INSTITUTE FOR APPRENTICESHIPS

MINUTES

APPROVAL & FUNDING COMMITTEE

Meeting Title	Approval & Funding Committee (9th August 2018)
Date of Issue	13th September 2018

Attendance: Kate Barclay (Chair), Paul Cadman, Dame Fiona Kendrick, Jessica Leigh-Jones (observer), Ana Osbourne, Lucy Rigler, Nikki Christie, Jayne McCann, Huw Moore, David Weaver, Kris McGhee, Kathy Lee-Cole, Usama Edoo, [redacted] Ben Stockwell.

Welcome and declarations of interest

1. Paul Cadman opened the meeting in place of Kate Barclay whose journey into London had been delayed. Paul highlighted that both he and Dame Fiona Kendrick were covering this meeting in place of regular Committee members, Robin Millar and Bev Robinson who were both away this month. Paul also welcomed new Board member Jessica Leigh-Jones who attended the meeting in an observer capacity.

2. Paul declared an interest against two submissions, the *Advanced Butcher (Level 3)* Assessment Plan*;* and the *Aviation Ground Specialist (Level 3)* funding band being reviewed. Paul recused himself from these discussions. No other declarations were made.

Minutes

3. In Kate's absence, the Committee could not clear the minutes from the last meeting on 28th June as neither Paul nor Dame Fiona were present. The minutes from June were cleared with Kate as Chair outside of the meeting.

Approvals (proposals, standards and assessment plan recommendations)

4. Kate Barclay joined the meeting shortly into the discussion to review the 10 recommendations on proposals made by Route Panels as part of cycle 14. The Committee considered each of these proposals in detail and agreed with each of the route panel recommendations.

5. The **Clinical Simulation Technician (Level 3) proposal** was returned by both the Approval & Funding Committee, and Health and Science Route Panel. They recommended that the occupation could be delivered through the Higher Education Assistant Technician standard (currently in development).

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 the following submissions across routes:

   - Leader in Adult Care (Level 5) – Assessment Plan
   - Transport Planner Integrated Degree (Level 6) – Standard
   - Technical Dyer & Colourist (Level 4) - Standard
   - Specialist Tyre Operative (Level 2) – Assessment Plan

7. The Committee were content to approve, Transport Planner Integrated Degree, Technical Dyer & Colourist, and Specialist Tyre Operative.

8. The Leader/Manager in Adult Care assessment plan was returned as the Committee decided that the inclusion of an additional assessment method would require time to be developed and the plan should be resubmitted to the panel.

ACTION 1: The Assessment team to provide clarity on when to approve Assessment Plans with conditions, and when it is appropriate to return.

9. The Committee agreed with the route panel decision's to return the following standards and assessment plans to the trailblazer groups:

   - **Facilities Services Operative (Level 2) standard** was returned by the Construction Route Panel. They wanted the trailblazer group to ensure it covers all of the key

elements included in the proposal, aligns with live job adverts and is distinct from the standard for Property Maintenance Operative.

- **Construction Assembly Technician (Level 2) standard** was returned by the Construction Route Panel, as they recommended it would work better as a core and options. This is because of the range of different materials used (e.g. timber, concrete, aluminium), and the different knowledge and skills that are required for each.

- **Water Environment Worker (Level 2) standard** was returned as the Panel recommended that the level of the occupation should be reviewed as it reads higher than Level 2. There should also be more content in the duties and knowledge skills and behaviours of the recognition of risk.

- **Dog Groomer (level 3) standard** was returned as the Panel recommended that the standard did not reflect the level of responsibility of the occupation.

- **Funeral Director (Level 3) assessment plan** was returned, as the plan needs to include practical observation (instead of a business project) as a method of assessment given the customer-facing element of the occupation.

ACTION 2: The Approvals team to clarify for the Committee the Institute's approach to reviewing off the job training as part of the approvals process.

ACTION 3: The Assessment team were asked to be mindful of a potential conflict of interest in relation to the Funeral Director Assessment Plan when submitted. People First will be responsible for quality assuring the End-Point Assessment Plan.

Funding Band recommendations

10. The Committee then considered and made final recommendations on funding bands for 10 apprenticeship standards under the 'old' funding approach.

