

Governance Officer Apprenticeship

16 month programme | Level 4



We are delighted to launch this new course for individuals working in governance roles in public, private, and third-sector organisations. Governance Officers ensure that organisations operate legally, ethically, and effectively by supporting decision-making processes, maintaining compliance records, and managing key meetings and documentation.

Our apprentices are taught by real practitioners with both experience and enthusiasm. They combine coaching skills with the ability to hold their own in any setting.



This apprenticeship adds value for those starting out in governance, either because they have moved from other roles or as new recruits.

The course includes nine core modules, usually delivered online via Teams in two half-day sessions each, alongside assessment preparation sessions and round tables. Training is supported by mini-projects that apply new learning in the workplace, generating value for the employer and evidence for assessment.

By the end of the apprenticeship, the apprentice will be able to apply governance frameworks, policies and procedures to ensure compliance and accountability, prepare and maintain key governance documents, support and coordinate meetings of governing bodies, advise colleagues and stakeholders on regulatory requirements, and communicate effectively while contributing to risk management, sustainability and ethical decision-making.

Typical job titles include Governance Officer, Governance Associate, Governance Administrator, Secretariat Officer and Secretariat Assistant.

Completion of the apprenticeship provides professional recognition aligned with the Chartered Governance Institute at Foundation level.

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This is such an amazing opportunity and I would like to thank you, my coaches, and my tutor for believing in me. JGA has been nothing but supportive and encouraging of my apprenticeship journey and I do feel that I have grown so much both professionally and personally.

Communications Apprentice



Interested in the Governance Officer apprenticeship?
Get in touch.

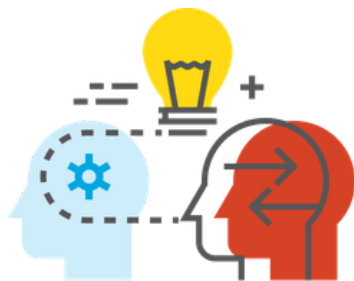
Scan the QR code or contact the team via
sales@jga-group.co.uk or 020 8426 2666



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Course structure

- ✓ Regular interactive seminars
- ✓ Live, small group sessions led by an experienced governance practitioner
- ✓ Comprehensive support for both apprentices and line managers
- ✓ Resources provided for mental health and well-being
- ✓ Support from neurodiversity specialist



MODULE ONE →

Regulatory and legislative frameworks

- Sector-specific law, plus overviews of e.g. company law, charity law, data protection
- How to horizon scan for future changes
- How to operate with integrity and confidentiality
- How to involve stakeholders in compliance (not stakeholder engagement, but rather people, processes and systems)

MODULE TWO →

Organisational structures and decision-making frameworks

- Knowledge of different governance structures, roles, and decision-making frameworks
- Knowledge of different approaches to organisational changes and developments
- Understanding of how to continuously develop governance systems, policies, and approaches to risk management
- How to work collaboratively with colleagues and stakeholders

MODULE THREE →

Governance codes, policies and best practice

- Knowledge of different governance codes, constitutional requirements, and policies
- Approaches to implementing policies
- Potential impacts on governance codes, including from AI, climate change and other external forces
- How to adapt and apply precedents in context



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Course structure (2)

MODULE FOUR



Stakeholder engagement and influence

- Project management principles and techniques
- How to apply project management to governance initiatives
- How to take ownership of tasks and accountability for outcomes
- How to plan and prioritise workloads.

MODULE FIVE



Meetings and secretariat practice

- How to schedule and convene board/committee meetings
- Considerations around AI and its impact on minute-taking and other aspects of governance practice
- Flexibility in supporting decision-making bodies
- Approaches to governance reporting and disclosure obligations
- Options and approaches to forward-looking planning and calendars (covered more in project management)
- How to produce accurate minutes and records

MODULE SIX



Governance data, information and reporting

- Understand the impact and roles of key stakeholders and effective collaboration
- How to build and influence positive relationships during change
- How to respond to stakeholder requests and knowing when to escalate
- How to communicate complex information

MODULE SEVEN



Technology, systems and processes in governance

- Compliance record-keeping requirements
- How to produce accurate, evidence-based reports and disclosures
- Knowledge and understanding of risks, analysis, and reporting frameworks (including climate change & sustainability)
- Financial accounting concepts and interpreting reports



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Course structure (3)

MODULE EIGHT →	MODULE NINE →	VIRTUAL MODULE	ASSESSMENT
Project and personal management • Different options and approaches to IT systems for information management • How to approach disclosure and verification of identity/relationships • Impacts of AI and considerations for future AI impacts, on both technology and processes supporting governance • Approaches to supporting governance through technological improvements • How to ensure accountability in the use of systems and processes	Professionalism, ethics and continuous development • Approaches to acting with integrity and confidentiality with their job • Knowledge and understanding of professional conduct, ethics, and governance culture • How to commit to CPD and reflective practice • How to adapt to changing circumstances and work flexibly	Problem-solving • Knowledge of different problem-solving tools and techniques • How to approach problem solving in a structured way that gets to the root of the issue • How to engage stakeholders in problem-solving ideas and solutions	End point assessment • Project with report, presentation and questions and answers • Professional discussion underpinned by a portfolio of evidence