


End Point Assessment Organisation (EPAO)

Governance Officer





ICA is an end-point assessment organisation (EPAO) working with training providers and employers to deliver high quality, robust end-point assessment (EPA) across a range of apprenticeships. We are part of the leading professional body for the regulatory and financial crime compliance community.

ICA's vision is to inspire, educate and enable the international compliance community to think more, perform better and help the right business be conducted in the right way.

Why choose ICA as your End Point Assessment organisation?

We will provide:

- dedicated independent end-point assessors who are subject matter experts
- robust processes and quality assurance
- quick turnaround of results
- friendly, flexible and responsive staff
- a flexible, fair and easy-to-understand pricing structure
- a simple scheduling process, with a team on hand to support you at each stage
- an online platform for apprentices to use for collating and submitting portfolios, and
- guidance sessions for apprentices on how the EPA will be conducted

Governance Officer

Level 4

Route: Business and administration

Typical duration to gateway: 18 months
(this does not include EPA period)

Maximum funding: £11,000

ICA Standard EPA Fee: £1,450 per apprentice

The fee quoted is our standard fee - we can offer discounts based on the number of apprentices.

Apprenticeship occupation overview:

A governance officer is a core member of a critical function within every successful organisation – the governance function. A governance officer supports the governing decision-making body to run the organisation effectively within its governance framework.

The role is typically found in the governance or secretariat division of an organisation. The duties and responsibilities of the role sit alongside those of the governing decision-making body.

This occupation is found in small, medium, and large organisations within the public, private or third sectors. Governance officers are found in all sectors such as government, retail, food and drink, education, charities, and professional services and work in varied environments including in an office or remotely.

The role, and the governance function in general, is concerned with structure and processes for decision making, accountability, control, and behaviour at the top of an organisation. Governance influences how an organisation's objectives are set and achieved, how risk is managed, and how performance is optimised.

Governance is a system and process, not a single activity, and successful implementation of a good governance strategy therefore requires a systematic approach that incorporates strategic planning, risk management and performance management.

Role Profile

The broad purpose of the occupation is to provide and manage an organisation's governance and governance operations-related services. These include reviewing and maintaining legal and compliance documents; filing returns with regulators (e.g. Companies House); 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 with legal and regulatory requirements, which may include responses to climate change or other sustainability commitments. In addition, they manage the meetings of the governing decision-making body (e.g., board of directors, trustees, or governors; committees of the governing decision-making body), and the flow of information to and from them.

In their daily work, an employee in this occupation interacts with a range of internal stakeholders, including members of their own team and other departments such as IT, legal, finance, strategy, HR, marketing, fundraising, sustainability, senior management, and governing decision-making bodies. They also interact with a range of external stakeholders such as members of the public, investors, customers, regulators, suppliers, auditors, and partners.

An employee in this occupation will be responsible for supporting the organisation in the application of its internal governance framework, including its operating principles and policies, processes, and procedures. As part of this, governance officers maintain and manage the organisation's formal records such as minutes of the governing decision-making body meetings, register of directors/governors/trustees, and register of shareholders/members. They prepare and submit legal and regulatory compliance documents (e.g., to Companies House, the Charity Commission, and government bodies), and support the preparation and publication of corporate documents (e.g., performance against legislative targets, annual reports, legal contracts).

The increasing focus on an organisation's carbon footprint means that governance officers need to have an awareness of climate change and net zero carbon policies and regulatory impacts in their

sector. Governance officers analyse and research data and information and prepare briefings and recommendations for their function on matters of governance, governance operations, compliance, legislation, and regulation.

An employee in this occupation may also be expected to support the governance function to deliver programmes aimed at improving and enhancing the services it provides and how it provides them, for example to reduce risk, improve efficiency and move towards a sustainable delivery model for the organisation.

Governance officers work within agreed budgets and available resources, and work without high levels of supervision, usually reporting to senior stakeholders. They may occasionally be responsible for decision making, but more often will guide or influence the decisions of others. They will have strong communication and stakeholder management skills at all levels, with the ability to influence and get involved with all staff and working cross functionally.

Knowledge, skills and behaviours: What apprentices need to learn

The required knowledge, skills and behaviours (KSBs) of the governance officer apprenticeship standard are found on the Skills England website.





Gateway Requirements

The EPA gateway is when the ICA checks and confirms that apprentices have met any requirements required before they start the EPA.

At the end of the on-programme training period, the training provider and employer will need to agree that the apprentice has met the knowledge, skills and behaviours required for the apprenticeship standard.

Apprentices without level 2 English and Maths will need to achieve these prior to taking the end-point assessment. You will also need to provide evidence of passing one of the professional qualifications listed in the occupational standard.

At gateway, apprentices must submit:

- a portfolio of evidence to be used within your professional discussion, and
- a summary of the project that will be used for the project report, presentation and questions.

End Point Assessment

All apprentices must take an independent assessment at the end of their apprenticeship training to confirm that they have achieved occupational competence. Rigorous, robust, and independent end-point assessment (EPA) is essential to give employers confidence that apprentices completing an apprenticeship standard can actually perform in the occupation they have been trained in and can demonstrate knowledge, skills and behaviours set out in the apprenticeship standard.

EPA can only be conducted by an independent EPAO.

The Assessment Plan for each standard outlines the assessment methods to be used. The EPA for this apprenticeship consists of the following mandatory elements.

Professional discussion, underpinned by a portfolio of evidence

This assessment will take the form of a 75-minute professional discussion will provide an opportunity for the apprentice to demonstrate their competence and excellence and to cover the KSBs assigned to this assessment method.

A professional discussion is a two-way discussion which involves both the assessor and the apprentice actively listening and participating in a formal conversation. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

Apprentices must compile a portfolio of evidence during the on-programme period of the apprenticeship. It should only contain evidence related to the KSBs that will be assessed by this assessment method. It will typically contain 16 discrete pieces of evidence. Evidence must be mapped against the KSBs. Evidence may be used to demonstrate more than one KSB.

The discussion verifies the content of the portfolio and that the apprentice has developed all of the skills, knowledge and behaviours listed in the apprenticeship standard.

Work-based project report, presentation and questions and answers

A report involves the apprentice completing a significant and defined piece of work that has a real business application and benefit. The report must meet the needs of the employer's business and be relevant to the apprentice's occupation and apprenticeship.

This assessment method has 2 components:

- 3,500-word report on a project
- 45-minute presentation based on the report with questions and answers

Together, these components give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method. They are assessed by an independent assessor.

Full information regarding the assessment methods is provided within the ICA Assessment Handbook for this EPA.

Grading

Each assessment will be carried out independently, and all assessment components of the EPA must be passed in order to attain an overall pass grade.

The overall EPA will be graded Fail, Pass, or Distinction based upon the performance across the three assessments. All methods are equally weighted.

The knowledge test must be passed before progressing to interview and presentation. All methods are equally weighted.

Results and Certification

Following the EPA, ICA will issue an EPA result letter and grade notification and apply to the Department for Education (DfE) to produce the final apprenticeship certificate.

Get in touch to discuss your EPA service requirements

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