

# GOVERNANCE OFFICER LEVEL 4



CLEAR QUALITY



## WHO IS IT FOR?

Governance officers are found in all sectors and industries with the broad purpose to provide and manage an organisation's governance and operations-related services. These include reviewing and maintaining legal and compliance documents; filing returns with regulators and providing advice on internal and external governance requirements. This is a technical and specialist role which interacts with senior levels within an organisation to ensure compliance is adhered.



## WHATS INCLUDED?

The Governance Officer apprenticeship covers:

- The governance function in general
- Structure and processes for decision making
- Organisation's objectives
- Risk management
- Analysing data and presenting the outcomes
- Operating principles and policies, processes, and procedures
- Develop and produce structured governance documents
- Develop and run governance meetings
- Collation and distribution of committee papers
- Quality management
- Auditing



## DURATION AND COST

COURSE DURATION: 14 MONTHS

COURSE COST: £11,000

5% NON LEVY CONTRIBUTION: £550



## HOW WE DO IT!

All of our Apprenticeships are delivered remotely using the most up to date technology including online lectures, online guided learning and assignments. We have designed all our training to be split into bite sized chunks of learning.



## ENROLMENT

Please get in touch if you would like more information on our Work-based learning apprenticeship programmes.

We run cohorts every quarter for our apprenticeships so please register your interest now to ensure you have a place on the next available cohort.

Email: [training@clearquality.co.uk](mailto:training@clearquality.co.uk)

Phone: 01709 918501



## HOW IS IT FUNDED?

Levy paying: if your levy account has the funds to cover the full apprenticeship cost then the cost will be drawn down from your levy account each month for the duration of the apprenticeship.

Non-levy-paying companies: employers will pay 5% towards the cost of the apprenticeship and the Government will pay the remaining 95%, up to the funding band maximum. The 5% contribution will be required after the initial enrolment is completed and will be billed in full.

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