Indicative funding bands under the 'old' approval process

11. There were no 'indicative funding bands' to for the Committee to consider this cycle.

Final funding bands under the 'old' approval process

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

Whole apprenticeship approvals under the 'new' approval process

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

14. The route panels were not able to reach a decision on three funding bands:

- **ST0586 Regulatory Affairs Specialist (Level 7)** – the route panel did not agree with the recommendation from the funding team [redacted] They asked for further quotes to be considered and comparisons to other standards to be made. The Approval & Committee agreed with this approach.
- **ST0594 Funeral Team Member (Level 2)** – the route panel were not able to reach a firm decision [redacted] but asked that their views were fed up to the Approval & Funding Committee. The Committee recognised the concerns of the route panel, including potential conflict of interest concerns, but approved the funding band on the basis of the evidence provided. The Committee asked that the Institute monitor these potential conflicts through oversight of EQA.
- **ST0584 Funeral Director (Level 3)** – the route panel deferred their decision until the EPA plan was improved and returned for approval. The Approval & Funding Committee agreed with this approach.

16. The Committee considered the evidence presented to them and took two recommendations verbally at the meeting:

- **ST0432 Engineering Fitter** – this funding recommendation was updated following changes to the standard and EPA plan at the route panel meeting. The route panel and the Approval & Funding Committee approved [redacted] on the basis of the evidence provided.
- **ST0307 Port Operative** – this funding band recommendation was updated following a request for further work from the route panel. The route panel and the Approval &

Funding Committee approved [redacted] on the basis of the updated evidence provided.

17. The Committee noted that the final funding band recommendation for **ST0373 Powered Pedestrian Door Installer (Level 2)** had [redacted] They asked the funding team to ensure that this outcome was communicated sensitively, with a bespoke notification letter giving some explanation and the opportunity for a phone call between the trailblazer group and the funding team.

Funding Review decisions

18. The Committee reviewed the 23 Apprenticeship Funding Band Review recommendations made by 10 route panels in Cycle 14. The Committee agreed to 19 of the 23 Apprenticeship Funding Band Review recommendations, with the remaining 4 to be considered in Cycle 15.

19. **The Commis Chef (Level 2)**, and **Hospitality Team Member (Level 2)** standards were returned to the Catering and Hospitality Route Panel as the chair of the Route Panel was the only panel member who had considered the funding band recommendations.

20. The following standards were returned to trailblazer groups to supply more information:

- **Paralegal (Level 3)** was returned as the Route Panel and Approvals and Funding Committee had concerns with the two quotes provided.
- **Installation Electrician / Maintenance Electrician (Level 3)** was returned to seek additional quotes, [redacted]

17. The Committee were interested in the Institute's plans for communicating its funding band recommendations to Trailblazers. The Committee noted a tailored communications and engagement strategy had been developed in order to appropriately convey the evidence used to determine a funding band recommendations, while ensuring the confidentiality of the information submitted. This includes both verbal and written communication and includes the Institute's relationship managers.

18. As some quotes submitted by Trailblazers were from providers who had a low number of starts, the Committee recommended that the Institute tailor engagement with Trailblazers for Cycle 15 to ensure the quotes provided reflect the current market. As part of this discussion the Institute noted that it is considering quotes on a case-by-case basis.

19. The Institute's approach to funding 'core and options' standards was also discussed. Only one funding band can be assigned to each standard, including those with a 'core and options' approach. The Institute is aware of the complexities and challenges with these standards, especially where the price of delivering different options varies greatly, and has been testing new core and options standards as they are developed to ensure options are of broadly equal weight.

20. It has been more difficult to review 'core and options' standards as part of the funding band Review. The different cost of different options has been a particular issue for the Hair Professional and Rail Engineering Technician standards. The Approval & Funding Committee approved a pragmatic approach to the reviewed funding bands for these standards, by ensuring that the funding band was set to allow for delivery of all options (to avoid preventing uptake of certain options as a result of a lower funding band).

