

APPROVALS & FUNDING COMMITTEE

Meeting Title	Approvals & Funding Committee (4 October 2017)
Date of Issue	3 November 2017

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

Welcome

1. Ana Osbourne welcomed the Committee and Institute officials to the meeting.

Minutes and Terms of Reference

2. The Committee considered the minutes from the last meeting on 4th September and were content with approving these.
3. The Committee then turned their attention to the Terms of Reference (ToR) and commented that they were content with signing these off. There was however, a small point about needing to align this Committee with the Quality Assurance Committee.

ACTION 1: Kate Barclay to speak to Dame Asha Khemka (Chair, Quality Assurance Committee) about aligning the respective Committees.

Review Process

4. Ana Osbourne talked the Committee through the Institute's process for reviewing standards and assessment plans. Ana highlighted the strategic drivers for undertaking the

review which is embedded in legislation, the Institute's Operational Plan, as well as the Accountability Statement.

5. Ana then highlighted the three types of reviews which include:

- i) **Route Reviews** – this is about occupational routes with recommendations feeding into the cyclical review. Outcomes on these reviews will be reported to the Quality Assurance Committee.
- ii) **Cyclical Reviews** – this about standards, assessment plans, and funding bands within a pathway and will need to align with our Technical Education remit. The outcomes of these reviews will be reported to the Approvals and Funding Committee.
- iii) **Ad hoc Reviews** - Ana expanded on what might trigger an ad hoc review and gave the example of a provider not adhering to an assessment plan, or concerns over quality.

6. The Committee asked that going forward, we should refer to Technical Education as technical professional education (all lower case). T-levels are a sub-set of technical professional education and we should take care not to conflate the two.

7. Ana finally talked through the next steps which include further scoping out the aims of each review as well as developing a forward plan for each.

ACTION 2: The Committee were invited to submit comments on the Reviews directly to Ana Osbourne.

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 at the end of August 2017.

9. The Committee reviewed this month's submissions by exception only.

10. Overall, 14 proposals, 16 standards and 17 assessment plans were submitted at the end of August, a total of 47.

11. Following an initial check against the Institute's criteria, 20 submissions were identified as needing additional work before they are considered by Route Panels. These have been

returned to trailblazers and Relationship Managers are working with them to address the feedback provided.

12. Of the 28 submissions (includes one submission from cycle 3 that was on hold and considered in this cycle) that proceeded to Panels the Institute can confirm that 1 was approved, 25 were approved with conditions and 2 were rejected.
13. The Committees recorded decisions are at **Annex A**.

Funding Band recommendations

14. The Committee then considered and made final decisions on funding bands for 20 apprenticeship standards and assessment plans.

Indicative funding bands

15. The Committee approved 4 of the 7 indicative funding bands. On three, the Committee agreed with the Route Panel advice to not approve these bands until further details such as a costs or quotes from college providers had been obtained.

ACTION 3: Funding Team to obtain further details on costs in relation to the Police Constable (degree) Standard.

ACTION 4: Funding Team to obtain detailed quotes from a range of providers in relation to both the Beauty Professional, and Senior Leader Standards.

Final funding bands

16. The Committee approved six of the 13 final funding bands that were considered at this meeting. On the remaining seven, the Committee agreed with the Route Panels advice for more information.
17. The Committees recorded decisions on the funding bands are at **Annex B**.

ACTION 5: Funding Team to obtain further information, including more than one provider quote for the Creative Venue Technician Standard.

ACTION 5: Funding Team to obtain more information in relation the Tunnelling; Improvement Practitioner & Technician; Recruitment Consultant & Resourcer; and Optical Assistant Standards.

Lessons learnt on appeals

18. Sue Pickerill, Head of Business Service Delivery in the Corporate Effectiveness team was then invited to provide the Committee with an update on appeals and the lessons learnt.
19. Sue highlighted that to date, the Institute had received seven appeals against a range of standards and funding bands. Sue then briefly talked through the process for making an appeal, highlighting that an independent reviewer first confirms whether there are grounds for appeal before a senior investigating official further investigates on behalf of the Appeals Panel (comprising of the Institute Chair, Chief Executive and one Board member).
20. Sue then talked the Committee through some of lessons learnt, which includes:
 - Including further guidance in the 'How to Guide';
 - Upskilling Relationship Managers to provide early feedback to Trailblazers;
 - Keeping an audit trail of documentations/conversation between Relationship Managers and Trailblazers;
 - Improved feedback to Trailblazers at proposal stage;
 - Clearer feedback in letters to Trailblazers when a standard is rejected.

