



MODULE ONE INTRODUCTION TO POLICY

- Introduction to policy, including definition, function and value of the policy-making process
- The learner's organisation's values, goals and key challenges
- Key policy concepts with real world examples

MODULE TWO PROJECT AND PROGRAMME MANAGEMENT

- Overview of project and programme management principles, methodologies and tools
- The importance of achieving value for money in a procurement or commissioning process
- Negotiation factors and methods
- The key components of a project plan

MODULE THREE RESEARCH AND EVALUATION

- Horizon-scanning
- Research and evaluation skills, and how to apply them to policy areas
- Outcomes, impacts, success and progress measures (including KPIs)
- Commonly-used research methods

MODULE FOUR STAKEHOLDERS AND CONSULTATION

- The key principles of stakeholder engagement and analysis
- Consultation and engagement planning and best practices
- Working with stakeholders and interest groups
- The impact of consultation

MODULE FIVE ANALYSIS AND FEEDBACK

- Understanding and using results from consultations and other data sources
- Tools and techniques for analysis
- How to gather and use feedback
- How to gather, store and analyse data

END POINT ASSESSMENT PREPARATION 1

- Practical support to prepare for the End Point Assessment (EPA)

MODULE SIX PARLIAMENT

- History, function and activities of the Westminster Parliament and the opportunities for policy professionals to engage in this process
- The law-making process and how it relates to Parliament and the policy-making process

MODULE SEVEN DEVOLUTION

- Devolved administrations & legislatures of Wales / Scotland / N Ireland
- Relationship between devolved administrations and Westminster - structure, which powers are devolved or reserved.
- How regional devolution has been advanced within England
- Key powers and functioning of local authorities.
- How public perceptions can impact on policy-making & implementation

MODULE EIGHT INFLUENCING POLICY

- Lobby groups and the lobbying process
- How organisations influence public policy, and the bounds of legitimate influence
- Techniques to build convincing arguments and exert power

MODULE NINE POLICY DELIVERY: NATIONAL & LOCAL

- Broad processes involved in creating and implementing policy within national and local government, and the wider Public Sector
- White and Green papers in the legislative process
- The relationship between central and local government

MODULE TEN ETHICAL AND EFFECTIVE POLICY

- Features of effective and ineffective policy-making
- Policy as a process and as an outcome
- Ethical dimensions of 'good' and 'bad' policy
- Forms of argument
- Logical and cognitive pitfalls common to the policy-making process

END POINT ASSESSMENT PREPARATION 2

- Refresher and in-depth discussion of preparation techniques, with a focus on the project proposal

GATEWAY READINESS AND END POINT ASSESSMENT



END POINT ASSESSMENT

- Project proposal, presentation and questioning
- Professional discussion underpinned by a portfolio of evidence

**LIVE TUTOR LED SEMINARS FOR
EACH MODULE PLUS 1-2-1
COACHING SESSIONS**



**SUPPORT FROM NEURODIVERSITY
SPECIALIST**