

## APPROVAL & FUNDING COMMITTEE

**Meeting Title** Approval & Funding Committee (21<sup>st</sup> May 2018)  
**Date of Issue** 21<sup>st</sup> June 2018

**Attendance:** Robin Millar (Chair), Paul Cadman, Ana Osbourne, Jayne McCann, Nikki Christie, Lucy Rigler, [REDACTED], Huw Moore, [REDACTED]

**Apologies:** Kate Barclay, Bev Robinson

### Welcome

1. Robin Millar welcomed the Committee and Institute officials to the meeting, and noted apologies from Kate Barclay and Bev Robinson. Robin also welcomed Paul Cadman, Institute Board member, who would be participating in proceedings in the absence of Bev Robinson.

### Declarations of interest

2. The Chair asked Committee members whether they had any declarations of interest to make. Paul Cadman declared an interest in the Aviation Ground Operative (Level 2) standard and the Aviation Ground Specialist (Level 3) standard.

### Minutes

3. The Committee considered the minutes from the last meeting on 9<sup>th</sup> April and were content with approving these.

### Roles and responsibilities process

4. The Committee then discussed a paper clarifying the roles and responsibilities of the fifteen Route Panels and the Approvals & Funding Committee (A&FC) going forward, as part of the Institute's Faster and Better programme, and a paper outlining the progress

and performance of the Route Panels one year on since the Institute's launch. The papers recommended that Route Panels will continue their core role in making recommendations to the A&FC, [REDACTED] and that the A&FC takes on a more strategic overview of the approvals process, including the moderation of route panels' work on a sample basis.

5. The Committee welcomed the papers and found them appropriate, timely and useful. The Committee encouraged further collaboration with Route Panels on this and to make sure that the Institute adheres to governance, legislation, protocols and wider processes when introducing this. The Committee asked for the approach to sampling to be reviewed to ensure it was increasingly strategic, especially as volumes of approvals increase going forward.
6. The Committee also asked the Secretariat to clarify the processes for circulating Committee papers to them, ensuring that this is done as far in advance as possible and that they have the relevant tranche 1 and tranche 2 timeframes in their diaries so they have sufficient time to review and provide comments.

[REDACTED]

***Action 1 – Approvals team to review the approach to the Committee sampling standards and assessment plans for the next approvals cycle.***

***Action 2 – The Secretariat to clarify for the Committee the processes and timelines for circulating Committee papers going forward and ensuring Committee members have future tranche 1 and tranche 2 timescales in their diaries.***

#### **Approvals (proposals, standards and assessment plan recommendations)**

8. The Committee then considered and made final decisions on apprenticeship proposals, standards and assessment plans submitted for approval in April 2018.

9. Once again with this cycle, the Committee reviewed all proposals, a sample of standards and assessment plans. The Committee agreed with 45 of the 46 recommendations on proposals, standards and assessment plans made by the 15 route panels.

10. The Committee agreed with the Route Panel's recommendations for the following proposals, standards and assessment plans to be returned to trailblazers:

- **ST0761: Professional Adviser - Agriculture/Horticulture (Level 6)** proposal was returned, [REDACTED]

- **ST0768: Critical Care Practitioner-(Level 6)** proposal was returned [REDACTED]

- **ST0614: Fall Protection Technician (Level 2)** standard was returned [REDACTED]

- **ST0625: Creative Digital Designer (Degree)** standard was returned [REDACTED]

- **ST0611: Cultural Heritage Conservation Technician (Level 4)** assessment plan was returned [REDACTED]

11. The following assessment plan was put on hold:

- The **Air Traffic Control Assessment Plan** is on hold [REDACTED]

12. The Committee's recorded decisions are at **Annex A**.

### **Funding Band recommendations**

13. The Committee then considered and made final recommendations on funding bands for 38 apprenticeship standards.

*Indicative funding bands under the 'old' approval process*

14. The Committee approved all 6 of the indicative funding bands that were considered at this meeting.

Final funding bands under the 'old' approval process

15. The Committee approved 24 of the 27 final funding band recommendations that were considered at this meeting. On the remaining final funding bands, the Committee agreed with the Route Panel's advice on two of these funding bands to not approve these bands at this stage. The Committee were not able to approve one further funding band, and asked the funding team to work with the trailblazer further on this.

Whole apprenticeship approvals under the 'new' approval process

16. The Committee approved 1 of the end point assessment plans and approved with conditions 9 of the end point assessment plans that were considered at this meeting under the 'new' approval process.

17. The Committee also approved 8 of the 10 final funding band recommendations under the 'new' approval process. On the remaining final funding bands, the Committee agreed with the Route Panel's advice to not approve this band at this stage.

18. Committee's recorded decisions on the end point assessment plans and funding bands are at **Annex B**.


**AOB**

19. The Committee registered their concerns at the quotes being received from universities for degree apprenticeships, and whether these are reflective of the costs of the off job training elements required for the apprenticeship as opposed to full time undergraduate courses.

20. The Committee also asked for improvements to be built-in to the whole apprenticeship approvals process by flagging or RAG rating any issues with standards or assessment plans that they should be made aware of.

## **Next meeting**

21. The next meeting of the Approval & Funding Committee will convene on Thursday 28<sup>th</sup> June, from 14:30 – 16:30 at 151 Buckingham Palace Road.



