

INSTITUTE BOARD

Meeting Title	Institute Board (10 May 2017)
Date of Issue	1 June 2017

1. Coffee and welcome

1.1. The Chair welcomed members and executives to the meeting of the Board.

2. Minutes and actions from the last meeting

2.1. Board members reviewed the minutes and actions from the meeting held on 5 April 2017. No corrections were made.

3. Apprentice Panel presentation

3.1. Representatives from the Apprentice Panel presented to the Board. They outlined some of the problems that can occur with apprenticeships including: a lack of communication between apprentices, their training provider and manager; the balance not being right between work experience and off-the-job training; and inconsistency between training providers when there is a change. The Apprentice Panel plan to develop apprenticeship case studies and suggested looking to develop a quality toolkit setting out what an apprentice can expect. They suggested that when the Institute for Apprenticeships website is developed, it could be interactive, providing apprentices with a forum to provide feedback to each other. They also suggested that the website should provide a map with details of where apprenticeships are available. It was noted that there needed to be a link into the digital apprenticeship service and the National Apprenticeship Service. It was also agreed that it would be useful for the Board to receive a presentation

on the digital apprenticeship service, specifically on possible future developments.

- 3.2. The Board thanked the Apprentice Panel representatives for their presentation and fed back that they had raised important issues, which need to be addressed. The Board said they would be feeding relevant questions through to the Panel for their consideration, in the future.

Action 1 (3.1) – Presentation to be arranged at June Board meeting on the digital apprenticeship service.

4. Quality

- 4.1. The Board received a paper on the quality of apprenticeships. The Board recognised that there could be issues with the credibility of apprenticeships where they are perceived to be low skilled. There can also be issues with quality where apprentices were not receiving sufficient off-the-job training.

- 4.2. The Board agreed that the Institute should develop a quality statement, setting out the characteristics of a high quality apprenticeship. It was agreed that there should be consultation on the quality statement with the Quality Alliance, employers and the Apprentice Panel, using their wider network of apprentices. The Board agreed that a Quality Strategy should be developed, if possible via the Quality Alliance.

Action 2 (4.2) – A quality statement will be presented at a future Board meeting.

5. Corporate Reporting

- 5.1. The Board received a presentation on the template for future monthly corporate reports. It was agreed that the first report would be presented to the Board in June. The Board highlighted that in the future it would be useful to see employment destination data for apprentices.

Action 3 (5.1) – A populated corporate report will be presented to the Board at the June meeting.

Action 4 (5.1) – Data Science Unit to look at the feasibility of providing the Board with destination data for apprentices at a future Board meeting.

6. Finance Report

6.1. The finance report for April was presented to and signed off by the Board.

The forecast outline for 2017/18 is in line with budget, although there is a capital pressure relating to digital services. The Board requested that the executive work with the DfE on staffing projections for the work to prepare for the expansion of the Institute's remit on technical education.

Action 5 (6.1) – Executive to work with the DfE on staffing projections to plan for the expansion of the Institute's remit on technical education.

7. Technical Education

7.1. The Board received a presentation from the DfE on progress on implementing reforms to technical education and the work on developing occupational maps for each of the 15 routes. The Board emphasised that it would be desirable to build in the flexibility to routes to enable people to move between technical education and an apprenticeship. The Board emphasised that strong commercial and procurement expertise would be needed in the Institute to prepare for the expanded remit on technical education.

8. Next meeting date

8.1. The next meeting of the Institute Board will be on Wednesday 7 June from 11:00-5.00pm at Cheylesmore House, Quinton Road, Coventry, CV1 2WT. This will include a strategy session for the Board in the afternoon.

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Version Cleared at 7 June 2017 Board meeting

Attendance

Board	Executive	Other
Antony Jenkins (Chair)	Mike Keoghan	David Hill – DfE
Peter Lauener	Helen Knee	Sarah Read - DfE
Dame Fiona Kendrick	Tony Singleton	Lucille Gallaway (Barclays) – Apprentice Panel
Sir Gerry Berragan	Alex Wilson	Heeran Basi (Severn Trent) – Apprentice Panel
Paul Cadman	Richard Guy	Adam Gymer (Pfizer UK) - Apprentice Panel
Robin Millar	Nick Mawhinney	
Dr Katherine Barclay	Tanya Lawes	
Bev Robinson	Sue Pickerill	
Toby Peyton-Jones		
Dame Asha Khemka		

Apologies

None