

APPROVALS & FUNDING COMMITTEE

Meeting Title	Approvals & Funding Committee (9 August 2017)
Date of Issue	11 August 2017

Welcome

1. Ana Osbourne welcomed the Committee and Institute officials to the meeting. Ana highlighted apologies received from Bev Robinson.

Terms of Reference

2. The Committee then discussed the Terms of Reference (ToR). Ana thanked the Committee for submitting comments and talked through some of the changes made to the ToR.
3. Ana suggested that the timeline Kate had proposed for inclusion be removed as this will ultimately form part of the Institute's Action Plan – this was agreed. Ana also highlighted that the Institute would review some of the suggested language as these would need to align with the Institute's overarching governance paper. The use of the word 'ratify' was questioned, but the Committee were given reassurances that this meant they could challenge the decisions of the route panels.
4. Ana informed the Committee that the Institute had appointed a new Head of Legal whom we would check the ToR with.
5. Robin reflected the need for clear references to the Committee's strategic oversight in the ToR. This should reflect the Committee's broader strategic

intent/perspective and how the Committee brings the overall perspective of the IfA's principles and purposes to bare. The reference could use the words "develop" and "from time to time".

ACTION 1: Secretariat to amend the Terms of Reference and run this past the Institute's Head of Legal and then re-circulate to the Committee for consideration September.

Approvals (proposals, standards and assessment plan recommendations)

6. The Committee then considered and made final decisions on apprenticeship proposals, standards and assessment plans submitted for approval on 29 June.
7. Overall, 19 proposals, 26 standards and 27 assessment plans were submitted on 29 June, a total of 72.
8. Following an initial check against the Institute's criteria, 34 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.
9. Of the 39 submissions that proceeded to Panels (including one that had been carried over from May submissions), the Institute can confirm that 1 was approved, 32 were approved with conditions, 6 were rejected.

ACTION 2: Secretariat to circulate the level descriptors for standards (Levels 1-8) to Committee members.

Funding Band recommendations table

10. The Committee then considered and made final decisions on funding bands for 17 apprenticeship standards, for standards and assessment plans.

Indicative funding bands

11. The Committee approved 11 indicative funding bands. On two, the Committee were content with the indicative funding band, providing the Funding Team obtained costing forms from the Trailblazer to support this funding band for these standards. The recommendation on a final funding band will come back to the Committee in due course. The Committee also approved the action recommended by the route panel on one funding band (High Speed Rail Technician), which was to approve the indicative funding band on the condition that the Trailblazer group submitted further detail about the training provision – including content and hours of training – before a final funding band recommendation could be made.

ACTION 3: Funding Team to obtain costing forms for the Carpentry and Joinery in Construction; and Advanced Carpentry and Joinery in Construction standards and assess whether they support the indicative band recommendation. Funding Team to obtain costing forms for High Speed Rail Technician ahead of making a final funding band recommendation.

Final funding bands

12. The Committee approved 3 of the final funding bands. On one, the Committee felt the funding band was high and therefore requested to see the costing forms from the Trailblazer.

Food & Drink Manufacturing Manager

13. At the last Approval & Funding Committee on 5th July, the Committee discussed the 'Food & Drink Manufacturing' Standard. The Committee raised queries about the cost, and asked to see the forms ahead of the August Committee meeting.

14. The Committee had considered the additional information and were content with approving the indicative funding band for Food and Drink Manufacturing Manager.

Appeals paper

15. The Committee were asked to consider the briefing on appeals and provide any comments they might have on it.

ACTION 4: Committee to send the Institute comments on the Appeals paper.

Nest meeting

16. The next meeting of the Approvals & Funding Committee will convene on Monday 4th September 2017, from 14.00 – 15.30 at 151 Buckingham Palace Road.

Author: [REDACTED] – [REDACTED]