

APPROVAL & FUNDING COMMITTEE

Meeting Title Approval & Funding Committee (18th January 2018)
Date of Issue 14 February 2018

Attendance: Kate Barclay (Chair), Robin Millar, Bev Robinson, Ana Osbourne, Jayne McCann, Nikki Christie, [REDACTED]

Welcome

1. Kate Barclay welcomed the Committee and Institute officials to the meeting.

Minutes

2. The Committee considered the minutes from the last meeting on 6th December and after due consideration and debate were content with approving these.

Review of Approval and Funding Committee processes

3. The Committee confirmed that they were happy to follow the new pilot approach for reviewing proposals, standards and assessment plans at this meeting.
4. The Committee were provided with highlights from the triage process and some of the positive discussions that took place during the Route Panels.
5. The Committee were also provided with examples of where good practice is taking place with the development of proposals, standards and assessment plans and where teams at the Institute have reacted well to the demands of Trailblazer groups.

6. The Committee were informed that the Route Panels have embedded themselves well into the process, are still getting to grips with certain issues but are becoming much more robust in the decisions they make.

EQA findings

7. The Committee were provided with an overview of the Institute's oversight and delivery of the External Quality Assurance (EQA) process. The first four EQA reports from Open Awards were presented to the Quality Assurance Committee in December, and all of these were approved. The assessment plans for these standards were approved prior to the creation of the Institute, [REDACTED]
[REDACTED]
8. The Committee will be kept informed of EQA reports that are presented to the Quality Assurance Committee going forward.

Approvals (proposals, standards and assessment plan recommendations)

9. The Committee then considered and made final decisions on apprenticeship proposals, standards and assessment plans submitted for approval at the beginning of November 2017.
10. Overall, 23 proposals, 31 standards and 33 assessment plans were submitted at the beginning of November, a total of 87.
11. Of the 87, the Committee agreed with 85 recommendations on proposals, standards and assessment plans. The Committee disagreed with the remaining two recommendations which require further work. Namely:
 - **Regulatory Affairs Specialist (Healthcare/Veterinary) (Level 7) standard - [REDACTED]**
[REDACTED]
[REDACTED]
[REDACTED] The Committee therefore asked for the standard to be returned to the trailblazer and be submitted to the Route Panel again in due course.

- **Educational Leadership Apprenticeship (Level 7) proposal** - The Committee decided that the apprenticeship should focus only on the most senior education leaders and set this out clearly in the standard. The group should consider including Vice Chancellors. The Committee were not convinced about the difference between leadership in education and other businesses and asked for further rationale. They recommended the group speak to the Education and Training Foundation. There should be a shorter review period for the final standard.

12. The Committees recorded decisions are at **Annex B**.

Funding Band recommendations

13. The Committee then considered and made decisions on funding bands for 48 apprenticeships.

Indicative funding bands

14. The Committee approved 20 of the 27 indicative funding bands. On seven, the Committee agreed with the Route Panel's advice to not approve these bands at this stage.

15. [REDACTED] The Committee asked the funding team to ask some more questions of the Trailblazer and to obtain some further provide quotes and complete a full moderation.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ACTION 1: The Funding Team to follow up on the Committee's decisions and obtain additional quotes/more information against the relevant indicative funding bands (see Annex A below).

[REDACTED]

[REDACTED]

Final funding bands

18. The Committee approved all of the 21 final funding bands that were considered at this meeting.

19. The Committee's recorded decisions on the funding bands are at **Annex A**.

Next meeting

20. The next meeting of the Approval & Funding Committee will convene on Wednesday 21st February, from 13:30 – 15:30 at 151 Buckingham Palace Road.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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ANNEX B: Approval and Funding Committee 18 January 2018; November Submissions; Full Summary of Final Decisions

Proposals

Route	Submission	Title	Panel Recommendation	Final Decision
Engineering & Manufacturing	Proposal	Electronic Systems Master Engineer (Level 7)	Panel rejected	Rejected
	Proposal	Animal Feed & Grain Trade Process Operator (Level 2)	Panel rejected	Rejected
	Proposal	Advanced Furniture Manufacturer (Level 3)	Panel rejected	Rejected
	Proposal	Bespoke Furniture Maker (Level 3)	Panel approved	Approved
	Proposal	Level 7 Light Water Reactor (LWR) Scientist and Engineer (Master's Degree) Apprenticeship (Level 7)	Panel approved	Approved
	Proposal	Tool Process Design Engineer (Level 6)	Panel approved	Approved
	Proposal	Packaging Professional(Level 6)	Panel approved	Approved
Creative Design	Proposal	Cultural Industry Professional (Level 4 or 5)	Panel Rejected	Rejected
Education and Childcare	Proposal	Educational Leadership Apprenticeship (Level 7)	Panel approved	Rejected
	Proposal	Professional HE Assistant Technician(Level 3)	Panel approved	Approved
Sales, Marketing and Procurement	Proposal	Advertising and Media Executive (Level 4)	Panel approved with conditions	Approved with conditions
	Proposals	Retail Buying and Merchandising Assistant (Level 4) Retail Buying and Merchandising Degree Apprenticeship (Level 6) (Level 4 and Level 6)	Panel Rejected	Rejected

Selected Standards and Assessment Plans

Route	Submission	Title	Panel Recommendation	Committee Final Decision
Care Services	Standard	Lead Practitioner in Adult Care (Level 4)	Panel approved with conditions	Approve with conditions

Engineering and Manufacturing	Standard	Stairlift Lifting Platform Service Lift electromechanic apprentice standard (Level 2)	Panel Rejected	Rejected
Business and Administration	Assessment Plan	Project Manager integrated degree (Level 6)	Panel Rejected	Rejected
Protective Services	Standard	Intelligence Analyst (Level 4)	Panel Approved	Approved
Transport & Logistics	Standard	Port Operative (Level 2)	Panel approved with conditions	Approve with conditions
Engineering and Manufacturing	Standard	Lean Manufacturing Operative	Panel approved with conditions	Approve with conditions
Education and Childcare	Assessment Plan	Education and Training - Learning Mentor(Level 3)	Panel approved	Approved
	Assessment Plan	Education and Training - Assessor Coach (Level 4)	Panel approved	Approved
Health & Science	Standard	Amulance Support Worker	Panel approved with conditions	Approve with conditions
	Standard	Regulatory Affairs Specialist	Panel approved with conditions	Rejected