## ANNEX A: Approval and Funding Committee, 21<sup>st</sup> May 2018; Full Summary of Final Decisions

### Proposals

Route	Submission	Title	Panel Recommendation	Committee Final Decision
Agriculture, Environmental and Animal Care	Proposal	Water Environment Worker (Level 2)	Agree with Conditions	Agree with Conditions
	Proposal	Assistant Historic Environment Advisor (Level 4)	Agree with Conditions	Agree with Conditions
	Proposal	Archaeological Specialist (degree) (Level 7)	Agree with Conditions	Agree with Conditions
	Proposal	Professional Adviser Agriculture/Horticulture (Level 6)*	Return to Trailblazer	Return to Trailblazer
Legal, Finance and Accounting	Proposal	Debt Adviser (Level 3)	Agree	Agree

\* Not a degree apprenticeship

Route	Submission	Title	Panel Recommendation	Committee Final Decision
Health & Science	Proposal	Critical Care Practitioner (Adult) (Level 6)	Return to Trailblazer	Return to Trailblazer
Engineering & Manufacturing	Proposal	Drinks Dispense Technician (Level 2)	Agree with conditions	Agree with conditions

## Standards and Assessment Plans

Route	Submission	Title	Panel Recommendation	Committee Final Decision
Agriculture, Environment and Animal Care	Assessment Plan	Veterinary Nurse (Level 3)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Packhouse Team Leader (level 3)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Stockperson (Level 3)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Crop Technician (Level 2)	Agree with Conditions	Agree with Conditions
Business and Administration	Assessment Plan	Revenues and Welfare Benefits Practitioner (Level 3)	Agree with Conditions	Agree with Conditions
Legal, Finance and Accounting	Assessment Plan	Paralegal	Agree	Agree
	Assessment Plan	Internal Audit Professional	Agree with Conditions	Agree with Conditions
	Assessment Plan	Internal Audit Practitioner	Agree with Conditions	Agree with Conditions
Protective Services	Standard	Serious and Complex Crime Investigator – Degree Apprenticeship (Level 6)	Agree with Conditions	Agree with Conditions
Transport and Logistics	Standard	First Officer Pilot (Level 6)*	Agree with Conditions	Agree with Conditions
	Standard	Aviation Ground Operative (Level 2)	Agree with Conditions	Agree with Conditions
	Standard	Aviation Ground Specialist (Level 3)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Passenger Transport Driver (Level 2)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Port Operative (Level 2)	Agree	Agree
	Assessment Plan	Air Traffic Controller (Level 5)	On Hold – issue with standard meeting conditions	On Hold – issue with standard meeting conditions
	Assessment Plan	Metal Recycling General Operative (Level 2)	Agree with Conditions	Agree with Conditions
Sales, Marketing and Procurement	Standard	Advertising & Media Executive (Level 3)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Advertising & Media Executive (Level 3)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Sales Executive (Level 4)	Agree with Conditions	Agree with Conditions

Digital	Standard	Creative Digital Designer (degree) (Level 6)	Return to Trailblazer	Return to Trailblazer
	Assessment plan	Data Scientist Degree (Level 6)	Agree with Conditions	Agree with Conditions

Route	Submission	Title	Panel Recommendation	Committee Final Decision
Creative & Design	Standard	Leather Craftsperson (Level 2)	Agree with conditions	Agree with conditions
	Standard	Post Production Technical Operator (Level 4)	Agree with conditions	Agree with conditions
	Standard	Bookbinder (Level 3)	Agree with conditions	Agree with conditions
	Standard	Journeyman Bookbinder (Level 5)	Agree with conditions	Agree with conditions
	Assessment Plan	Cultural Heritage Conservation Technician (Level 4)	Return to Trailblazer	Return to Trailblazer
Education & Childcare	Assessment Plan	Teaching Assistant (Level 3)	Agree with conditions	Agree with conditions
Construction	Standard	Fall Protection Technician (Level 2)	Return to Trailblazer	Return to Trailblazer
	Assessment Plan	Painter & Decorator (Level 2)	Agree	Agree
Health & Science	Standard (revision)	Leisure Team Member (Level 2)	Agree with conditions	Agree with conditions
	Assessment Plan	Operating Department Practitioner (Degree) (Level 6)	Agree with conditions	Agree with conditions
	Assessment Plan	Clinical Trials Specialist (Degree) (Level 6)	Agree with conditions	Agree with conditions
Engineering & Manufacturing	Standard (revision)	Sewing Machinist (Level 2)	Agree	Agree
	Assessment Plan	Motorcycle Technician (Repair and Maintenance) (Level 3)	Agree with conditions	Agree with conditions



	Assessment Plan	Rail and Rail Systems Principal Engineer (Degree) (Level 7)	Agree with conditions	Agree with conditions
	Assessment Plan	Rail and Rail Systems Senior Engineer (Degree) (Level 6)	Agree with conditions	Agree with conditions
	Assessment Plan	Lift Escalator and Moving walk Electromechanic (Level 3)	Agree with conditions	Agree with conditions
	Assessment Plan	Automotive Glazing Technician (Level 3)	Agree with conditions	Agree with conditions
	Assessment Plan	Gas Network Craftsperson	Agree	Agree

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

一	二	三	四	五	六
一	二	三	四	五	六
一	二	三	四	五	六
一	二	三	四	五	六
一	二	三	四	五	六
一	二	三	四	五	六

一	二	三	四	五	六
一	二	三	四	五	六
一	二	三	四	五	六

一	二	三	四	五	六
一	二	三	四	五	六
一	二	三	四	五	六
一	二	三	四	五	六

ID	Name	Title	Address	Phone	Email
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]

□	□	□	□	□	□
□	□	□	□	□	□
□	□	□	□	□	□
□	□	□	□	□	□
□	□	□	□	□	□
□	□	□	□	□	□
□	□	□	□	□	□
□	□	□	□	□	□

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
				[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>

<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>

		[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

--	--	--	--	--	--