

APPROVAL & FUNDING COMMITTEE

Meeting Title Approval & Funding Committee (28th June 2018)
Date of Issue 2nd August 2018

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

Welcome and declarations of interest

1. Kate Barclay welcomed the Committee and Institute officials to the meeting. The Chair asked Committee members whether they had any declarations of interest to make. Committee members confirmed that they had no interests to declare.

Minutes

2. The Committee considered the minutes from the last meeting on 21st May and was content with approving these.

Approvals (proposals, standards and assessment plan recommendations)

3. The Committee then reviewed the 69 recommendations on proposals, standards and assessment plans made by the 15 route panels, which met to review May submissions (Cycle 13). Following a substantive discussion, the Committee agreed with all the recommendations made by the Route Panels.
4. The following proposals, standards and assessment plans were returned to trailblazer groups:
 - **Fenestration Installer (Level 2) proposal** was returned [REDACTED]
[REDACTED]
[REDACTED]

- **Engineering Fitter (Level 3) standard** was returned [REDACTED]
[REDACTED]
[REDACTED]
- **Physiotherapist (Level 6) assessment plan** was returned [REDACTED]
[REDACTED]
- **Occupational Therapist (Level 6) assessment plan** was returned [REDACTED]
[REDACTED]
- **Physician Associate (Level 7) assessment plan** was returned [REDACTED]
[REDACTED]
[REDACTED].
- **Cultural Leader (Level 6) proposal** was returned [REDACTED]
[REDACTED]
[REDACTED]

5. The following was put on hold:

- **Engineering Fitter (Level 3) assessment plan** was put on hold as the standard was returned to the Trailblazer.

Committee Sampling

6. As part of their regular sampling of a selection of occupational standards and assessment plans, the Committee looked in detail at all those reviewed this cycle on the Hair & Beauty route: Beauty Therapist (Level 2), Beauty and Makeup Consultant (Level 2) and Nail Technician (Level 2). The Committee was content to approve these and also considered the final funding bands (see para 14 of the funding summary below).

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

Funding Band recommendations

8. The Committee then considered and made final recommendations on funding bands for 36 apprenticeship standards under the 'old' funding approach.

Indicative funding bands under the 'old' approval process

9. The Committee approved the two indicative funding bands that were considered at this meeting.

Final funding bands under the 'old' approval process

10. The Committee also approved the 34 final funding band recommendations that were considered at this meeting.

11. The Committee's recorded decisions on the 'old funding approach' are at **Annex B**.

Whole apprenticeship approvals under the 'new' approval process

12. The Committee then considered submissions under the 'new' approvals process.

13. The Route Panels and Approval and Funding Committee deferred their decision on four funding bands as the end-point assessment plans were returned for further work. They did not approve one funding band and asked for further detailed work to take place with the trailblazer group on the quotes received.

14. The Committee took an in-depth look at the family of three beauty standards. They were pleased that the Institute had worked closely with the trailblazer group to reach a good position on the standards and assessment plans. They also approved the final recommended funding bands for these three standards:

[REDACTED]

15. The Committee flagged concerns about how best to ensure that prices for apprenticeship training were being appropriately adjusted to take account of prior learning. We agreed that the following standards would be flagged to DFE to consider how they and the Education and Skills Funding Agency should monitor whether this is happening:

[REDACTED]

16. The Committee's recorded decisions on the 'new' whole apprenticeships approvals process are at **Annex C**.

Route Panel Capability and Consistency

17. The Committee then discussed a follow up draft of the paper presented to this Committee in May, reviewing the effectiveness of the Institute's route panels over the first year of the Institute being in operation. The paper also set out the strategic role of the Approval & Funding Committee in building and monitoring the capability and consistency of Route Panels going forward.

18. The Committee welcomed the paper and made comments ahead of a final paper being presented to the Institute Board for agreement on 18th July 2018.

Action 1: Ana Osbourne to incorporate the Committee's comments ahead of submitting a finalised draft of this paper to the Institute Board.

AOB

19. The Committee then briefly touched on the paper setting out the Minerals Trailblazer Groups' request for Mandated Qualifications. The Committee agreed that this was not a function of this Committee and should instead be resolved internally by the Institute or perhaps through the Board.

Action 2: Ana Osbourne to discuss handling of this paper with Jonathan Mitchell, Deputy Director for Standards Development.

Next meeting

20. The next meeting of the Approval & Funding Committee will convene on Thursday 9th August 2018, from 11:00 – 13:30 at 151 Buckingham Palace Road.

Author: [REDACTED]

ANNEX A: Approval and Funding Committee, 28st June 2018; Full Summary of Final Decisions

Proposals

Route	Submission	Title	Panel Recommendation	Approvals & Funding Committee final decision
Business & Administrative	Proposal	Information Manager (Level 4)	Agree with conditions	Agree with conditions
Creative Design	Proposal	Cultural Leader (Level 6)	Return	Return
Construction	Proposal	Fenestration Installer (Level 3)	Return	Return
	Proposal	Mastic Asphalter (Level 3)	Agree with Conditions	Agree with Conditions
Engineering & Manufacturing	Proposal	Furniture Design Technician (Level 3)	Agree with conditions	Agree with conditions
	Proposal	TES Product Service and Delivery Manager (Level 7) *	Agree with conditions	Agree with conditions
	Proposal	Fenestration Fabricator (Level 2)	Agree with conditions	Agree with conditions
	Proposal	Glass Processor (Level 2)	Agree	Agree
	Proposal	Marine Surveyor (Degree) (Level 6)	Agree	Agree
	Proposal	New Furniture Product Developer (Level 3)	Agree	Agree with conditions

