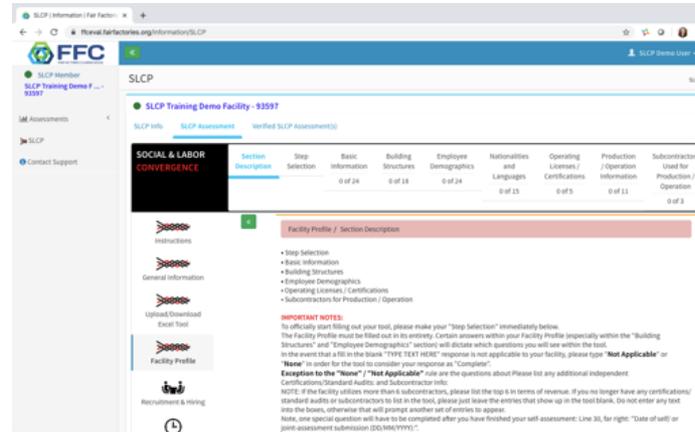
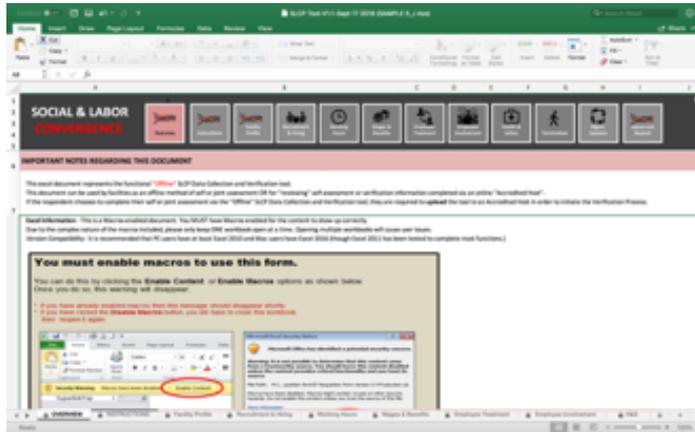
+ sharing of that data with end users

Out-of-Scope of SLCP

Data value judgements and follow-up actions such as:

- Scoring/ranking
- Benchmarking
- Industry standard application
- Compliance with company Code of Conduct
- Certification
- Remediation efforts

The Data Collection Tool is available online (AHs) and offline (Excel)



Content of the Data Collection Tool

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Content

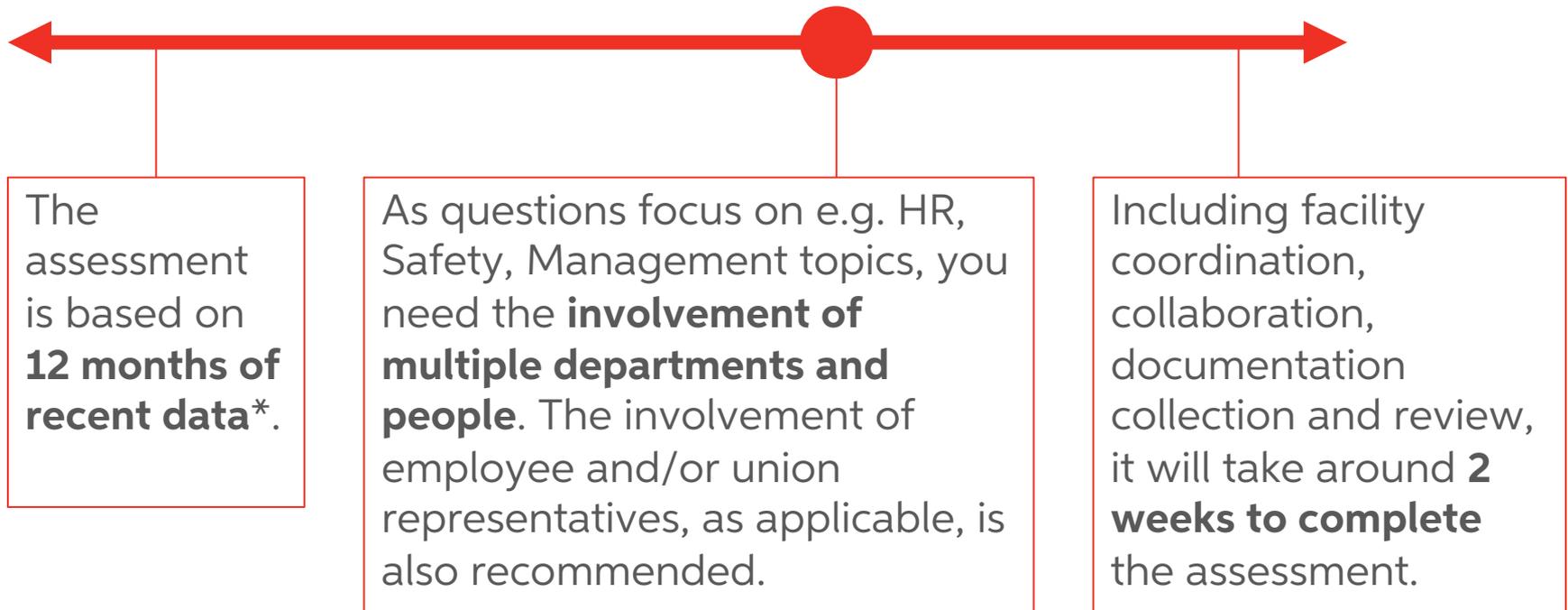
- ✓ Questions cover all social compliance topics
- ✓ If desired, questions on management system are included
- ✓ If desired, questions that go above and beyond social and labor practices

Logic

The Tool follows an employee's lifecycle, asking questions about:

- Recruitment and Hiring
- Working Hours
- Wages and Benefits
- Employee Treatment
- Employee Involvement
- Health and Safety
- Termination

Filling in the Tool: Make sure you have all the information and people you need



* **NOTE:** you can attach information to every question. However, all will be attached to the final verified assessment report. Do not attach confidential records.

