

Highfield *Level 4* End-Point Assessment for Regulatory Compliance Officer



Government funding band – *£6,000*



On-programme duration – *Typically 18-24 months*



Gateway requirements:
Portfolio of evidence, work-based project, level 2 maths and English



End-point assessment methods:
Knowledge exam, observation of professional practice, viva (interview and professional discussion)

Working as a regulatory compliance officer

Within the public sector, compliance officers either work to perform regulatory services functions within local authorities such as environmental health, fire safety, licensing or trading standards but may also work within monitoring compliance teams within national regulators such as the Food Standards Agency (FSA), Health and Safety Executive (HSE), Department for Environment, Food and Rural Affairs (DEFRA) or the Register of Regulated Qualifications (Ofqual). In the private sector, officers will typically be involved in supporting compliance activities within a range of businesses and liaising with frontline regulators. Additionally, officers will provide monitoring and oversight of the compliance related activities of the wider supply chain to assure product and process quality and safety as well as legality.



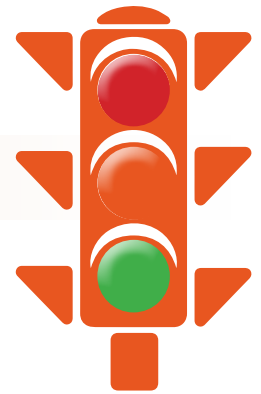
The programme's structure

Your apprentices will be placed in a regulatory compliance officer role over a period of 18-24 months, during which they will be supported while on-programme by their tutor. The tutor will review the progress of the apprentice against the standard to ensure they are prepared for end-point assessment.



*Regulatory Compliance Officer
Level 4 Apprenticeship Standard*





Ready for training

- Initial assessment
- Level 2 maths and English
- On-programme training to meet the standards
- Complete portfolio of evidence and work-based project while on-programme
- Gateway readiness self-assessment

Set for assessment

End-point assessment methods are:

Knowledge exam

- Duration of 90 minutes
- Exam contains 50 questions in total – 40 multiple choice questions worth 1 mark each and 10 short answer questions worth 2 marks each
- Focussed on regulation, risk assessment, and business stakeholders and their compliance needs

Observation of professional practice

- Duration of the observation will be a minimum of 110 minutes and a maximum of 120 minutes
- Will be based on simulated scenarios
- Focussed on evaluation, delivering a service, assessing risks, collecting and analysing data, planning their activities, checking and supporting compliance, responding to non-compliance, effective decision making, IT and digital skills and core behaviours

Viva (interview and professional discussion)

- Duration of the viva will be a minimum of 30 minutes and a maximum of 35 minutes
- The viva will be based on validating and discussing the evidence contained within an on-programme portfolio of evidence and work-based project
- Focussed on understanding the businesses they work with, planning their activities, choosing appropriate interventions, checking compliance, responding to non-compliance, evaluation, and core behaviours

Go further

This apprenticeship provides an ideal stepping stone into further sector-related job roles that might include senior management roles within the sector.

Available support

To be confirmed at a later date.



Need to know more: