INSTITUTE FOR APPRENTICESHIPS

MINUTES

APPROVAL & FUNDING COMMITTEE

Meeting Title	Approval & Funding Committee (20th September 2018)
Date of Issue	28th September 2018

Attendance: Kate Barclay (Chair), Bev Robinson, Robin Millar, Ana Osbourne, Huw Moore, [redacted] Caroline Daly, Jayne McCann, Lucy Rigler, Kathy Lee-Cole, Ben Stockwell, Nikki Christie, Darren Shaw, Darren Francis.

Welcome and declarations of interest

1. The Chair of the Committee welcomed members and officials to the Approval and Funding Committee, and asked whether there were any declarations of interest.

2. Committee members and officials confirmed that they had no new interests to declare.

Minutes

3. The Committee reviewed the minutes from the last meeting on 9th August 2018, and confirmed they were content to approve these.

Approvals (proposals, standards and assessment plan recommendations)

Proposals

4. The Committee then reviewed the 5 recommendations on proposals made by Route Panels as part of cycle 15. The Committee considered each of these proposals in detail and agreed with the Route Panel's recommendations on four proposals.

5. The **Media Production Co-ordinator (Level 4) proposal** was returned by both the Approval & Funding Committee, and the Creative and Design Route Panel. They felt that there was not sufficient evidence that the assistant production accountant option was

distinct from the existing generic assistant accountant standard. In addition, it was decided that the trailblazer required further representation from the radio sector to ensure the radio option was fit for purpose.

Committee Sampling for Standards and Assessment Plans

6. As part of their regular sampling of a selection of occupational standards and assessment plans, the Committee looked in detail at the following 9 submissions across Level 3:

   - Water Environment Worker (Level 3) – Standard
   - Highways Electrician/Service Operative (Level 3) – Assessment Plan
   - Museums and Galleries Technician (Level 3) – Assessment Plan
   - Community Arts Co-ordinator (Cultural Learning and Participation Officer) (Level 3) – Assessment Plan
   - Drinks Dispense Technician (Level 3) – Standard
   - Lift Truck and Powered Access Engineering Technician (Level 3) – Standard
   - Water Treatment Technician (Level 3) – Assessment Plan
   - Metal Fabricator (Level 3) – Assessment Plan
   - Community Safety Advisor (Level 3) – Assessment Plan

7. The Committee were satisfied that the standards all represented diverse but equally stretching apprenticeships, appropriate to the level. The Committee also compared various Level 3 assessment plans and provided challenge to ensure consistency.

8. The Committee were content to approve with conditions all 9 of the Level 3 submissions.

Returned Standards and Assessment Plans

9. The Committee considered standards and assessment plans that were recommended to be returned to trailblazer groups. The Committee agreed with the route panel decisions to return the following standards and assessment plans to trailblazer groups:

   - **Jewellery, Silversmith and allied trades professional (Level 3)** standard was returned as evidence suggested several of the options did not meet the criteria for standalone occupations. The options were also unevenly weighted.

- **Digital Support Technician (Level 3)** assessment plan was returned as the assessment methods were not appropriate for the practical nature of the occupation.

- **Employability Practitioner (Level 4)** assessment plan was returned as the Route Panel needed to see the plan again due to the high number of conditions they had applied.

- **Accounts/Finance Assistant (Level 2)** assessment plan was returned as the assessment methods needed to be more robust and include more practical, relevant assessment.

Funding Band recommendations

10. The Committee considered and made final recommendations on funding bands for the following nine apprenticeship standards.

- Museums and Galleries Technician (Level 3)
- Cultural Heritage Conservator (Degree Apprenticeship) (Level 7)
- Digital Support Technician (Level 3)
- Process Leader (Level 4)
- Metal Fabricator (Level 3)
- Regulatory Affairs Specialist (Degree Apprenticeship) (Level 7)
- Community Safety Advisor (Level 3)
- Advertising and Media Executive (Level 3)
- Retail Leadership (Degree Apprenticeship) (Level 6)

11. The Committee considered each of these in detail and agreed with the Route Panel's recommendations on seven funding bands.

12. The Committee did not reach a decision on the following funding bands.

- **Process Leader (Level 4)** – the route panel [redacted] They asked the funding team to work with the trailblazer group to understand the quotes in

detail and return with a recommendation in Cycle 16. The Committee agreed with this approach.

- **Metal Fabricator (Level 3)** – [redacted] The Committee asked that further quotes be obtained from FE Colleges as only independent provider quotes had been supplied.

13. The Committee then considered and made final recommendations on funding bands under the 'old' funding approach.

Indicative funding bands under the 'old' approval process

14. There were no indicative funding bands under the 'old' approval process for the Committee to consider in this cycle.

Final funding bands under the 'old' approval process

15. The Committee considered and made final funding band recommendations for the following seven apprenticeship standards.

- Improvement Leader (Level 6)
- Water Treatment Technician (Level 3)
- Cultural Learning and Participation Officer (Level 3)
- Intelligence Analyst (Level 4)
- Structural Steelwork Erector (Level 2)
- Engineering Construction Erector/Rigger (Level 3)
- Wall and Floor Tiler (Level 2)

16. The Committee considered each of these in detail and agreed with the Route Panel's recommendations on all seven funding bands.

Whole apprenticeship approvals under the 'new' approval process

17. The Committee then considered and made final recommendations for the following six submissions under the ‘new’ approvals process.

- Food and Drink Engineer (Level 5)
- Express Delivery Manager (Level 6)
- Waste Resource Operative (Level 2)
- Education and Training Assessor Coach (Level 4)
- Education and Training Learning Mentor (Level 3)
- Further Education Learning and Skills Teacher (Level 5)

18. The Committee considered each of these in detail and agreed with the Route Panel’s recommendations on three funding bands.

19. The Committee did not reach a decision on the following funding bands.

- **Education and Training Learning Mentor (Level 3), Education and Training Assessor Coach (Level 4), and Further Education Learning and Skills Teacher (Level 5)** - these three standards have previously been through a successful appeal against the process used in assigning final funding bands. Recommendations at the Committee were fresh recommendations following the appeal and had been developed by a member of the funding team with no previous connection to these standards. The Committee had some concerns about the very high quotes from training providers in relation to these standards. The Committee recognised the hard work the trailblazer group has done but thought a change of approach was needed, so requested, as an exception, the funding team obtain additional quotes directly from providers to inform final band recommendations. Final funding band recommendations for these standards should return in the next possible cycle.

Funding Review decisions

20. The Committee then reviewed 12 Apprenticeship Funding Band Review recommendations made by 6 route panels in Cycle 14. The Committee agreed recommendations for all 12 Apprenticeship Funding Bands that were being reviewed.

[redacted]

21. The Committee were pleased with the additional information being used to inform funding band recommendations for the Funding Band Review. They felt that total negotiated price, actual funding delivery and starts information helped determine whether quotes submitted by Trailblazers reflected the broader market for that standard.

22. The Committee also discussed whether it would be appropriate for the Institute to develop a weighting criteria to determine the cost of delivering an apprenticeship in different regions of England. The Institute noted that is not the current practice in the Review, but would consider whether this should be built in in the future.

AOB

23. For the next meeting in November, the Committee asked for a paper outlining lessons learnt on Appeals, highlighting key themes, insights and findings.

24. The next meeting of the Approval & Funding Committee will convene on Thursday 1st November 2018, from 14:00 – 16:30 at 151 Buckingham Palace Road.