How to complete the Data Collection Tool



Facility

- At least 95% of the questions answered
- Answers in English only
- Specific questions are not left blank
- Specific questions answered correctly with numbers or dates
- No more than 1,000 characters



Verifier

- 100% of the questions answered
- Answers in English only
- Specific questions are not left blank
- Specific questions answered correctly with numbers or dates
- No more than 1,000 characters

If you want to explore the Data Collection Tool

- 1) Go to www.slconvergence.org/helpdesk
- 2) Choose **Resources**
- 3) Look under **Tool and Manuals**
- 4) Click on article **Data Collection Tool 1.3 (functional/ for testing purposes only)**
- 5) Download the Tool in the required language

The screenshot shows the 'SOCIAL & LABOR CONVERGENCE' website helpdesk. The page title is 'Data Collection Tool 1.3 (functional/ for testing purposes only)'. It includes a search bar, a list of articles in the section, and a 'Was this article helpful?' feedback form with 'Yes' and 'No' buttons. The article content states that the tool is for information purposes only and is not to be used for the SLCP assessment process implementation. It also provides links to download the tool in English, Chinese, and Spanish.

SOCIAL & LABOR CONVERGENCE Submit a request Sign in

SLCP > Resources > Tool and Manuals

Articles in this section

- Data Collection Tool Tutorial - Webinar Recording
- Data Collection Tool 1.3 (functional/ for testing purposes only)**
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- Verification Protocol
- Verifier Guidance
- Quality Assurance Manual
- SLCP Data Quality Webinar

Data Collection Tool 1.3 (functional/ for testing purposes only)

5 hours ago - Updated

This Data Collection Tool is for information purposes only.

This is a functional Tool, so a facility can see what the features are and how to navigate the Tool. However, this Tool is **NOT TO BE USED TO START OR COMPLETE THE SLCP ASSESSMENT**. The functional Tool which is to be used for the SLCP assessment must be **downloaded from the Accredited Host**.

Please read the "INSTRUCTIONS" tab of the spreadsheet first for guidance on how to use the Tool. Please note that the question tabs will not appear until you have selected a number of steps in the 'Facility Profile' tab.

- Data Collection Tool 1.3 (functional but not for SLCP assessment process implementation)_ENGLISH
- Data Collection Tool 1.3 (functional but not for SLCP assessment process implementation)_CHINESE
- Data Collection Tool 1.3 (functional but not for SLCP assessment process implementation)_SPANISH

Was this article helpful?

Check list

True or False?

- A facility fills in their social and labor data themselves
- SLCP data on a facility's social and labor conditions includes a scoring
- The Data Collection Tool must be downloaded from the Gateway to start an SLCP assessment
- Facility data is based on 12 months of recent data on social and labor conditions
- All self-assessed data is verified before it can be shared





Together we
can build the
new economy.

SOCIAL & LABOR
CONVERGENCE

Questions?

Time for a refreshment!



Deep-diving into the Data Collection Tool



What will you learn?

Objectives

- Get to know the Data Collection Tool and what type of data it collects
- Know where you can find the Tool
- Understand how to complete the Tool



Form

- Presentation
- Navigate Tool on your laptop
- Room for questions

SLCP assessment process

Three steps of the SLCP assessment process:

✓ **Facility** fills in the Data Collection Tool, either alone (self-assessment) or with help (joint-assessment)

Step 1:
Data Collection

1

✓ **Facility** selects a **Verifier Body** who assigns a **Verifier** to do the verification of the collected data

Step 2:
Verification

2

✓ **Facility** reviews the verified data and can then share the verified assessment report with selected business partners

Step 3:
Data Sharing

3

Overview of the assessment process

Why does the SLCP process start with a self/joint-assessment?

- ✓ Enable facility ownership of SLCP process and data
- ✓ Understand your own factory's working conditions
- ✓ Lay a strong foundation for improvement plans

Data Collection Tool was developed to cover:

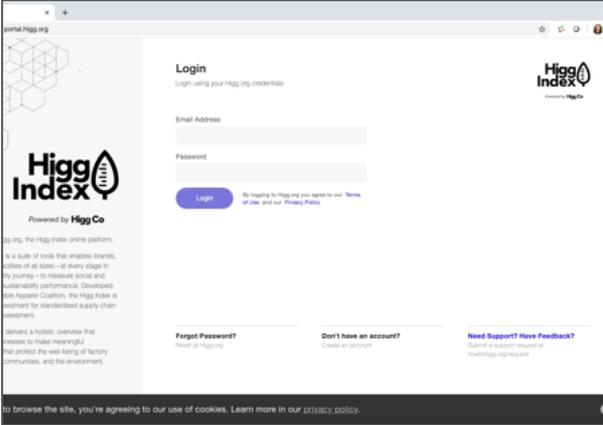
1. Usual social compliance topics
 2. Management system questions
 3. Practices that go above and beyond compliance
- and replace the need for proprietary social audits.**

The assessment process requires you to:



Decide to **fill in the Tool online or offline** (both via Accredited Host)

Facilities can choose which AH they want to use for their assessment



[Fair Factories Clearinghouse \(FFC\)](#)

[Higg Co](#)

[Sedex](#)

Note: today we will focus on the offline Excel Tool. However, we strongly recommend using the online version on the AH as additional data checks are provided.



Fair Factories Clearinghouse online Tool

<https://ffc2.fairfactories.org/Home/Login>

The screenshot displays the FFC online tool interface. The top navigation bar includes the FFC logo, a user profile for 'SLCP Demo User', and a 'Choose Assessment' button highlighted with a red box. The left sidebar contains navigation options: 'Assessments', 'Choose Assessment', 'SLCP', and 'Contact Support'. A red arrow points to the 'Choose Assessment' option in the sidebar.

The main content area is titled 'Choose Assessment' and features a 'Custom Search' bar. Below this, there are three buttons for 'Assessment Status', 'Questionnaire', and 'Auditor'. A 'Select Columns' section is visible, showing a table with columns for 'Date', 'ID', 'Questionnaire', 'Auditor', and 'Assessment Status'. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

The bottom section of the screenshot shows the 'SLCP' interface for 'SLCP Training Demo Facility - 93597'. It includes a table with columns for 'Section Description', 'Step Selection', 'Basic Information', 'Building Structures', 'Employee Demographics', 'Nationalities and Languages', 'Operating Licenses / Certifications', 'Production / Operation Information', and 'Subcontractor Used for Production / Operation'. The 'SOCIAL & LABOR CONVERGENCE' section is highlighted, and the 'Facility Profile / Section Description' is expanded, showing a list of sections and 'IMPORTANT NOTES'.

