

INSTITUTE BOARD

Meeting Title	Institute Board (15 November 2017)
Date of Issue	29 November 2017

1. Welcome and World Skills UK presentation

- 1.1 The Chair welcomed participants and introduced Ben Blackledge, Director of Education and Skills at World Skills UK who in preparation for the Board's attendance at the Skills Show on 16th November, provided an overview of the three day event including the National Finals and UK squad selection.

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

- 2.1 The Board approved the minutes from the last Board meeting on 4 October.
- 2.2 No new declarations of interest were made by Board members.

3. T-levels: Historical and Policy Context

- 3.1 The Board received a presentation on technical and professional education, highlighting the policy context and issues needing to be addressed. The presentation summarised the key recommendations from the report, of which there were 34. Notably, the report introduced 15 routes from level 2 to 5 for all ages, post 16. Equally, *qualifications* was also a key theme that came through strongly from employers.
- 3.2 It was noted that there was a recommendation that the Institute reviews and removed overlaps between standards and that we ensure we are learning the lessons from trailblazer groups.
- 3.3 The Government published a *Post-16 Skills Plan* in response to The Sainsbury Review, where it accepted all its recommendations, where possible within existing

budgets. The Government also announced the first three T levels in Digital, Construction, and Education and Childcare in October 2017.

4. T levels: Preparing for the Institute's T level remit

- 4.1 The Board received an update on the current plans to transition technical and professional education (TPE) into the Institute. The report highlighted that the intended transfer of TPE into the Institute in April 2018 will now be delayed, this is in part due to the Department for Education's (DfE) recent announcement that the first T levels will be delivered in September 2020.
- 4.2 As the Institute will now not take on its full TPE role until late 2018, it has also been agreed that changing the Institute's name to the *Institute for Apprenticeships and Technical Education* should be put back to the same timeline.
- 4.3 The report also highlighted the Institute's intention to recruit additional Board members to bolster the TPE expertise at Board level. The agreed timeline with DfE was that the new board members in post by April 2018. The Board indicated that they would be keen to input into the recruitment and it was agreed that Board recruitment would be an item on the 6th December Board meeting.
- 4.4 The Board were also then briefed on the plan for the occupational maps which the Institute took ownership of as of 8th November. The Institute is responsible for the content within each of the maps, and DfE retaining responsibility for the 15 technical education routes. A two stage consultation will take place on the maps with the aim of making them public in early 2018.

Action 1: Schedule a conversation on board member recruitment and specification at the Board meeting on 6th December.

5. Mandatory Qualifications in Apprenticeship Standards

- 5.1 The paper summarised the state of play on the use of mandatory and non-mandatory qualifications within apprenticeship standards. The paper then gave recommendations based on lessons learnt and experience over the past six months.

5.2 A Board member offered to work with Richard over the coming weeks to ensure the employer perspective was being addressed.

Action 2: Board engagement outside the meeting cycle on mandatory qualifications to ensure that the employer perspective is picked up.

Action 3: Schedule a further item on Mandatory Qualifications including the high-level criteria for the Board meeting on 6th December.

6. Response to Quality Statement consultation

6.1 The Board were briefed on the results of the recent consultation on the Quality Statement. It was highlighted that 348 responses had been received with strong support across the sector.

6.2 The next steps around the Quality Statement were agreed and the Board agreed that the statement could then be published.

7. Update from Audit, Risk and Assurance Committee

7.1 The Board received an update from the Audit, Risk and Assurance Committee which met in late October.

7.2 It was noted that the Institute's current forecast spend indicated some underspend on admin, programme, and capital budgets. The Institute continues to work closely with colleagues at DfE to develop accurate data around budgets, payments and forecasting. A new Head of Finance has been appointed and is now dealing with the legacy issues and forecasting for the remainder of the financial year.

8. End-to-end process progress report

8.1 The Board were taken through the end-to-end progress report, which highlighted that good progress had been made against the key areas identified at the last two Board meetings relating to engagement with the trailblazer groups and the Institute's internal processes.

8.2 A LEAN workshop has been convened on Friday 1st December. This will look at reviewing the Institute's existing practices and identifying opportunities to introduce efficiencies. A number of Board members expressed an interest in attending.

8.3 The Board had a demonstration of the Institute's new internal digital management information tool designed to provide a single Institute-wide view of current stock of standards. Teams across the Institute are currently being trained to use the tool with the aim of going live in late November.

9. Next meeting date

9.1 The next meeting of the Board will take place on Wednesday 6 December at the Institute for Apprenticeships, 151 Buckingham Palace Road, Victoria, London.

Date created: 23 November 2017

Version: Cleared at 6 December 2017 Board meeting

ATTENDEES

Institute Board	Executive	Other
Antony Jenkins (Chair)	Helen Knee	Rory Kennedy
Peter Lauener	Ana Osbourne	Ben Blackledge
Sir Gerry Berragan	Richard Guy	
Dame Fiona Kendrick	Alex Wilson	
Dr Kate Barclay	Jonathan Mitchell	
Paul Cadman	Kris McGhee	
Toby Peyton-Jones	Usama Edo	
Robin Millar		
Bev Robinson		
Dame Asha Khemka		