Government funding band
£9,000

Apprenticeship Assessment for

ST0430 Regulatory Compliance Officer v2.0

Level 4

Working as a Regulatory Compliance Officer

The occupation is found in compliance functions of small, medium, large and multinational organisations. These organisations work in private, public and third sectors including Government departments, local authorities, environmental health, gambling and licencing, health and social care organisations, retail, education institutions and charities. The occupation is also found in national regulators such as the Food Standards Agency (FSA), Health and Safety Executive (HSE), Office for Product Safety and Standards (OPSS) or Environment Agency.

In their daily work, an employee in this organisation interacts with key stakeholders, regulators, clients, customers, suppliers and employees within other business functions internally. They use these interactions to build and manage relationships and to provide excellent service in helping individuals perform within their regulatory landscape. An employee in this occupation will be responsible for obtaining information and data and using digital skills to make risk assessments as to the extent to which businesses and individuals meet regulations and standards for a specific sector.

Entry requirements

Apprentices must follow the entry requirements as set out in the Department for Education (DfE) apprenticeship funding rules. There are no additional entry requirements for this standard.

Assessment methods

A project with question and answer (Q&A), followed by a professional discussion or presentation with question and answer (Q&A).

Gateway to completion

- Minimum duration met in line with the assessment plan
- Behaviours must be verified by the employer

Set for assessment

Assessment methods are:

Project with question and answer (Q&A)

- Presented as a written report with a recommended word count of 4,000 words
- Must be based on a real workplace activity relevant to the regulatory compliance officer role
- A 30-minute question and answer session
- A minimum of three questions asked
- Can be conducted and assessed by the training provider

Apprentices, in agreement with the training provider and employer, will select one of the following assessment methods as the additional assessment method.

Professional discussion

- A 60-minute question and answer session
- A minimum of six questions asked
- Conducted and assessed by Highfield

Presentation with question and answer (Q&A)

- A 60-minute presentation and Q&A, typically including a 20-minute presentation and 40-minute Q&A, but this is flexible depending on the length and quality of the presentation
- A minimum of four questions asked
- Conducted and assessed by Highfield

Go further

On completion of the apprenticeship assessment, apprentices may wish to move into a job role, such as a regulatory compliance officer.

Available support

- Delivery resources
- Tutor support resource
- Mock assessments
- Bespoke assessment solutions
- Assessment resources

Need to know more:
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