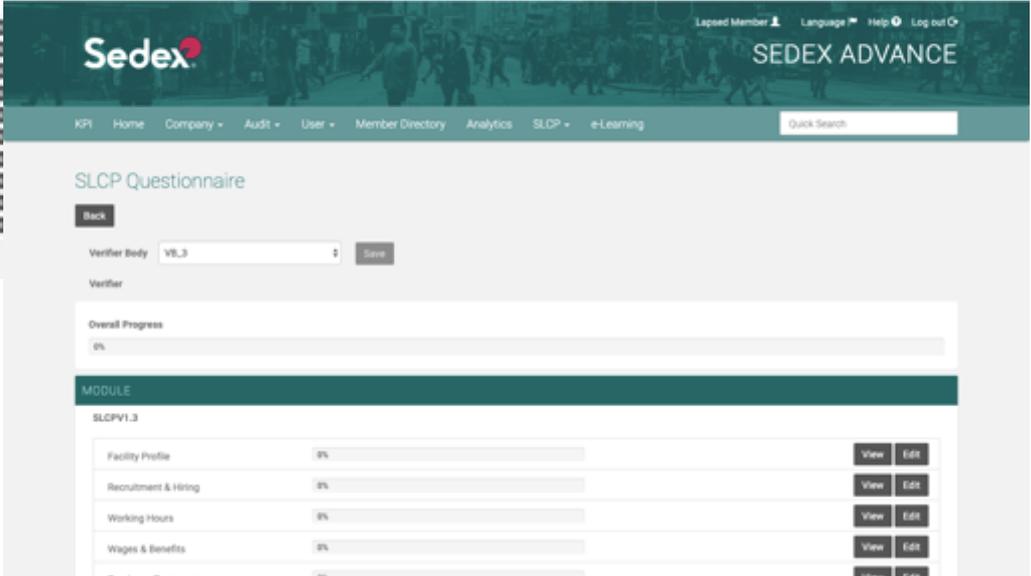
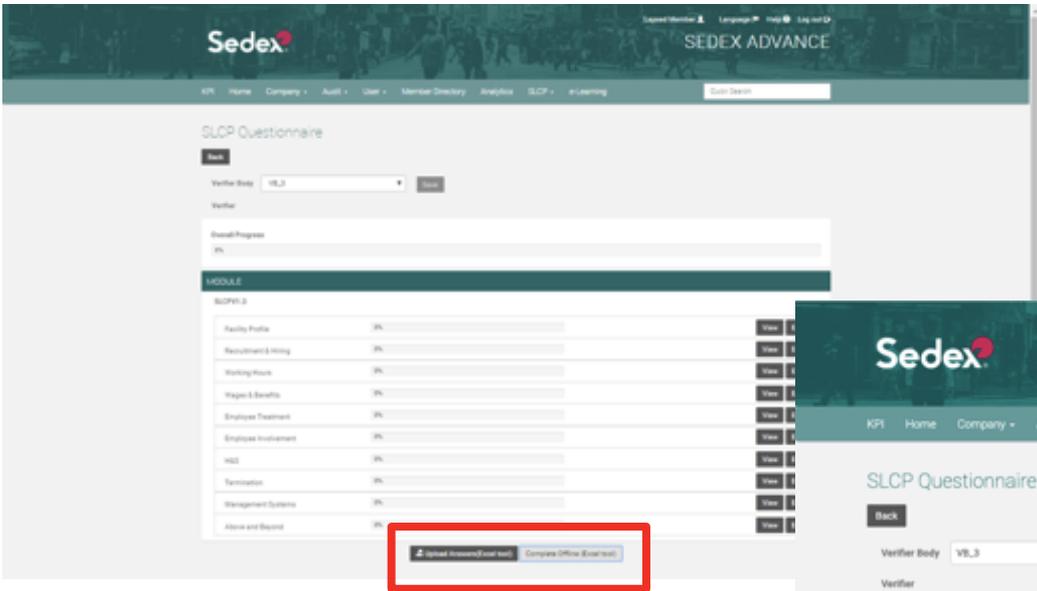
Higg Co online Tool

<https://portal.higg.org>

The image displays two overlapping screenshots of the Higg Co online tool interface. The top screenshot shows the main dashboard for 'Anitas company' in March 2020. The 'FSLM' tab is selected, and the 'Dashboard' menu item is highlighted with a red box and the number '1'. The 'Overview' dropdown menu is also highlighted with a red box and the number '2'. The dashboard includes a progress bar for 'Self-Assessment - Not posted' at 0%, a table of assessment details, and a 'Download Assessment' section with a red box and the number '3' around the 'Excel EN / ZH / ES' link. The bottom screenshot shows the 'Facility Profile' page for 'trainingdemo@yopmail.com'. It features a sidebar with a navigation menu and a main content area with a 'Facility Profile' form. The form includes a section for 'Please choose which tool "Steps" your facility would like to complete (FP-Step-1)' with radio buttons for 'Step 1 ONLY', 'Step 1 + 2', and 'Step 1 + 2 + 3'. Below this is a 'Basic Information' section with fields for 'Facility Name (as per business license) (FP-BI-1)' and 'Facility Address (as per business license) (FP-BI-2)'. A cookie consent banner is visible at the bottom of the page.

Sedex online Tool

<https://sedexadvance.sedexonline.com/sso/#/login>



Download the Data Collection Tool

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SOCIAL & LABOR CONVERGENCE Submit a request Sign in

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5 hours ago - Updated

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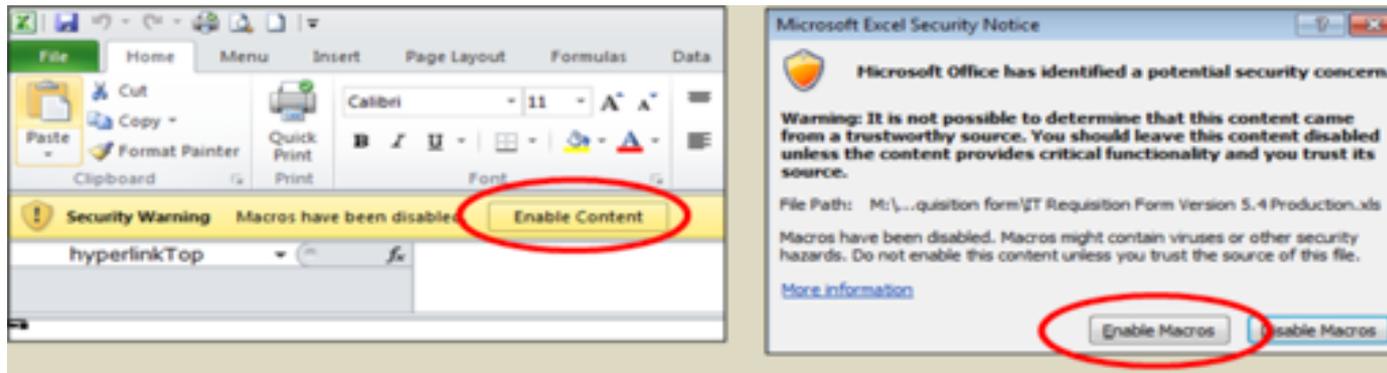
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Was this article helpful?

