The Specialty Coffee Association (SCA) Coffee Sustainability Program
Compliance, Governance & Reporting

Venue Requirements
As this is an online course, all students are expected to have access to a stable, high-speed internet connection in a distraction-free environment. Please avoid background noise (e.g., from a roastery, café, or other) when joining the course. Headsets are also recommended to ensure audio clarity. Students should further prevent outside interruptions, such as from pets or household activities.

Course Hours
This is a 12-hour course delivered in six 2-hour live, online class sessions. The time to prepare for and take the exam is outside of this 12-hour window.

Course Preparation
Students are expected to treat each class session as a "live course" and should be prepared to take notes in the manner that is best for them. Students should arrive at least 5 minutes before the start of the first class session, and at least 2 minutes before the start of the remaining class sessions. Finally, students should prepare their coffee or take their bathroom breaks before the start of each class session. There will be a 5-minute break midway through each class.

Course Description
The coffee industry is facing increasing demands for sustainability reporting and transparency, often in line with specific compliance mechanisms. The Compliance, Governance & Reporting course of the SCA Coffee Sustainability Program equips coffee professionals with the tools and knowledge they need to understand the evolving landscape of sustainability reporting across the value stream, including legislative requirements, compliance frameworks, and governance protocols.

Students will learn how to understand and engage with various frameworks, and explore how decision-making authority and sustainability outcomes are influenced by governance structures and power dynamics. Through practice with real-world examples, students will also gain a deeper understanding of voluntary versus mandatory sustainability due diligence, and will explore methodologies to apply reporting frameworks in their own contexts. Overall, upon completing this course, students will:

- Understand the landscape of mandatory due diligence and voluntary sustainability compliance frameworks, and be able to articulate their benefits and limitations
- Assess governance structures in the coffee sector and understand how they shape power and sustainability outcomes
- Gain insight in data collection for sustainability reporting

Exam Format

Students will have 34 minutes to complete the exam, unless otherwise discussed between them and their trainer. The exam is available in English, Spanish, Chinese (Traditional and Simplified) and Korean. To pass the exam, students must answer 70% of the questions correctly. There will be 32 questions in total, which will be a mixture of true or false and multiple choice. Upon receiving a passing score, students will receive a Compliance, Governance & Reporting certificate from SCA.

Topics Covered

Session 1: Introduction to Sustainability Compliance in Coffee (2 hours)
- Introduction to the course structure, its goals, and key topics
- Presentation on the foundations of due diligence and sustainability compliance for the coffee sector
- Facilitation of a group reflection on current sustainability and compliance practices

Session 2: Legislation & Social Sustainability Regulations (2 hours)
- Exploration of key sustainability legislation and its relevance for the coffee industry
- Discussion on how regulations address labor rights and social sustainability challenges
- Analysis of how different laws affect coffee supply chain actors in different ways

Session 3: Governance & Power in the Coffee Value Chain (2 hours)
- Definition of governance and an exploration of its role in sustainability outcomes
- Exploration of how power dynamics shape relationships between supply chain actors
- Review of history to show how governance practices in coffee evolve over time

Session 4: Market Forces, Identity & Alternative Governance Models (2 hours)
- Examination of how market trends and business models influence sustainability outcomes
- Discussion on how identity, race, and gender shape access to decision-making power
- Introduction of alternative governance models, such as cooperatives, B Corps, and others, with insight into how they shape compliance requirements

Session 5: Sustainability Reporting: Data, Materiality & Impact (2 hours)
- Explanation of the role and importance of sustainability reporting, and the relevance and complexity of data
- Definition of materiality assessments and explanation of how they guide effective reporting
- Facilitation of a group exercise to create a materiality matrix for a sample coffee business

Session 6: Effective Reporting, Greenwashing & Ethics (2 hours)
- Review of best practices for transparent and ethical sustainability reporting

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- Discussion on how to identify and avoid greenwashing in sustainability communications
- Exercise to conduct a peer review of real-world sustainability reports
- Preparation for the final exam