

INSTITUTE BOARD

Meeting Title	Institute Board (6 December 2017)
Date of Issue	20 December 2017

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

- 1.1 The Board approved the minutes from the last Board meeting on 15 November.
- 1.2 No new declarations of interest were made by Board members.

2. Apprentice Panel

- 2.1 The Board received a presentation from the apprentice panel on their activities in the first 8 months of operation. The apprenticeship toolkit the panel had produced would be ready to be launched on the Institute's website shortly. The panel had also contributed to the consultation on the quality statement and panel members had presented at a number of events. Additional members were being recruited to the panel to bring the membership up to around 20. A virtual panel was also planned.
- 2.2 The Chair said that it would be important to ensure that membership of the panel was representative across the 15 occupational routes and different types and sizes of companies. The Board commented that when the membership increases it would be desirable for the panel to have greater involvement in the Institute's communications, producing apprenticeship case studies, which promote social mobility and diversity. It was agreed that the commitment statement should be promoted on the Institute's website, with links to other websites such as the NAS site, so that apprentices know what they are entitled to.

Action 1: Link to be sent to the Board for the apprentice panel presentation.

Action 2: Apprentice panel communications to be integrated into the Institute's communication plan, including the use of case studies.

Action 3: Commitment statement to be promoted on the Institute's website, with links to other relevant sites, including NAS.

3. Review of High Level Criteria

3.1 The Board received a presentation on the review of the high level criteria. It was proposed that the criteria relating to an occupation should be moved into one place. There are currently layers of rules supporting the criteria, which would be simplified. The criteria on overlap have caused difficulty and are now not necessary with the route panels and occupational maps in place. The DfE had agreed that the revised criteria could be adopted from April 2108, but if the Board agreed, then in practice the criteria could be adopted sooner.

3.2 The Board agreed to approve the revised high level criteria. The Board asked whether the consultation on the occupational maps could be launched by the route panel chairs. The Board commented that it was hoped that the revised high level criteria would result in an improvement in the quality of assessment plans coming to the Approval and Funding Committee, the vast majority of which needed to be approved with conditions.

Action 4: Executive to consider whether occupational maps consultation could be launched by route panel chairs.

4. Mandatory Qualifications in Apprenticeship Standards

4.1 The Board received a presentation on mandatory qualifications in apprenticeships. The Board agreed the proposals, noting that there needed to be effective communication on the changes to both trailblazers and relationship managers. The Board asked about the position on degree apprenticeships. The DfE are conducting a deep dive on degree apprenticeships and offered to present to a future Board meeting on the outcome.

Action 5: DfE to present the findings of the deep dive of degree apprenticeships to a future Board meeting.

Action 6: There should be a communication plan for the changes to mandatory qualifications in apprenticeships, covering trailblazers and relationship managers.

5. New Funding Approach

5.1 A note had been sent to the Board setting out the revised approach to funding. The Board commented that there needed to be sufficient time for effective communication about the changes before implementation. It would be crucial for the sector to understand why the changes were being introduced. The Board agreed to the introduction of the revised approach to funding.

6. T level Consultation

6.1 The DfE had launched a consultation on T levels, the outcome of which will impact on the future role of the Institute. The Board noted that commercial expertise would be crucial to effective implementation. The DfE would present at a future Board meeting on the outcome of the consultation and would also cover work placement requirements.

Action 7: DfE to present at a future Board meeting on the outcome of the T level consultation and work placement requirements.

7. End-to-end Process Update

7.1 Both the Stakeholder Reference Panel meeting and the Lean workshop at Nestle had provided useful input on improving the end-to-end process. It was agreed that the outcomes of the Lean workshop would be circulated to the Board.

7.2 An integrated plan was being implemented, incorporating all of the different strands of activity, including the funding changes. A training course on the changes was planned for relationship managers. Guidance was being updated and internal and external communications were being planned.

Action 8: Outcomes of Lean workshop to be circulated to the Board.

8. Institute Narrative

8.1 The Board received a presentation on the Institute narrative on key data on the apprenticeship programme. The messages in the narrative would be used within communications by the Institute. It was agreed that a more detailed discussion on the narrative would be scheduled for the January 2018 Board meeting.

Action 9: Narrative to be included on the agenda for the January 2018 Board meeting

9. Next meeting date

9.1 The next meeting of the Board will take place on 23 January 2018 at Coombe Abbey Hotel, Brinklow Road, Binley, Coventry, Warwickshire, CV3 2AB.

Date created: 12 December 2017

Version: Cleared at 23 January 2018 Board meeting

ATTENDEES

Institute Board	Executive	Other
Antony Jenkins (Chair)	Helen Knee	Anne Milton MP, Minister of State for Apprenticeships and Skills
Peter Lauener	Ana Osbourne	Jenny Oldroyd, DfE
Sir Gerry Berragan	Richard Guy	Kate Parry, DfE
Dame Fiona Kendrick	Alex Wilson	Poppy Wolfarth, Apprentice Panel
Dr Kate Barclay	Tanya Lawes	Lucille Gallaway, Apprentice Panel
Paul Cadman	Jayne McCann	
Toby Peyton-Jones	Sue Pickerill	
Robin Millar		
Bev Robinson		
Dame Asha Khemka		