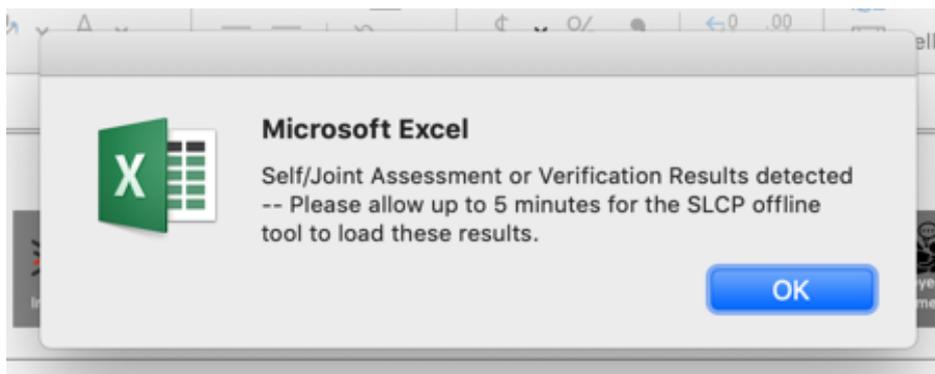
Open the Data Collection Tool

- You need at minimum **PC Excel 2016 or Mac Excel 2016**. If you have followed all instructions on how to handle the Tool and still the Tool constantly crashes while you are working on it, it means you need a more recent version of Excel.
- Close all Excel files that are already open. Close any other large applications. Open "fresh" your Excel application Data and then proceed to open the Tool.
- When opening the file, a pop up appears and/or you see a security warning at the top of the screen. You must **ENABLE CONTENT** and/or **ENABLE MACROS**.
- Be patient, it takes up to 2 minutes to load the Tool.

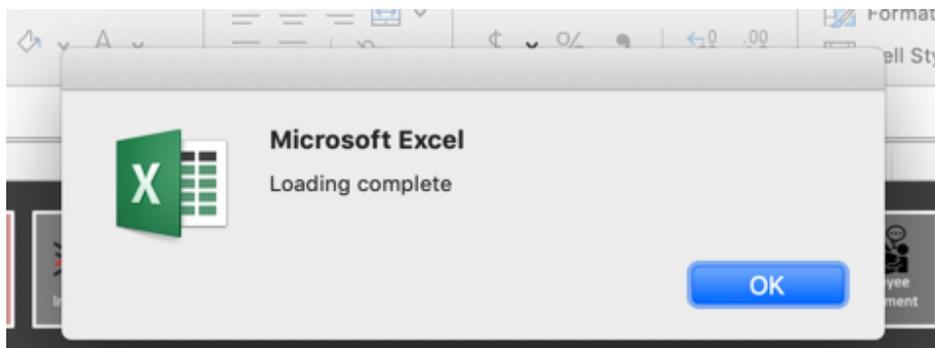


Load time when opening Tool

Whenever you download the Tool from the Accredited Host, the first time you open the Tool, a **message about loading content** will appear. Content loading takes a few minutes.



When the loading is done, another message will appear to indicate you are good to go and ready to work in the Tool.



SLCP Data Collection and Verification tool.
Method of self or joint-assessment OR for "reviewing" self-assessment or verification information completed v

Stop load time and save Tool on computer

Now that the Tool has loaded, proceed to the **OVERVIEW** sheet in the workbook and click the top far right button “**Stop Load Time**”. This will stop the loading time the next time you open the Tool. The load function is only necessary for the first time of opening the document after you download it.

STOP
LOAD
TIME

After you click **Stop Load Time button**, proceed to saving the document on your computer, as you would any normal Excel document (click File, then click Save/ Save as). Continue to **save often**. The next time you open the Tool, there will be no load time.

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Version 1.0

STOP LOAD TIME

IMPORTANT NOTES REGARDING THIS DOCUMENT

This excel document represents the functional "Offline" SLEP Data Collection and Verification tool. This document can be used by facilities as an offline method of self or joint-assessment OR for "reviewing" self-assessment or verification information completed via an online "Accredited Host". If the respondent chooses to complete their self or joint assessment via the "Offline" SLEP Data Collection and Verification tool, they are required to **upload the tool to an Accredited Host on the Accredited Host website to initiate the Verification Process.**

Excel Information - This is a Macros-enabled document. You **MUST** have Macros enabled for the content to show up correctly. Due to the complex nature of the macros included, please **only keep ONE Excel workbook open at a time**. Opening multiple workbooks will cause user issues. **Version Compatibility:** It is recommended that PC users have at least Excel 2016 and Mac users have Excel 2016 licenses.

You must enable macros to use this form.

You can do this by clicking the **Enable Content** or **Enable Macros** options as shown below. Once you do so, this warning will disappear.

- if you have already enabled macros then this message should disappear shortly.
- if you have clicked the **Disable Macros** button, you will have to close this workbook, then reopen it again.

Microsoft Excel Security Notice

Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled.