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INSTITUTE FOR APPRENTICESHIPS

MINUTES

ANNEX A: Approval and Funding Committee, 20th September 2018; Full Summary of Final Decisions

Proposals

Route	Submission	Title	Panel Recommendation	Committee
Health & Science	Proposal	Midwife (Level 6)	**Agree with Conditions**	**Agree with Conditions**
Creative Design	Proposal	Junior Animator (Level 4)	**Agree with Conditions**	**Agree with Conditions**
	Proposal	Media Production Co-ordinator (Level 4)	**Return to Trailblazer**	**Return to Trailblazer**
Digital	Proposal	Radio Network Technician (Level 3)	**Agree with Conditions**	**Agree with Conditions**
Construction	Proposal	Curtain Wall Installer (Level 3)	**Agree**	**Agree**

Standards and Assessment Plans

Route	Submission	Title	Panel Recommendation	Committee
Agriculture, Environment & Animal Care	Standard	Water Environment Worker (Level 3)	Agree with Conditions	Agree with Conditions
Legal, Finance & Accounting	Assessment Plan	Accounts / Finance Assistant (Level 2)	**Return to Trailblazer**	**Return to Trailblazer**

Care Services	Standard	Youth Worker (Level 6)	**Agree with Conditions**	**Agree with Conditions**
Business & Administrative	Standard	Employability Practitioner (Level 4)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Employability Practitioner (Level 4)	**Return to Trailblazer**	**Return to Trailblazer**
	Standard	Physiotherapist (Degree) (Level 6)	**Agree with Conditions**	**Agree with Conditions**
	Standard	Occupational Therapist (Degree) (Level 6)	**Agree**	**Agree**
	Standard	Sonographer (Level 6)	**Agree with Conditions**	**Agree with Conditions**
	Standard	Midwife (Level 6)	**Agree with Conditions**	**Agree with Conditions**
	Standard	Research Scientist (Level 7)	**Agree**	**Agree**
Engineering & Manufacturing	Standard	Glass Processor (Level 2)	**Agree with Conditions**	**Agree with Conditions**
	Standard	Fenestration Fabricator (Level 2)	**Agree with Conditions**	**Agree with Conditions**
	Standard	Drinks Dispense Technician (Level 3)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Lift Truck and Powered Access Engineering Technician (Level 3)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Metal Fabricator (Level 3)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Water Treatment Technician (Level 3)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Food and Drink Engineer (Level 5)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Process Leader (Level 4)	**Agree with Conditions**	**Agree with Conditions**

Sales, Marketing & Procurement	Assessment Plan	Retail Leadership Apprenticeship Group (Level 6)	**Agree with Conditions**	**Agree with Conditions**
Digital	Assessment Plan	Digital Support Technician (Level 3)	**Return to Trailblazer**	**Return to Trailblazer**
Protective Services	Assessment Plan	Intelligence Analyst Apprenticeship (Level 4)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Community Safety Advisor (Level 3)	**Agree with Conditions**	**Agree with Conditions**
Transport and Logistics	Assessment Plan	Waste & Resources Operative (Level 2)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Express Delivery Manager (Level 6)	**Agree with Conditions**	**Agree with Conditions**
Construction	Standard	Specialist Damp and Timber Operative (Level 2)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Structural Steelwork Erector (Level 2)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Wall & Floor Tiler (Level 2)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Highways Electrician/Service Operative (Level 3)	**Agree with Conditions**	**Agree with Conditions**
Creative and Design	Standard	Historic Environment Advice Assistant (Level 4)	**Agree with Conditions**	**Agree with Conditions**
	Standard	Junior Animator (Level 4)	**Agree with Conditions**	**Agree with Conditions**
	Standard	Jewellery, Silversmith and allied trades professional (Level 3)	**Return to Trailblazer**	**Return to Trailblazer**
	Assessment Plan	Museum and Gallery Technician (Level 3)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Cultural Heritage Conservator (Level 4)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Cultural Learning and Participation Officer (Level 3)	**Agree with Conditions**	**Agree with Conditions**
	Assessment Plan	Cultural Heritage Conservation Technician (Level 4)	**Agree with Conditions**	**Agree with Conditions**

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