

INSTITUTE BOARD

Meeting Title	Institute Board (4 October 2017)
Date of Issue	8 November 2017

1. Welcome

- 1.1 The Chair welcomed Rory Kennedy, the new DfE Director of Apprenticeships to his first Board meeting.

2. Minutes, actions from the last meeting, declarations of interest

- 2.1 The Board approved the minutes from the last Board meeting on 11 September.
- 2.2 No new declarations of interest were made by Board members.

3. Apprentice Panel presentation

- 3.1 Poppy Wolfarth, a member of the Apprentice Panel, delivered a presentation to the Board. She highlighted her positive experiences but also noted some of the challenges apprentices can face, including poor training providers, lack of understanding of what an apprentice can expect from an apprenticeship and welfare issues.
- 3.2 Poppy had been a recipient of a National Apprenticeship Award. Poppy asked whether the nomination system could be changed so that employers can nominate an apprentice.
- 3.3 Poppy recognised and welcomed that the Institute had set-up the Apprentice Panel but questioned whether there was sufficient representation in the rest of the Institute's governance structure by apprentices.

4. Assessment

- 4.1 The Board was presented with an update on the Institute's work on assessment and quality assurance over the last 6 months. A number of improvements had been introduced including: a monthly case conference to improve the consistency of review of assessment plans; updated guidance for trailblazer groups and better use of education advisors. As a result, quality was improving, with the proportion of assessment plans going through to the Approval and Funding Panel increasing from 27% in March to 77% in August.
- 4.2 The Institute had contracted out the delivery of its external quality assurance (EQA) service for 2017-18 to Open Awards. In advance of the contract being in place, the Institute had been undertaking EQA in-house on an interim basis. A number of on-site visits had taken place, with positive feedback received from the assessment organisations visits. The assessment organisations commented that the Institute should focus on assuring the comparability of assessment methods. HMT had agreed that the Institute could charge for its EQA service, but this would require a statutory instrument to be laid in Parliament. In total, it was noted that 26 organisations, other than the Institute and Ofqual, currently intend to act as EQA providers.
- 4.3 The Board acknowledged the hard work that had been put into improving the assessment process over the last 6 months.

5. Standards development process

- 5.1 A paper was presented to the Board on improving and speeding up the end-to-end process for standards development – for those processes directly in the Institute's control and for supporting the development work led by trailblazer groups. The process inherited by the Institute had been largely sequential. A concurrent process could be adopted, with standard development and assessment plan approval run in parallel, where possible. There was discussion about the funding band recommendation process, which it was thought would be speeded up when fully in-house.

- 5.2 The majority of development time is spent outside the Institute with the trailblazer groups. Engagement with trailblazer groups would be front-loaded: including introducing a workshop approach to standard development; redefining the role of the relationship managers; developing a membership offer for trailblazer groups and improving management information within the Institute.
- 5.3 The Institute is addressing legacy issues, with a number of standards in the development process that have been there for a considerable time and are unlikely to progress to approval. During October, the Institute would either move these standards towards approval or agree with the trailblazer groups that work on their development should cease or combine with other groups.
- 5.4 The Board agreed that it would be beneficial for standard development and assessment plan approval to be undertaken in parallel, but commented that a complete overlap would not be possible in all cases. The Board asked that the removal of costing forms from the funding band recommendation process should be looked at. It was noted that the Institute, working with the Route Panels and employer bodies, needed to take a strategic approach to the overall standard landscape and that the occupational maps would support this.
- 5.5 The Board commented that the work on improving the end-to-end process was a transformation project and offered to provide support to the executive to implement it. It was requested that a 2 page progress report is submitted to Board meetings outlining progress on the project. It was agreed that a Lean expert from Nestlé would provide support to the SRO on implementation.

Action 1: Progress report on end-to-end process project to be submitted to each Board meeting.

Action 2: A Lean expert from Nestle to be identified to support improvement of the end-to-end process.

6. Business plan/achievements

- 6.1 The Board's view was that the document should be shortened to around 6 pages and have a focus on achievements in the first 6 months and priorities for the remainder of

the year. It was agreed that this document would be published before the end of October.

- 6.2 The Board discussed a proposed schedule of publications for 2018/19. It was agreed that the Institute would publish an annual business plan; a strategic plan; and annual report and accounts.

Action 3: Executive to publish a shortened document focusing on achievements in the first 6 months and priorities for the remainder of the year.

Action 4: Executive to start the planning for the corporate suite of documents for 2018 to 2019

7. Board Meetings for 2018

- 7.1 The Board considered an options paper for the cycle of Board meetings for 2018. The Board's view was that they should meet less frequently but have longer meetings to provide more time for discussion on key issues. It was agreed that for 2018 and 2019 there would be 6 meetings a year, including a 2 day strategy meeting in the first quarter of the year.

Action 5: Executive to arrange 6 Board meetings per year for 2018 and 2019 and produce a note for the next Board meeting setting out the dates.

8. AOB

- 8.1 The Board commented that the quality of the telephone dial in facilities for committee meetings was poor and asked the executive to consider whether it was possible to upgrade the technology.

Action 6: Executive to consider whether it was possible to upgrade the telephone dial in facilities used by the Institute.

9. Next meeting date

- 9.1 The next meeting of the Board will take place on Wednesday 15 November 2017 at the Institute for Apprenticeships, 15B, Cheylesmore House, 5 Quinton Road, Coventry CV1 2WT.

Date created: 13 October 2017

Version: Cleared at 15 November 2017 Board meeting

ATTENDEES

Institute Board	Executive	Other
Antony Jenkins	Mike Keoghan	Rory Kennedy
Dame Fiona Kendrick	Nikki Christie	Poppy Wolfarth
Dr Kate Barclay	Helen Knee	
Paul Cadman	Ana Osbourne	
Toby Peyton-Jones	Tanya Lawes	
Robin Millar	Sue Pickerill	
Gerry Berragan		
Bev Robinson		
Dame Asha Khemka		
Peter Lauener		