AOB

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

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INSTITUTE FOR APPRENTICESHIPS

MINUTES

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

Proposals

Route	Submission	Title	Panel Recommendation	Approval & Funding Committee final decision
Agriculture, Env & Animal Care	Proposal	Professional Adviser (Agriculture/Horticulture) (Level 6)	Agree with conditions	Agree with conditions
	Proposal	Keeper & Aquarist (Level 3)	Agree with conditions	Agree with conditions
Business & Administrative	Proposal	Systems Thinking Practitioner(Level 7)	Agree with conditions	Agree with conditions
Health & Science	Proposal	Forensic Practitioner (Custody or Sexual Offence) (Level 7)	Agree with conditions	Agree with conditions
	Proposal	Clinical Simulation Technician (Level 3)	Return	Return
Business & Administration	Proposal	Public Sector Compliance Investigator/Officer(Level7)	Agree	Agree
Creative & Design	Proposal	Costume Performance Technician(Level 3)	Agree	Agree
	Proposal	Curator (Creative and Cultural Heritage(Level 7)	Agree with conditions	Agree with conditions
Construction	Proposal	Construction Equipment Operative (Level 2)	Agree with conditions	Agree with conditions
	Proposal	Fenestration Installer (Level 2)	Agree with conditions	Agree with conditions

Standards and Assessment Plans

Route	Submission	Title	Panel Recommendation	Approval & Funding Committee final decision
Care Services	Assessment Plan	Leader in Adult Care (Level 5)	Agree with conditions	Return
Agriculture, Env & Animal Care	Standard	Water Environment Worker (Level 2)	Return	Return
	Standard	Dog Grooming Stylist (Level 3)	Return	Return
	Standard	Archaeological Specialist (degree) (Level 7)	Agree with conditions	Agree with conditions
Transport and Logistics	Standard	Transport Planner (Integrated Degree) (Level 6)	Agree with conditions	Agree with conditions
	Assessment Plan	Marinas and Boatyard Operative (Level 2)	Agree with conditions	Agree with conditions
Business & Administrative	Standard	Library, Information and Archive Services Assistant (Level 3)	Agree	Agree
Health & Science	Standard	Podiatrist (Level 6)	Agree	Agree
	Standard	Hearing Aid Dispenser (Level 5)	Agree with conditions	Agree with conditions
	Assessment Plan	Podiatrist (Revision) (Level 6)	Agree with conditions	Agree with conditions
	Assessment Plan	Prosthetist and Orthotics (Resubmission) (Level 6)	Agree with conditions	Agree with conditions
	Assessment Plan	Regulatory Affairs Specialist (Healthcare/Veterinary) (Resubmission) (Level 7)	Agree with conditions	Agree with conditions
	Assessment Plan	Sporting Excellence Professional (Resubmission) (Level 3)	Agree with conditions	Agree with conditions

	Assessment Plan	Prosthetic and Orthotic Technician (Level 3)	Agree with conditions	Agree with conditions

Catering Hospitality	Assessment Plan	Advanced Butcher - REVISION (Level 3)	Agree with conditions	Agree with conditions
	Assessment Plan	Production chef (Level 2)	Agree with conditions	Agree with conditions
	Assessment Plan	Senior production chef -REVISION (Level 3)	Agree with conditions	Agree with conditions
Protective Services	Standard	Fire Safety Inspector(Level 4)	Agree	Agree
Engineering & Manufacturing	Standard	Engineering Fitter (Level 3)	Agree	Agree
	Standard	Automation & Controls Engineering Technician (Level 4)	Agree with conditions	Agree with conditions
	Standard	Electronic Systems Principal Engineer (Level 7)	Agree with conditions	Agree with conditions
	Standard	Technical Dyer & Colourise(Level 4)	Agree with conditions	Agree with conditions
	Standard	Mineral Products Technician (Level 5)	Agree with conditions	Agree with conditions
	Assessment Plan	Engineering Fitter(Level 3)	Agree with conditions	Agree with conditions
	Assessment Plan	Mineral and Construction Product Sampling and Testing Operator (Level 2)	Agree with conditions	Agree with conditions
	Assessment Plan	Specialist Tyre Operative (Level 2)	Agree with conditions	Agree with conditions
Sales, Marketing & Procurement	Assessment Plan	Funeral team member (Level 2)	Agree with conditions	Agree with conditions
	Assessment Plan	Funeral Director (Level 3)	Return	Return

Construction	Standard	Construction Assembly Technician – REVISION (Level 2)	Return	Return
	Standard	Facilities Services Operative(Level 2)	Return	Return

ANNEX B - APPRENTICESHIP FUNDING BAND AND FUNDING REVIEW RECOMMENDATIONS

This information will be published in the Institute for Apprenticeships Annual Report and Accounts for 2018-19