AOB

21. Kate highlighted the Board's decision for Committee chairs to remain in place for at least 12 months to ensure stability and continuity.
22. The Committee also flagged the importance of feeding up to the Board and across to the Quality Assurance Committee and ensure that we're not working in silo. It was suggested that both Ana Osbourne and Nikki Christie should actively feed intel from this Committee to the Quality Assurance Committee and vice versa.

Next meeting

23. The next meeting of the Approvals & Funding Committee will convene on Friday 10th November, from 12.30 – 14.30 at 151 Buckingham Palace Road.

Author: [REDACTED] – [REDACTED]

ANNEX A: Approvals and Funding Committee 4 October 2017; August Submissions; Full Summary of Final Decisions

Route	Submission	Title	Panel Recommendation	Committee Final Decision
Social Care	Assessment Plan	Children, Young People and Families Manager (Level 5)	Approve with conditions	Approve with conditions
	Assessment Plan	Children, Young People and Families Practitioner (Level 4)	Reject	Reject
Sales, Marketing and Procurement	Assessment Plan	Business to Business Sales Professional (Level 6)	Approve with conditions	Approve with conditions
	Standard	Sales Executive (Level 4)	Approve with conditions	Approve with conditions
	Proposal	Marketing Manager (Level 6)	Approve with conditions	Approve with conditions
Legal, Finance and Accounting	Proposal	Accounts Assistant (Level 2)	Approve with conditions	Approve with conditions
	Proposal	Professional Internal Auditor (PIA) (Level 7)	Approve with conditions	Approve with conditions
Health and Science	Assessment	Nursing Associate (Level 5)	Approve with conditions	Approve with conditions
	Assessment	Community Activator Coach (Level 2)	Approve with conditions	Approve with conditions
	Standard	Advanced Clinical Practitioner (Level 7)	Approve with conditions	Approve with conditions
	Proposal	Clinical Trials Specialist (Level 6)	Approve with conditions	Approve with conditions
Creative and Design	Proposal	Cultural Heritage Conservation Technician (Level 4)	Approve with conditions	Approve with conditions
Business and Administration	Assessment	School Business Professional (Level 4)	Reject	Reject
Transport and Logistics	Assessment	HM Coast guard Maritime Operations Officer (Level 3)	Approve with conditions	Approve with conditions
	Standard	Metal Recycling General Operative (Level 2)	Approve with conditions	Approve with conditions
	Standard	Workboat Crewmember (Level 3)	Approve with conditions	Approve with conditions
Engineering and Manufacturing	Proposal	Mineral Products Technician (Level 5)	Approve	Approve
	Proposal	Fabricator (Level 3)	Approve with conditions	Approve with conditions
	Proposal	Process Control Systems Engineer (Level 6)	Approve with conditions	Approve with conditions
Construction	Assessment	Construction Site Engineering Technician (Level 4)	Approve with conditions	Approve with conditions
	Assessment	Bricklayer (Level 2)	Approve with conditions	Approve with conditions
	Assessment	Plasterer (Level 3)	Approve with conditions	Approve with conditions
	Standard	Floorlayer (Level 2)	Approve with conditions	Approve with conditions
	Proposal	Acoustics Technician Apprentice (Level 4)	Approve with conditions	Approve with conditions
	Proposal	Fall Protection Technician (Level 2)	Approve with conditions	Approve with conditions
	Proposal	Demolition Operative (Level 2)	Approve with conditions	Approve with conditions
	Proposal	Wireless Rigging Technician (Level 2)	Approve with conditions	Approve with conditions
Proposal	Facilities Services Operative (Level 2)	Approve with conditions	Approve with conditions	

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