

# Policy Manager Apprenticeship Level 5

18 month programme

This apprenticeship is designed to upskill policy professionals as they step into more senior roles, often leading policy areas and teams. It focuses on the specialist competencies essential at this stage and helps professionals develop the unique individual combinations of skills suitable for their career path.

It supports devolution and local government consolidation as well as members of the central government policy profession operating at SEO, G7-G6 grades: the Practitioner stage of the Policy Profession Standards.

The course is delivered through regular live online seminars, project work and coaching from experienced policy and management professionals, as well as virtual classroom and pre-recorded lessons.

By the end of the course the apprentice will have strengths understanding policy, using systems thinking to model problems, applying decision making tools to model options, using futures techniques, research methods, data and analytical/technical sources.

They will be able to work with senior stakeholders, manage people and projects, lead change, innovation and build resilience and embed responsible and sustainable practices.

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 policy setting.

Apprenticeships are designed to the needs of each individual apprentice, the role, and their line manager/team. Even better, they work for any prior level of education or age, graduate or nongraduate, or to upskill existing staff.

This programme is based on the Operations Manager apprenticeship standard.

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*Drew was my Tutor and Coach and I have found him excellent to work with and feel my cohort were extremely lucky to have him onboard. His attention to detail and constant drive for excellence for both the programme and his students was very noticeable. I have found JGA as a provider to be excellent and would recommend them to other apprentices.*

**Policy Apprentice, Department for Transport**



Interested in the Policy Manager apprenticeship?  
**Get in touch.**

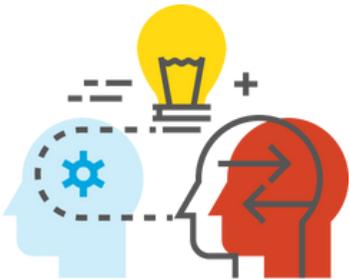
Scan the QR code or contact the team via  
sales@jga-group.co.uk or 020 8426 2666



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- ✓ Regular interactive seminars
- ✓ Live, small group sessions led by experienced policy practitioners
- ✓ Assessment preparation in months 8 & 13
- ✓ Comprehensive support for both apprentices and line managers
- ✓ Resources provided for mental health and well-being
- ✓ Support from neurodiversity specialist



## MODULE ONE →

### Leading in a changing policy world

- Ethical, inclusive, and values-based leadership in public policy
- Integrity, leading by example, and fostering equitable workplace culture
- Leadership theories and their practical application
- UK public sector reform, devolution, and implications for policy managers

## MODULE TWO →

### Managing people and performance

- Recruitment, performance and talent management, and resource planning
- Motivation techniques and managing policy-specific teams
- Performance analysis, coaching, and giving constructive feedback

## MODULE THREE →

### Managing policy projects

- Project management tools and techniques from planning and budgeting to managing risks and stakeholders
- The lifecycle of a policy project, supported by real-life case studies
- Templates and AI guidance for efficient project management



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## MODULE FOUR →

### Engaging stakeholders

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- Influencing without direct authority
- Stakeholder analysis, negotiation techniques, and relationship management
- Models for influencing diverse stakeholder groups

## MODULE FIVE →

### Effective communication

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- Developing clear, impactful communication as a manager and in communicating complex policy ideas
- Written and oral communication skills, presentation skills and active listening
- Constructing evidence-based arguments fit for different audiences
- Using AI tools

## MODULE SIX →

### Power, policy and democracy

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- Purpose and operations of UK legislatures, regional authorities, and local governments
- The role of these democratic institutions in shaping and influencing public policy
- How power is exercised by these institutions and upon them by external actors

## MODULE SEVEN →

### Strategic planning policy delivery

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- Developing operational plans aligned with strategic goals
- Goal setting, resource planning, prioritisation, and success monitoring
- Systems thinking and business intelligence for long-term planning
- Practical exercises simulating strategic alignment challenges

## MODULE EIGHT →

### Financial management

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- Budgeting, cost control, and financial decision-making
- Financial terminology for policy managers
- Linking financial decisions to operational success



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MODULE NINE →	MODULE TEN →	MODULE ELEVEN →	MODULE TWELVE →	ASSESSMENT
<b>Analysis, problem-solving &amp; decision-making</b> <hr/> <ul style="list-style-type: none"><li>• Frameworks for analysis, problem-solving, and decision-making</li><li>• Heuristic models and common decision-making pitfalls</li><li>• Analysis and evaluation approaches, including statistics</li><li>• Scenario-based exercises balancing judgement and data-driven approaches</li></ul>	<b>Artificial Intelligence, data and digital tools</b> <hr/> <ul style="list-style-type: none"><li>• Using data and digital tools to analyse performance, inform planning, and support effective operations</li><li>• The impact of generative and agentic AI on daily operations for policy managers</li><li>• AI tools for public policy and their practical and ethical implications</li><li>• Software, dashboards, and reporting tools</li></ul>	<b>Change, innovation and resilience</b> <hr/> <ul style="list-style-type: none"><li>• Change management methodologies and improvement cycles</li><li>• Supporting teams through change</li><li>• Innovation and embedding a culture of continuous improvement</li><li>• Planning for disruption, risk identification, contingency planning, and disaster recovery</li><li>• Creating business continuity plans</li></ul>	<b>Responsible and sustainable management in policy</b> <hr/> <ul style="list-style-type: none"><li>• Responsible business practices related to social, environmental and economic sustainability</li><li>• Evaluating the impact of work and strategies for sustainable improvement</li><li>• Revisits key leadership themes for reflection and application</li></ul>	<b>Gateway readiness and end point assessment</b> <hr/> <ul style="list-style-type: none"><li>• Work based project with presentation and questioning</li><li>• Professional discussion underpinned by a portfolio of evidence</li></ul> <p><b>4 MONTHS</b></p>

