Policy Officer Apprenticeship Level 4

18 month programme

JGA
Developing Futures

Policy Officers shape and/or influence public policy. They work with a wide range of stakeholders and experts to gather evidence, synthesise information and present recommendations to senior colleagues.

We are tremendously proud of this programme, which was designed by policy officers with central and local government, as well as third-sector experience. Expert guest speakers have covered reputation management, careers in policy, feedback and analysis, a tour of UK Parliament, stakeholder consultation, assessment and networking.

The Policy Officer apprenticeship is designed to build the knowledge, skills and behaviours required for Policy Officer roles, whether within the public, private or not-for-profit sectors.

The duration is 18 months in total, with 13-14 months on programme and around 4 months for the final assessment.

Our programme consists of ten taught seminars (delivered as one or two half-day sessions per module) with associated assignments and reading, plus two assessment preparation sessions (half-days). There is also a line manager briefing.

Clients from across England trust JGA with their policy apprenticeships, including the House of Commons, DEFRA, Cabinet Office, Department for Education, HMT, Department of Health & Social Care, as well as local governments in Manchester, Bristol, the Midlands, London and other areas.

We welcome new starters and up-skills, graduates and non-graduates, individual apprentices or cohorts. We ask only that they have enthusiasm and a lot to learn!

> *"You have to analyse what's going on in the political world, what's happening in the community, and how that might affect your policy area. It can be quite technical, but having professionals guiding you through that process was really helpful."*
>
> Angela Malik,
> London Borough of Camden

Interested in the Policy Officer apprenticeship?
Get in touch.

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

Policy Officer Apprenticeship Level 4

18 month programme

JGA
Developing Futures

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

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 →

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 THREE →

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

Policy Officer Apprenticeship Level 4

18 month programme

JGA
Developing Futures

MODULE FOUR →

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

MODULE FIVE →

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

ASSESSMENT PREP 1 →

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 →

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

Policy Officer Apprenticeship Level 4

18 month programme

JGA
Developing Futures

MODULE EIGHT →

Devolution

- Devolved administrations & legislatures of Wales, Scotland & N Ireland & their relationship with Westminster
- How regional devolution has been advanced within England
- Key powers and functioning of local authorities
- How public perceptions can impact on policy-making and implementation

MODULE NINE →

Implementing policy

- 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

ASSESSMENT PREP 2 →

End point assessment preparation 2

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

ASSESSMENT

Gateway readiness and end point assessment

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

4 MONTHS