

Innovate Awarding Assessment Journey

On Programme Learning



The minimum on programme duration for the Level 4 Policy Officer Standard is 12 to 18 months. During this time the apprentice will develop their knowledge, skills and behaviours, and compile a portfolio of evidence.

01

Gateway



02

To pass through Gateway the employer will need to be satisfied that the apprentice is consistently working at, or above, the occupational competence of the Level 4 Policy Officer.

At Gateway the apprentice will submit their portfolio of evidence for review, portfolio of evidence locator summary and project scoping document which should be no more than 500 words, agreeing the subject, title and scope of the project. By this point the apprentice will have obtained Level 2 English and Maths.

Planning Meeting



The Planning Meeting will take place remotely and will last around 25 minutes. The employer and an Innovate Awarding representative will be present. A laptop with WiFi connectivity will be required.

03

Project, Presentation and Questioning



04

The apprentice will complete their project within a maximum period of 12 weeks. The presentation and questioning must last 45 minutes (20 minute presentation and 25 minutes for questioning). The Innovate Awarding Assessor will have two weeks to review the project output and presentation before the presentation. It will be conducted face to face in the workplace.

Professional Discussion, underpinned by a Portfolio



The Professional Discussion will take place with an Innovate Awarding Assessor and will last for 90 minutes. They will ask a number of questions after reviewing the apprentice's portfolio of evidence. It will be conducted face to face in the workplace.

05

Grading & Certification



06

The assessments will be graded as Distinction/Pass/Fail. The last step along the apprentice journey will be the receipt of the ESFA certificate.

FIND OUT MORE