



Office for Product  
Safety & Standards

# **Regulatory Enforcement Trainee Programme with the Office for Product Safety and Standards**

## **Information and Eligibility Requirements**

Summer 2025



As part of the Regulatory Enforcement Trainee Programme, you will be required to undertake the Level 4 - Regulatory Compliance Officer apprenticeship. This is an integral part of the training and development within the role and within the Enforcement Team.

The apprenticeship is a nationally recognised standard. For full details on the apprenticeship standard and assessment see the [National Institute for Apprenticeships](#).

## Eligibility

To be eligible to apply for an apprenticeship, applicants must:

- be aged 16 or older
- not be in full-time education
- not be in receipt of funding for other learning programmes (such as another apprenticeship or a degree for which you have a student loan).
- have been continuously resident in the UK/EEA for 3+ years or have an eligible residency status (see Annex A page 80 of 'The latest rules (2021 to 2022) - Employers; for information) This can be found on Gov.uk Apprenticeship funding rules: <https://www.gov.uk/guidance/apprenticeship-funding-rules#the-latest-rules-2021-to-2022>
- you should not currently hold a qualification in or have substantially studied regulatory compliance or a similar subject. If you currently hold or are working towards a similar qualification of the same level or higher, then you will not be eligible to apply for this vacancy. To be eligible for our apprenticeship vacancy, any qualifications previously held or currently being worked towards must differ in content so that this apprenticeship provides substantial new skills.

**If you apply and are found to meet the eligibility requirements above your application will not be considered, any offer of employment will be withdrawn, or your contract will be terminated.**

# Frequently Asked Questions About the Regulatory Compliance Office Apprenticeship

## What is an apprenticeship?

An apprenticeship is an exciting opportunity to 'earn while you learn' by combining theoretical learning with practical 'on-the-job' experience; allowing you to work towards a nationally recognised qualification, while building your skills as a regulator and earning a salary. An apprenticeship also allows you to secure a qualification with no tuition / student fees as the programme is fully funded by the department. This Apprenticeship is Level 4, which is equivalent to a first year of a University Degree.

The apprenticeship will provide you with new skills to apply to your job role, ensuring you are continuously learning, in a stretching but supportive environment. We are looking for people who can develop and grow in this role. It is therefore a good opportunity for you, if you don't have formal work experience or experience in an office environment, to begin to build up those experiences.

At the start of the programme, you will be asked to sign a Learner Agreement to show your commitment to your apprenticeship. This will include agreeing to complete work within agreed timescales, and meeting with your Tutor to discuss your progress. So, you will need to be fully committed to working towards completing your apprenticeship programme.

## What will the Regulatory Compliance Officer apprenticeship include?

Throughout the duration of the apprenticeship, you will rotate around three of our Enforcement teams to ensure that you have a breadth of experience to complete the apprenticeship and develop your regulatory skills and knowledge.

Please see the Job Description "Responsibilities" Section to get an idea of the kinds of things you will be doing, and visit <https://opss-careers.co.uk/apply-for-a-regulatory-compliance-officer-apprenticeship-with-opss/> to hear from our current and past apprentices!

You will spend 20% of your contracted working hours dedicated to your apprenticeship and will be supported by the learning provider, line manager and work colleagues.

You will be part of our next cohort of apprentices in Enforcement, and you will be able to support and work with each other throughout as well as having support from management, your team and Learning and Development.

## **How will the apprenticeship be delivered?**

A mix of virtual workshops, online learning, assignments, and meetings with tutors. This will make up the 20% of your time spent on the apprenticeship.

## **What will I learn on the apprenticeship?**

Through your time on the apprenticeship, you will:

- Understand the principles of good regulatory behaviours, and how to apply them in your work;
- Learn how to risk assess a product and/or business;
- Learn how to support investigations and compile formal reports and case files for decision makers;
- Develop your skills to investigate non-compliance and allegations of non-compliance;
- Learn how to inspect products, businesses, and services, as relevant for the regulations you are enforcing;
- Develop your understanding of the benefits of promoting compliance and become skilled at following up on actions and evaluating effectiveness;
- Manage your own projects to assess non-compliance in an industry or product sector. For example, by conducting test purchasing of products, evaluating the results, and following up on them as appropriate.

## **How long does the apprenticeship take?**

The Regulatory Enforcement Trainee Programme is two-years in duration, during which you will complete the Regulatory Compliance Officer (Level 4) apprenticeship which takes on average 18 months to complete.

## **Who delivers the apprenticeship?**

The Level 4 Regulatory Compliance Officer Apprenticeship is a nationally recognised standard, delivered by external providers. Our provider is Babington.

## **What happens after the apprenticeship?**

This opportunity is a permanent job at EO level, with an apprenticeship attached. After you have completed the apprenticeship, you will continue in your role at EO level but may feel ready to apply for one of our HEO Senior Compliance Officer roles. The organisation will support you in this and you will continue in your journey to become an exemplar regulatory compliance officer within OPSS.

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