Protective Services	Proposal	Non-Home Office Police Officer (Level 3)	Agree with conditions	Agree with conditions
Agriculture, Environment & Animal Care	Proposal	Environmental Practitioner (Degree Apprenticeship) (Level 6)	Agree with conditions	Agree with conditions
Health & Science	Proposal	Research Scientist (Level 7) *	Agree with conditions	Agree with conditions

* Not a degree apprenticeship

Standards and Assessment Plans

Route	Submission	Title	Panel Recommendation	Approvals & Funding Committee final decision
Hair & Beauty	Standard	Beauty Therapist (Level 2) ****	Agree with conditions	Agree with conditions
	Standard	Beauty & Makeup Consultant (Level 2) ****	Agree with conditions	Agree with conditions
	Standard	Nail Technician (Level 2) ****	Agree	Agree
	Assessment Plan	Beauty Therapist (Level 2) ****	Agree with conditions	Agree with conditions
	Assessment Plan	Beauty & Makeup Consultant (Level 2) ****	Agree with conditions	Agree with conditions
	Assessment Plan	Nail Technician (Level 2) ****	Agree	Agree
Engineering & Manufacturing	Standard	Vehicle Damage Assessor (Level 4)	Agree with conditions	Agree with conditions
	Standard	Engineering Fitter (Level 3)	Return	Return
	Standard	Textile Technical Specialist (Level 3)	Agree with conditions	Agree with conditions
	Standard	Fabricator (Level 3)	Agree with conditions	Agree with conditions
	Standard	Bicycle mechanic (Level 2)	Agree with conditions	Agree with conditions

	Standard	Fashion and Textiles Product Technologist (Level 4)	Agree	Agree
	Standard	Heritage Engineering Technician (Level 3)	Agree	Agree
	Assessment Plan	Maritime Electrical Mechanic (Level 2)	Agree with conditions	Agree with conditions
	Assessment Plan	Ordnance Munitions and Explosives (Degree) (Level 6)	Agree with conditions	Agree with conditions
	Assessment Plan	Vehicle Damage Mechanical, Electrical and Trim Technician (Level 3)	Agree with conditions	Agree with conditions
	Assessment Plan	Vehicle Damage Paint Technician (Level 3)	Agree with conditions	Agree with conditions
	Assessment Plan	Propulsion Technician (Level 4)	Agree with conditions	Agree with conditions
	Assessment Plan	Foundry and Patternmaking Technician (Level 3)	Agree with conditions	Agree with conditions
	Assessment Plan	Bicycle mechanic (Level 2)	Agree with conditions	Agree with conditions
	Assessment Plan	Vehicle Damage Panel Technician (Level 3)	Agree with conditions	Agree with conditions
	Assessment Plan	Heritage Engineering Technician (Level 3)	Agree with conditions	Agree with conditions
	Assessment Plan	Engineering Fitter (Level 3)	On Hold – not reviewed. Standard returned. Funding Band not reviewed.	On Hold – not reviewed. Standard returned. Funding Band not reviewed.
	Assessment Plan	Fashion and Textiles Product Technologist (Level 4)	Agree with conditions	Agree with conditions

	Assessment Plan	Pattern Cutter (Level 3)	Agree with conditions	Agree with conditions
Protective Services	Standard	Probation Services Practitioner (Level 3)	Agree with conditions	Agree with conditions
	Standard	Probation Officer (Level 3)	Agree with conditions	Agree with conditions
	Assessment Plan	Security First Line Management (Level 3)	Agree with conditions	Agree with conditions
Agriculture, Environment & Animal Care	Assessment Plan	Animal Trainer (Level 4)	Agree with conditions	Agree with conditions
Health & Science	Assessment Plan	Mammography Associate (Level 4)	Agree with conditions	Agree with conditions
	Assessment Plan	Occupational Therapist (Degree) (Level 6)	Return – funding band not reviewed	Return – funding band not reviewed
	Assessment Plan	Physician Associate (Level 7) *	Return – funding band not reviewed	Return – funding band not reviewed
	Assessment Plan	Physiotherapist (Degree) (Level 6)	Return – funding band not reviewed	Return – funding band not reviewed
Transport & Logistics	Assessment Plan	LGV Driver (Level 3)	Agree with conditions	Agree with conditions
	Assessment Plan	Supply Chain Leadership Professional (Degree) (Level 6)	Agree with conditions	Agree with conditions
	Assessment Plan	Air Traffic Controller (Level 5)	Agree with conditions	Agree with conditions

****These standards and assessment plans were reviewed by the Hair and Beauty Route Panel and the Committee in cycle 10. They were originally part of a Beauty Therapist core and options standard that was split into three separate standards due to concerns over deliverability. Significant work has been undertaken with the trailblazer group including direct attention from the Deputy Directors for Approvals and Quality Assurance and Assessment to improve these apprenticeship standards. The Panel and the Committee were content to agree the standards and assessment plans with conditions, but wanted to see the final versions to give them final sign off before they were published****

*Not a degree apprenticeship

[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]

■	■	■	■	■	■	■
■	■	■	■	■	■	■
■	■	■	■	■	■	■
■	■	■	■	■	■	■
■	■	■	■	■	■	■

■	■	■	■	■	■	■
	■					■
■	■	■	■	■	■	■
■	■	■	■	■	■	■
■	■	■	■	■	■	■
■	■	■	■	■	■	■

1	口	下	口	—————	下	口
		下				
■	下	下	口	—————	下	下
■	下	下	—	—————	下	下
■	下	下	口	—————	下	下 下 下
■	下	下	—	—————	下	下
■	下	下	—	—————	下	下
■	下	下	—	—————	下	下

Item						
■						
■						
■						
■						
■						
■						
■						

[Redacted header bar]

[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]

■	■	■	■	■	■
■	■	■	■	■	■
■	■	■	■	■	■
■	■	■	■	■	■
■	■	■	■	■	■