OVERVIEW INSTRUCTIONS Facility Profile

Structure Data Collection Tool

 OVERVIEW	 INSTRUCTIONS	 Facility Profile	 Recruitment & Hiring
OVERVIEW Important information on the Tool, including enabling macros, SLCP process information and Terms of Use	INSTRUCTIONS To understand how to: <ul style="list-style-type: none">○ Open the Tool○ Orientate yourself○ Fill in the required content○ Understand applicable standards○ Scope & timeframe	Facility Profile To fill in: <ul style="list-style-type: none">○ Step Selection○ General Facility Information○ Building Structures○ Employee Demographics○ Production/Operation Information○ Subcontractors Information	9 key sections, collecting data on: <ul style="list-style-type: none">○ Recruitment and Hiring○ Working Hours○ Wages and Benefits○ Employee Treatment○ Employee Involvement○ Health and Safety○ Termination○ Management Systems○ Above and Beyond

Unlock Data Collection Tool

Decide on **how many “steps”** you want to complete in the Tool

Choose the **steps** you would like to complete:

- **Option 1:** Step 1 – Questions on social compliance topics only
- **Option 2:** Step 1 + 2 – Social compliance + Management System questions
- **Option 3:** Step 1 + 2 + 3 – Social compliance + Management System + Above and Beyond questions

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Facility Profile

Recruitment & Hiring Working Hours Wages & Benefits Employee Treatment Employee Involvement Health & Safety Termination Mgmt. Systems Above and Beyond

Question	Response
Step Selection	
Please choose which tool “Steps” your facility would like to complete:	<input type="checkbox"/> Step 1 ONLY <input type="checkbox"/> Step 1 + 2 <input checked="" type="checkbox"/> Step 1 + 2 + 3
<i>Note: For information regarding each tool “Step”, please refer to the “Instructions” tab. Please allow the tool some moments to update based on your step selection.</i>	<i>Note: The Overall Completion Percentage must be updated. The “Overall Completion Percentage” is based on the current selection.</i>

Overall Completion Percentage (based on Step Selection)

Sections in the Tool

Indicates section of the Tool you are viewing – You are in Recruitment & Hiring

Indicates completeness of the Tool from the assessment point of view – Currently 100% incomplete

The screenshot shows the 'SOCIAL & LABOR CONVERGENCE' tool interface. At the top, there is a navigation bar with icons for various sections: Child Labor, Recruitment & Hiring (highlighted in red), Health & Safety, Discrimination, Employment Practices, and Additional Comments. A progress indicator on the right shows 'Recruitment & Hiring' as 0% completed and 100% incomplete.

The main content area is titled 'Recruitment and Hiring' and contains a table with columns: Sub-section, Category, Number, Question, Remarks, and Follow-up Answer. The first row is expanded to show the 'Child Labor' sub-section. The text for this sub-section includes a definition of child labor from the ILO and a list of questions related to hiring practices.

Sub-section	Category	Number	Question	Remarks	Follow-up Answer
Child Labor		Q-1	Does the facility verify minimum age requirements prior to hiring employees?	More info	

Provides information on the current section of the Tool – You are in Recruitment & Hiring

Provides information on each sub-section of the Tool, referencing applicable ILO definitions – You are in the sub-section Child Labor

Tool questions

Provides additional clarifying information to both facility and Verifiers

Facility to select response in line with its own situation

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Facility Profile Recruitment & Hiring Working Hours Wages & Benefits Employee Treatment Employee Involvement Health & Safety Termination Mgmt. Systems Knows and Beyond

Recruitment and Hiring

Sub-section	Category	Number	Question	More info	Response
Child Labor	Young Workers	CL-4.7	Does the facility provide special Health and Safety trainings (separate from normal adult training) to young workers?	More info	Yes
Child Labor	Young Workers	CL-4.8	Is the facility's practice of providing special Health and Safety trainings (separate from normal adult training) to young workers in line with legal requirements?	More info	Yes
Child Labor	Young Workers	CL-4.9	Does the facility have special protective restrictions for young workers?	More info	No
Child Labor	Young Workers	CL-4.10	Are protective restrictions for young workers in line with legal requirements?	More info	No
Child Labor	Young Workers	CL-4.11	Does the facility monitor the working hours of all young workers separately?	More info	Yes
Child Labor	Young Workers	CL-4.12	In the last 12 months within this assessment period, which of the following work is performed by young workers (SELECT all that apply with a "X")	More info	<input checked="" type="checkbox"/>
				More info	<input type="checkbox"/> Hazardous Work
				More info	<input type="checkbox"/> Work During School Hours

Questions related to the topic

Guidance in the Tool

More Info: When you click on the link, a text box will pop up with the applicable guidance information for that specific question.

The screenshot displays the SLP Tool-V1.3 (MASTER_FACILITY) interface. The main window shows a table with columns for Sub-section, Category, Number, and Question. A red box highlights a 'More Info' dialog box that appears when a user clicks on a 'More Info' link in the table. The dialog box contains the following text:

Microsoft Excel
More info:
The intent of this question is to understand if all employees currently working in the facility were hired at or above the legal minimum working age.
For example, if an employee is currently at or above the legal working age, but his/her documents reveal the date of their hire was BEFORE he/she was of legal working age, this would be historical child labor and the response selection should be "No".

OK

Sub-section	Category	Number	Question	More Info	SELECT
Child Labor	Minimum Age	CL-1	Does the facility verify minimum age requirements prior to hiring employees?	More info	SELECT
Child Labor	Minimum Age	CL-1.2	What is the age of the youngest employee in the facility?	More info	SELECT
Child Labor	Minimum Age	CL-1.3	Are all employees currently at or above the applicable legal minimum working age?	More info	SELECT

Conditional questions in the Tool

At times, a facility response in Column M opens a related question that was not there before. In this screenshot Question CL-1 does not have an answer selected in Column M. You can see question CL-1 is followed by question CL-1.2.

Sub-section	Category	Number	Question	More Info	
Child Labor	Minimum Age	CL-1	Does the facility verify minimum age requirements prior to hiring employees?	More Info	SELECT
Child Labor	Minimum Age	CL-1.2	What is the age of the youngest employee in the facility?	More Info	SELECT

Now question CL-1 has the answer “Yes” selected in Column M. Conditional question CL-1.1 becomes visible.

Sub-section	Category	Number	Question	More Info	
Child Labor	Minimum Age	CL-1	Does the facility verify minimum age requirements prior to hiring employees?	More Info	Yes
Child Labor	Minimum Age	CL-1.1	If yes, does the facility follow any of the following practices? [SELECT all that apply with a "X"]		SELECT ALL THAT APPLY <input checked="" type="checkbox"/>

Follow-up questions in the Tool

At times, a facility response also opens follow-up questions. Here, the answer to question CL-1 is “Yes”. There is no Follow-up Question next to the answer.

