

APPROVALS & FUNDING COMMITTEE

Meeting Title Approvals & Funding Committee (4 September 2017)
Date of Issue 11 September 2017

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

Welcome

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

Terms of Reference

2. The Committee turned their attention to the Terms of Reference (ToR) and commented that they were broadly content with the amendments made to the ToR following the last Committee meeting on 9th August. The Committee suggested further amending the third bullet under paragraph 2 which relates to the Committees role in the triennial review of proposals, standards and assessment plans. The Committee were keen for a clear distinction between the role of this Committee and the Quality Assurance Committee in the review.

ACTION 1: Secretariat to amend the third bullet of paragraph 2 of the Terms of Reference and re-circulate to the Committee for consideration in October.

ACTION 2: Approvals Team to bring a substantive agenda item on the 'review process' for discussion in October.

Approvals (proposals, standards and assessment plan recommendations)

3. The Committee then considered and made final decisions on apprenticeship proposals, standards and assessment plans submitted for approval at the end of July 2017.
4. The Committee were keen to note how well the approvals process appeared to be working with submissions having been returned to Trailblazer Groups subsequently coming back to the Committee much stronger.
5. The Committee agreed to review this month's submissions by exception only.
6. Overall, 10 proposals, 17 standards and 26 assessment plans were submitted at the end of July, a total of 53.
7. Following an initial check against the Institute's criteria, 24 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.
8. Of the 29 submissions that proceeded to Panels the Institute can confirm that 3 were approved, 23 were approved with conditions and 3 were rejected.
9. The Committees recorded decisions are at **Annex A**.

Funding Band recommendations

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10. [REDACTED]
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- 12. The Committee were informed that a paper on the Institute’s approach to calculating funding bands for each apprenticeship standard will be taken at the Institute’s Board meeting on Monday 11th September. This will include consideration of the future of the economic uplift.
- 13. The Committee then considered and made final decisions on funding bands for 11 apprenticeship standards and assessment plans.

Indicative funding bands

- 14. The Committee approved 7 of the 10 indicative funding bands. On three, the Committee agreed with the Route Panel advice to not approve these bands until further details on costs or quotes from college providers had been obtained.

ACTION 3: Funding Team to obtain additional quote from at least one FE college provider for the training in relation to the Maritime Electrical/Mechanical Mechanic Standard.

ACTION 4: Funding Team to request further details on costs in relation to both the Digital & Technology Solutions Specialist Standard, as well as the Contact Handler Standard.

Final funding bands

- 15. The Committee approved the only final funding band being considered at this meeting.
- 16. The Committees recorded decisions on the funding bands are at **Annex B**.

Logistics Review

17. At the Approvals & Funding Committee meeting in June, it was identified that there were a high number of supply chain standards in the Transport and Logistics Route, either published or in development. The Committee were keen for a better understanding of the standards that specifically relate to the logistics section of the route before any further standards are considered by the Route Panel.
18. The Approvals team briefly talked through the paper, highlighting two key recommendations:
 - 1) The Institute's Standards Development Team to host a roundtable meeting with the relevant trailblazers;
 - 2) The Institute will use the outcome of the cyclical standards review to get detailed information on the standards with logistical elements in the route.
19. The Committee were broadly content with the contents of the paper and commented that it would be good to see that gaps the Route Panel has identified so that feedback can be provided to the Trailblazer Group. Bev Robinson agreed to provide feedback separately to the team.
20. The Committee agreed to pick up a conversation on Engineering and Manufacturing at its October meeting.

Next meeting

21. The next meeting of the Approvals & Funding Committee will convene on Wednesday 4th October, from 14.30 – 16.30 at 151 Buckingham Palace Road.
22. The Committee were keen to pick up a conversation at this meeting on:
 - Triennial review process
 - Engineering & Manufacturing
 - Lessons learnt from the appeals process

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

Route	Submission	Title	Panel Recommendation	Committee Decision
Transport & Logistics	Standard	International Freight Forwarding (Level 3)	Approve with conditions	Approve with conditions
Protective Services	Assessment Plan	Custody and Detention (Level 3)	Approve with conditions	Approve with conditions
	Assessment Plan	Operational Firefighter (Level 3)	Approve with conditions	Approve with conditions
Digital	Proposal	Creative Digital Designer Degree Apprenticeship (Level 6)	Reject	Reject
	Proposal	Digital Communications Operator (Level 3)	Reject	Reject
	Standard	Digital Applications Operator (Level 3)	Approve with conditions	Approve with conditions
Engineering & Manufacturing	Assessment Plan	Improvement Technician (Level 3)	Approve with conditions	Approve with conditions
	Assessment Plan	Improvement Practitioner (Level 4)	Approve with conditions	Approve with conditions
	Assessment Plan	Leisure and Entertainment Engineering Technician (Level 3)	Approve with conditions	Approve with conditions

	Proposal	Textile Care Services Operative (Level 2)	Approve with conditions	Approve with conditions
Construction	Assessment Plan	Industrial Thermal Insulation Technician (Level 3)	Approve with conditions	Approve with conditions
Health & Science	Standard	Senior Healthcare Support Worker (Level 3)	Approve with conditions	Approve with conditions
	Assessment Plan	Senior Healthcare Support Worker (Level 3)	Approve with conditions	Approve with conditions
	Standard	Sporting Excellence Professional (Level 3)	Reject	Reject
	Assessment Plan	Rehabilitation Worker (Visual Impairment) (Level 5)	Approve with conditions	Approve with conditions
	Standard	Technician Scientist (Level 5)	Approve with conditions	Approve with conditions
	Assessment Plan	Technician Scientist (Level 5)	Approve with conditions	Approve with conditions

Legal, Finance & Accounting	Proposal	Professional Economist – Degree (Level 6)	Approve with conditions	Approve with conditions
	Standard	Senior Investment/Commercial Banking Professional (Level 7)	Approve with conditions	Approve with conditions
	Assessment Plan	Senior Investment/Commercial Banking Professional (Level 7)	Approve with conditions	Approve with conditions
	Standard	Financial Services Professional (Level 6)	Approve	Approve
	Assessment Plan	Financial Services Professional (Level 6)	Approve with conditions	Approve with conditions
	Assessment Plan	Motor Finance Specialist (Level 3)	Approve with conditions	Approve with conditions
	Assessment Plan	Actuary (Level 7)	Approve with conditions	Approve with conditions
Agriculture, Environmental and Animal Care	Standard	Land-based Engineering Service Engineer (Level 2)	Approve	Approve
	Assessment Plan	Land-based Engineering Service Engineer (Level 2)	Approve	Approve
Business and Administrative	Standard	Public Policy Officer (Level 4)	Approve with conditions	Approve with conditions
	Standard	Project Management Integrated Degree (Level 6)	Approve with conditions	Approve with conditions
Hair & Beauty	Assessment Plan	Beauty Professional (Level 2)	Approve with conditions	Approve with conditions

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