

LEVEL 4

POLICY OFFICER

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TRAINING

What is this role / apprenticeship?

A policy officer's primary role is to shape and influence government policy by collaborating with stakeholders and experts, gathering evidence, synthesising information, and presenting recommendations to senior colleagues. They operate not only in central and local government but also in private and third-sector organizations interacting with government policy. Working within a team, policy officers report to senior policy officers.

Their responsibilities cover the entire policymaking process, involving research and understanding of the political environment, continuous policy development support, objective evidence gathering for policy influence and negotiation, handling sensitive information, maintaining accurate policy records, providing administrative support during new legislation introduction, commissioning input, preparing submissions for senior officials, and responding to public and formal correspondence within specified deadlines.

How long does the apprenticeship take?

The apprenticeship will take around 24 months to complete.

What qualifications will the learner receive?

- Level 2 Certificate in Functional Skills English
- Level 2 Certificate in Functional Skills Mathematics
- Level 4 Policy Officer

What are the entry requirements?

- 5 x GCSEs including English Language and Maths (or level 2 equivalent) at grade C and above (or the new grade 4 and above)
- Level 3 qualification(s), including at least one of the below:
 - 2 x A-levels at grade D and above; or
 - BTEC Extended Diploma at grade PPP and above; or
 - Level 3 apprenticeship

Why choose Acorn Training?

We put our learners at the heart of everything we do. All of our apprentices receive tailored one to one support from both a dedicated learning tutor and a learning mentor to ensure they are well-supported throughout their apprenticeship journey with us. We are an award-winning training provider renowned for our diversity and inclusion values and have recently been awarded a 'Good' rating in our first full Ofsted Inspection.

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Contact us

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