Recruitment and Hiring							
Sub-section	Category	Number	Question	More Info			Follow-up Answer
Child Labor	Minimum Age	CL-1	Does the facility verify minimum age requirements prior to hiring employees?	More Info		Yes	
Child Labor	Minimum Age	CL-1.1	If yes, does the facility follow any of the following practices? (SELECT all that apply with a "X")		SELECT ALL THAT APPLY	<input checked="" type="checkbox"/>	
				More Info	facility reviews at least one (1) primary proof of legal age documentation for all		

Now, the answer to question CL-1 is “No”. There is a Follow-up Question in red next to the answer. Follow-up Questions are highlighted in red so you can better see them and know you need to answer a further question.

Responses can lead to follow-up questions, which also need to be answered by facilities

Recruitment and Hiring							
Sub-section	Category	Number	Question	More Info			Follow-up Answer
Child Labor	Minimum Age	CL-1	Does the facility verify minimum age requirements prior to hiring employees?	More Info		No	If no, please describe why the facility does not have an age verification process.
Child Labor	Minimum Age	CL-1.2	What is the age of the youngest employee in the facility?	More Info		SELECT	

Colors in the Tool to guide you

Apart from the completion graph at the top of each sheet, light and dark grey colors also show you what already has an answer or what still needs an answer.

Recruitment and Hiring

Sub-section	Category	Number	Question	More info	Answer	Following Answer
Child Labor	Young Workers	Q.4.11	Does the facility monitor the working hours of all young workers separately?	More info	Yes	
Child Labor	Young Workers	Q.4.12	In the last 12 months within this assessment period, which of the following work is performed by young workers (select all that apply with a 'V')?	More info	<input checked="" type="checkbox"/> HAZARDOUS WORK <input type="checkbox"/> Work During School Hours <input type="checkbox"/> Night Work <input type="checkbox"/> Overtime Work <input type="checkbox"/> No young workers perform any of the above	Please describe the types of hazardous work performed.
Child Labor	HW - Hazardous Work	Q.4.13	In the last 12 months within this assessment period, how many young workers performed hazardous work?	More info	TYPE NUMBER HERE	
Child Labor	HW - Hazardous Work	Q.4.14	In the last 12 months within this assessment period, how often did young workers perform hazardous work?	More info	SELECT	
Child Labor	Young Workers	Q.4.15	Is facility's employment of young workers in line with all other legal requirements?	More info	SELECT	

Light grey indicates you provided an answer to the question.

Dark grey indicates you have still to provide an answer. You are permitted to leave 5% of the Tool blank. There are, however, some questions that you **must** answer. The AHs will enforce this when you submit the assessment data on their platform.

Possibility for additional comments

At the end of each section (except for the Facility Profile), at the bottom of each sheet, there is an area for you to provide additional comments.

Additional Comments

Additional Comments	Recruitment and Hiring Practices	Add-1	Does the facility have any additional comments to share regarding their recruitment and hiring practices?	More info		Yes	If yes, please describe:
Additional Comments	Comments or Questions	Add-2	Does the facility have any additional comments or questions to share related to any recruitment and hiring questions above?	More info		Yes	If yes, please describe:

End of Section

When you answer “Yes”, you can provide additional information in free text form in the Follow-up Answer Column.

A maximum of 1,000 characters are permitted in free text answers.

Photographs/documents

Also, on the AH platform you can attach documents to every question.

All attachments will be part of the final verified assessment that can be shared with your business partner. Do not include confidential information.

Answer at least 95% of the Tool questions to complete

Gather the **people you need** (e.g. HR, finance, workers) and **complete** relevant Tool questions

Pay attention to the completion graph at the top of each sheet while you answer Tool questions.

You need to complete at least 95% of the Tool before you can submit. The overall completion number is in the Facility Profile (Row 11).

Facility Profile

Recruitment & Hiring

Working Hours

Wages & Benefits

Employee Treatment

Employee Involvement

Health & Safety

Termination

Mgmt. Systems

Above and Beyond

Facility Profile

0% 50% 100%

Completed

Incomplete

93.05%

Overall Completion Percentage (based on Step Selection):

Note: The Overall Completion Percentage must be 95% based step selection in order to proceed with Verification. The "Overall Completion Percentage" is based upon the respondent's Step Selection.

Step Selection

Please choose which tool "Steps" your facility would like to complete Step 1 ONLY Step 1 + 2 Step 1 + 2 + 3

Note: For information regarding each tool "Step", please refer to the "Instructions" tab. Please allow the tool up to 10 seconds to update based on your step selection.

NOTE: Don't forget to save the Tool often! This helps you minimize loss of data if the Tool happens to crash unexpectedly.

Submit your data on an AH platform to complete the assessment

Fill in data in offline Tool and upload to AH platform

Fill in data in online Tool on the AH platform

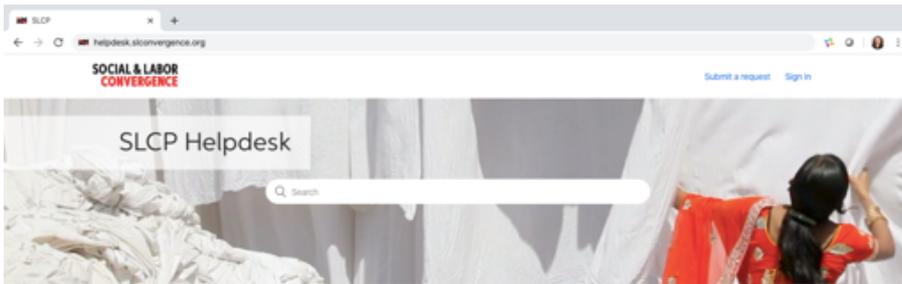
An **Accredited Host** checks **your data** to make sure:

- answers are given in English language only,
- questions that are not allowed to be left blank are filled in,
- the Tool is 95% complete,
- max 1,000 characters are in a free text answer field, and
- specific questions are answered correctly as numbers or dates.

After you assign the VB on the AH platform, answers are shared with the Verifier assigned to the verification. The Verifier will use the data to prepare for off-site review (depending on facility request) and on-site verification. Verification needs to take place within 2 months after completing the assessment.

