



MODULE ONE POLICY AREA AND ORGANISATION

- The learner's organisation and team structure, strategy, vision and values
- Their role and responsibilities
- The learner's policy area and aims and how that fits with within and across their organisation
- Other policy environments & roles

MODULE TWO PROJECT AND PROGRAMME MANAGEMENT

- The importance of project management
- Project management concepts and principles
- Creating project plans
- Risks
- Budgets

MODULE THREE SUSTAINABLE DEVELOPMENT, HORIZON SCANNING, AND EVALUATION

- Sustainability and sustainable development
- Horizon scanning
- Escalation
- KPIs and evaluation

MODULE FOUR STAKEHOLDERS AND CONSULTATION

- The influence of stakeholders in policy
- 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
- Analysis methodologies
- How to gather and use feedback
- How to gather, store and analyse data

MODULE SIX POLITICAL ENVIRONMENT - PARLIAMENT

- History and structure of Parliament
- Differences between Parliament and Government
- Role of the monarchy in relation to Government and legislation
- Common parliamentary activity, including how laws are made
- Role of parliamentary committees in relation to policy

MODULE SEVEN POLITICAL ENVIRONMENT - ELECTIONS AND LOBBY GROUPS

- Lobby groups and the lobbying process
- Communication mechanisms associated with lobbying and the political environment (including Purdah)
- How the UK electoral systems work and differences with other systems
- The difference between an election and a referendum
- Local, national and devolved nations' electoral processes

MODULE EIGHT POLITICAL ENVIRONMENT - DEVOLVED NATIONS & EUROPE; PUBLIC PERCEPTIONS & REPUTATION

- Wales/Scotland/N Ireland devolution
- The structure of the European Union, how it relates to the UK policy environment and an overview of Brexit
- Public perceptions and their impact on policy making

MODULE NINE COMMERCIAL AWARENESS

- The difference between commissioning and procurement and the different types of procurement
- Types of contract
- Procurement practice and process
- Key people/organisations to involve in procurement and how to engage them
- Risks, impact and best value

MODULE TEN POLICY DEVELOPMENT AND DELIVERY: NATIONAL AND LOCAL

- White and Green papers in the legislative process
- What byelaws are, and how they are made
- The relationship between central and local government
- Common cognitive biases and informal fallacies

GATEWAY READINESS AND END POINT ASSESSMENT



- Knowledge Test - Multiple choice test with 30 questions
- Written Policy Exercise - 90 minute test with 2 essay-style questions, based on different fictitious scenarios
- Presentation with Q&A - A 10 minute presentation to a brief set by the independent assessor that focuses on aspects of the policy lifecycle, followed by a Q&A (10 mins).
- Professional Discussion - A structured discussion with an independent assessor to explore aspects of the apprentice's work.

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



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