POLICY OFFICER
HIGHER
APPRENTICESHIP

With HE Certificate in Policy Studies (Level 4)
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Higher apprenticeships are a partnership between the University and you, the employer.

The University of Kent
Our award-winning blended learning approach, combining e-learning and block teaching, allows your apprentices to thrive in the workplace while gaining a degree. We work with employers nationwide to fulfil a skills gap in their business. You employ the apprentice and we work with you to:

• provide an academic programme of study (20% of the apprentice’s paid hours should be spent completing off-the-job training).
• design on-the-job training plans
• support you and your apprentice with work place visits.

Standard profile
The primary role of a policy officer is to shape and/or influence government policy, by working with a wide range of stakeholders and experts to gather evidence, effectively synthesise information and present recommendations to senior colleagues.

Policy officers will typically work as part of a wider team and report to a senior policy officer.

The responsibilities of a policy officer encompasses the development, implementation and evaluation phases of policymaking, and are likely to include:

• researching and understanding the political environment in order to support the continuous, uninterrupted development of a policy
• gathering evidence and being objective to support the influencing and negotiating of new policies
• handling sensitive information and keeping accurate records of policy history
• assisting the wider team by providing administrative support during the introduction of new legislation
• commissioning input from and preparing and drafting submissions for senior officials
• replying to public and formal correspondence within any deadlines given.

MODULES

Month 1 - 3
Who runs the UK? Power, politics and policy

Month 4 - 6
Applied policy analysis

Month 7 - 9
Implementing policy

Month 10 - 12
Making and communicating policy

Month 13 - 15
Project management

Month 16 - 18
Critical thinking for policy analysis

End Point Assessment
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There are many advantages to employing apprentices at higher and degree level, from attracting and developing staff to increasing productivity.

**Attract higher-calibre staff**
Offering apprenticeships can help your organisation attract staff from a wider talent pool, increasing workplace diversity, motivation and commitment.

**Develop existing employees**
Current employees may be eligible to apply for apprenticeship roles so you can develop staff with potential and improve employee retention.

**Meet your business needs**
As apprentices learn at work, they’re able to develop the specific knowledge and occupational skills demanded by your organisation.

Employing apprentices can also help you fill higher-level skills gaps, enhancing your organisational performance and growth. Apprenticeships offer clear work-based progression routes, and Kent prepares higher and degree apprentices for highly skilled positions.

**Increase productivity**
Apprentices can help keep your business up-to-date with the latest technology and techniques, and bring fresh ideas into the organisation.

**How apprenticeships benefit**
Our apprenticeship programmes are for people looking to start a new career or employees wanting to improve their knowledge and skills in their current role. Apprentices:

- study with a leading UK university and achieve a recognised qualification, without having to pay tuition fees
- have a real, paid job with a top organisation
- gain experience working alongside industry experts
- boost their career prospects.

**WORKING WITH THE UNIVERSITY OF KENT**
Work with Kent to develop your higher and degree apprenticeships and you have the reassurance of partnering with a leading UK university.

Our academics have a passion and a talent for inspiring students – our outstanding teaching was rated Gold in the Teaching Excellence Framework.

We consistently receive top ratings in national surveys and tables such as The Guardian University Guide 2018 where Kent is ranked 22nd in the UK. In the most recent Research Excellence Framework, 97% of research at Kent was found to be of international quality. We are committed to transferring our knowledge into the work environment through successful partnerships with employers.

**Contact us**
T: 01634 888467
E: apprenticeships@kent.ac.uk
www.kent.ac.uk/apprenticeships