Go to the Helpdesk to find videos on how to submit data on AHs

www.slconvergence.org/helpdesk



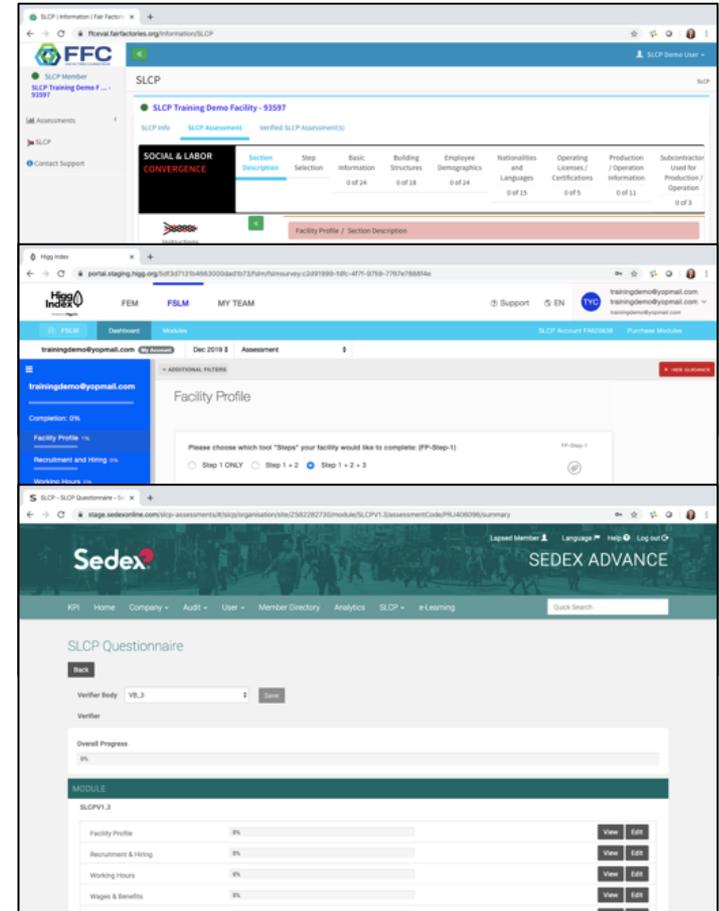
Promoted articles

Who can I contact for support?

Step-by-step guidance: How do I start and complete the SLCP assessment process?

SLCP Terms of Use

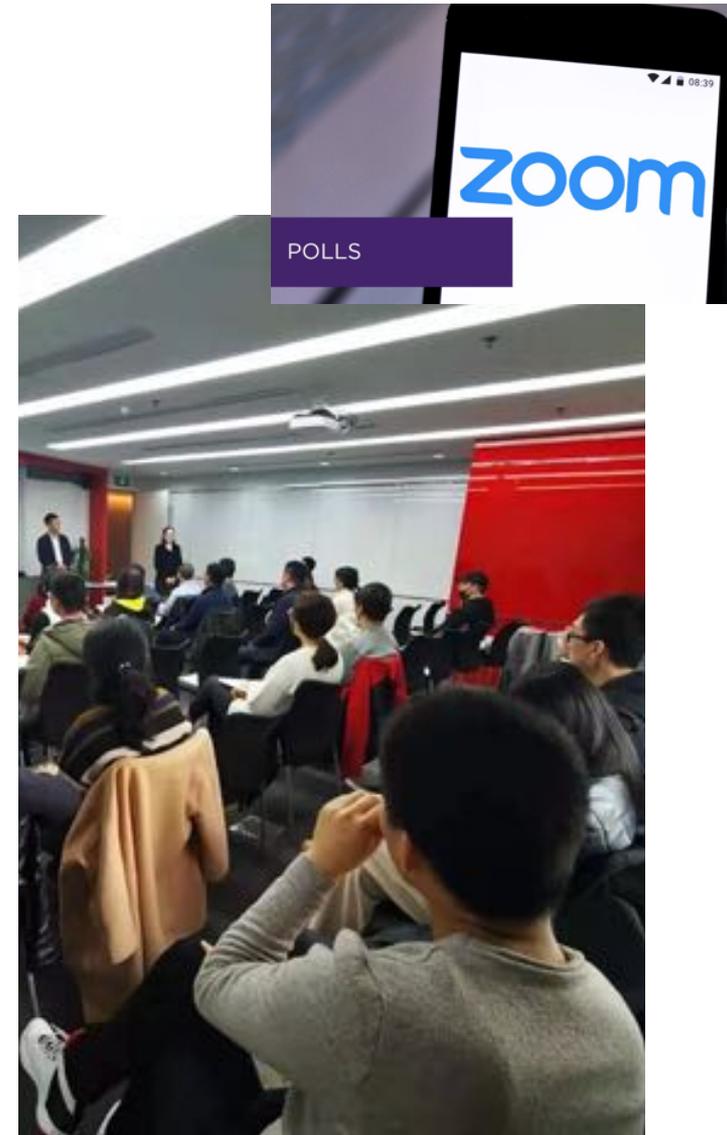
List of all downloadable resources



Check list

True or False?

- The Data Collection Tool needs to be downloaded from the AH to start a facility's assessment
- Data is collected through the Tool on social compliance topics (step 1), Management Systems (step 2) and Above and Beyond (step 3)
- Every Tool question is accompanied by a More Info guidance box
- Colors help guide you through the offline Tool (Excel)
- All Tool questions are visible when opening the Tool





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Questions?

Deep-dive into common mistakes within the Tool



What will you learn?

Objectives

- Understand how to interpret a question
- Get guidance on specific questions
- Clarity on what commonly made mistakes are and how to avoid them



Form

- Presentation
- Navigate Tool on your laptop
- Room for questions

How to fill in the Tool: general tips

SLCP aims to:

- ✓ collect objective and true data on the working conditions in a facility
- ✓ that can be used by all brands and standard holders,
- ✓ and eliminates the need for additional social audits.

That means that in the Data Collection Tool:

- Answer reflect actual working conditions, but do not include a judgement on those conditions, e.g. “5” or “yes” instead of “enough” or “few”.
- Many questions are included, more than in a regular social audit, but conditional questions only show when relevant to your situation. That means you sometimes fill in not applicable (“N/A”) when a question is not relevant for you.

