

# Regulatory Compliance Officer

## LEVEL 4

 15 month programme + EPA

This advanced apprenticeship has been designed to help professionals form in-depth knowledge of the industry and business environment in which they work.

### Introduction to the course

Well designed and enforced regulation plays a vital role in improving the way markets work for the benefit of business, employees and citizens, supporting sustainable growth, trade and investment and improved social and environmental outcomes. It is well recognised that the regulatory climate is a key contributor to the creation of a positive and supportive business environment whilst also assuring public and environmental protection.

### Learner outcomes

The role of a Regulatory Compliance Officer involves undertaking risk assessments, carrying out investigations and compiling formal reports. Apprentices will develop their skills to investigate complaints and incidents and their ability to work effectively with partner agencies. They will also develop their understanding of the benefits of promoting compliance and they will become skilled at following up on actions and evaluating effectiveness.

### A good fit for

This apprenticeship is relevant to Regulatory Officers working in Local Government and Central Government to enforce the law. It also works for Compliance Officers in the private sector in to help assure the relevant laws, regulations and business standards are being adhered to.

### Assessment

The EPA consists of three assessments:

1. 90-minute Knowledge Exam, comprising both multiple choice questions and short answer questions.
2. 2 hour Observation of Professional Practice based on a practical scenario tailored to the learner's job role.
3. 30-minute Professional Discussion with the independent assessor based on their submitted portfolio of evidence.

### What's next?

RCO graduates can go on to become senior regulatory officers leading investigations. In the private sector they might go on to become Compliance Managers with accountability for legal compliance in areas like Health and Safety. Some of our graduates go on to complete professional qualifications in their chosen sector.

The RCO Award provides for substantial exemption from Stage 1 of the professional Trading Standards qualifications backed by the Chartered Trading Standards Institute.



### Course overview



**Start Date**  
Flexible



**Level**  
4



**Duration**  
15 months + 3 months EPA



**Delivery**  
Blended



**Assessment**  
On-Programme and End-Point Assessment



**Qualification**  
Regulatory Compliance Officer Level 4



**Entry Requirements**  
A Levels or other Level 3 qualifications like Business Administration. It is a requirement to have evidence of or passes in Maths and English at GCSE / Functional Skills at Level 2 before apprentices are allowed to sit the RCO Assessments.

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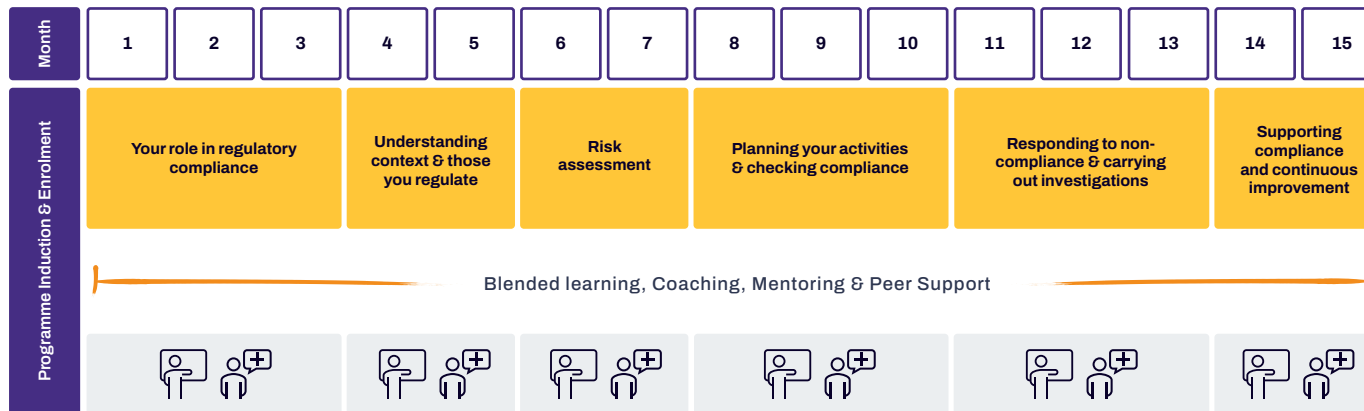
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unlocking potential  
delivering personalisation  
enhancing performance

## Blended Delivery Model



Maths & English Level 2

\* Maths and English functional skills may be included in your apprenticeship programme depending on the programme requirements and your prior attainment level.

Gateway



**End Point Assessment**

3 Months

- Knowledge exam
- Observation of professional practice
- Interview and professional discussion

 **Apprenticeship Achieved**

**Key**



Workshop



Progress reviews