Keep in mind

- ✓ Fill in “objective” data that accurately reflect conditions in your facility
- ✓ Sometimes questions are N/A for you

How to fill in the Tool: an example

References to both national legal requirements and the International Labour Organization (ILO) standards come back in many questions. An example related to working hours, question WH-6 reads:

"In the last 12 months within this assessment period, are overtime hours in line with legal or collective bargaining agreement requirements?"

The Tool is used in all countries. Legal or collective bargaining agreement requirement may not be applicable in your country. What is your answer here?

If there are no applicable legal requirements on overtime in the country the respondent is based, they would select a response of **"Yes"**.

This is the case for all questions related to legal requirements and ILO standards.

When lost, go to the **"More Info"** when in doubt to make the correct selection.

How to fill in the Tool: avoiding mistakes



Question [disc-2--12]

In the last 12 months within this assessment period, is hiring ever dependent upon the following factors: Age



Common mistake

- Facility believes they cannot discriminate and fill in “NEVER”.



Do it right

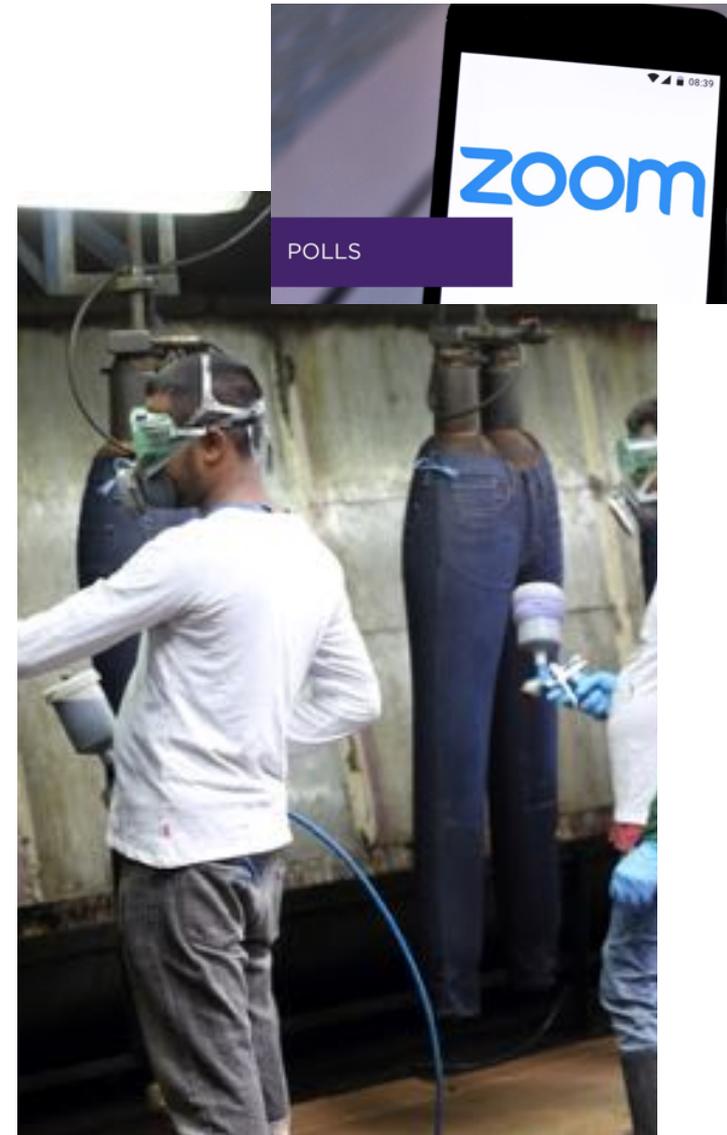
- When age (for example having a minimum age for employees) is a factor in recruitment choose “Always”.



Check list

True or False?

- When a question is not applicable to you, there is no need to answer the question
- The Tool only collects objective data
- If there is no legislation on a certain topic in your country, but a question refers to local legislation, your answer is “No”





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Questions?

Training Webinars Calendar

Go to www.surveymonkey.com/r/SignUpFacilityTrainingSessions to register for the sessions below.

Deep-dive into Verification | May 12

10h - 12h CET / 13h30 - 15h30 IST

In this facility training session we help you prepare for the verification of your self/joint-assessment. What can you expect from the Verifier and what is expected of you? This session aims to give all the answers.

Deep-dive into the SLCP IT system | May 14

10h - 12h CET / 13h30 - 15h30 IST

In this facility training session we introduce you to the Gateway and our Accredited Hosts. We then deep-dive into the Gateway and show you how to navigate it. The aim is to help you understand our IT system and feel confident completing the SLCP process there.

Deep-dive into the SLCP process | May 18

10h - 12h CET / 13h30 - 15h30 IST

In this facility training session we have a look at the SLCP process, step-by-step, including the assessment statuses. This session helps advanced facilities understand the workings of our IT system.



If you are ever lost...

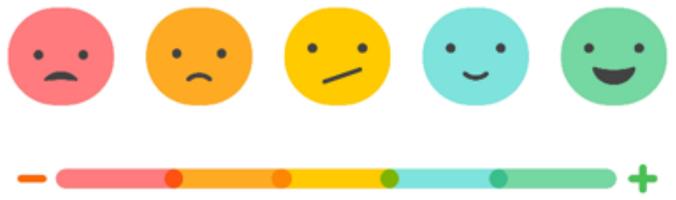
A screenshot of a web browser displaying the SLCP Helpdesk page. The browser's address bar shows 'helpdesk.slconvergence.org'. The page header features the 'SOCIAL & LABOR CONVERGENCE' logo on the left and 'Submit a request' and 'Sign in' links on the right. The main content area has a background image of a woman in a red sari looking at white fabric. Overlaid on this image is the text 'SLCP Helpdesk' and a search bar with a magnifying glass icon and the word 'Search'. Below the image are five red-bordered buttons: 'SLCP explained', 'I am a Facility', 'I am a Brand', 'I am a VI/Verifier', and 'Resources'. Underneath these buttons is a section titled 'Promoted articles' with three links: 'Who can I contact for support?', 'Step-by-step guidance: How do I start and complete the SLCP assessment process?', and 'SLCP Terms of Use'. A fourth link, 'List of all downloadable resources', is located below the first link.

www.slconvergence.org/helpdesk



Before you go...

Help us improve future training by giving us your feedback. It is anonymous.





Thank you!