

## **APPROVAL & FUNDING COMMITTEE**

**Meeting Title** Approval & Funding Committee (13<sup>th</sup> December 2018)  
**Date of Issue** 19<sup>th</sup> December 2018

**Attendance:** Kate Barclay (Chair), Robin Millar, Bev Robinson, Ana Osbourne, Lucy Rigler, Nikki Christie, Huw Moore, David Weaver, Anna West, Matthew Quelch, [REDACTED], [REDACTED], Darren Francis (secretariat).

### **Welcome, declarations and minutes**

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.
2. The Chair confirmed that a further Board member, Professor Malcolm Press, will be joining the Committee from 2019, to further strengthen the Committee's expertise.
3. The Committee considered the minutes from the last meeting on 1<sup>st</sup> November and were content with approving these.

### **Proposals, standards and assessment plan recommendations**

#### Proposals

4. The Committee reviewed the 10 recommendations on new proposals made by Route Panels as part of cycle 17. The Committee considered each of these proposals in detail and agreed with the Route Panel's recommendations on nine proposals. The following proposal was put on hold:

- **Clinical Academic Professional (Degree) (Level 8) (ST0706)** - this is the first Level 8 proposal to be considered by the Institute and the Committee questioned whether this PhD level proposal qualified as an apprenticeship, whether it could be approved under current rules and whether it was in the spirit of apprenticeship policy. The Committee deferred a decision on this pending a discussion with the Institute Board.

***ACTION 1: The Clinical Academic Professional (Degree) (Level 8) proposal to be discussed with the Board at their next meeting in January.***

### Committee Sampling for Standards and Assessment Plans

5. As part of their regular sampling of a selection of occupational standards and assessment plans, the Committee looked in detail at all the standards and assessment plans in the Creative and Design Route. The Committee agreed with all the recommendations made by the Creative and Design Route Panel.
6. The Committee raised a concern in relation to the funding for Jewellery, Silversmithing and Allied Trades Professional apprenticeship, noting that a core and options standard it will be funded on the basis of the cost of the lowest option. They noted that this may cause issues in delivery where the materials costs vary significantly across the occupations in the same standard. The funding team will review this once the end-point assessment plan is submitted.
7. At the last Committee meeting in November, the Committee considered the proposal for the occupation of Through Life Engineering Services Specialist, and raised concerns that it represented a programme of learning related to an existing Masters course, rather than a legitimate occupation. However, they accepted the Panel's recommendation that it did represent an occupation and agreed the proposal, subject to it returning to the Committee for agreement of the standard.
8. The standard for the occupation of Through Life Engineering Services Specialist was considered by the Committee at this meeting as part of its sampling strategy. The Committee agreed with the Panel recommendation to agree the standard. However, they noted concerns that the increasing number of degree apprenticeships, particularly at Level 7, may put pressure on funding for delivery of apprenticeships at the lower levels, while cross-subsiding higher education from the apprenticeship budget. They asked for a Board

discussion of this issue (alongside consideration of the proposal for a Level 8 apprenticeship). A separate paper will be presented to the Board setting out these issues.

***ACTION 2: The Institute's Policy Adviser to prepare a paper for the Board setting out the issues/concerns raised by the Approval and Funding Committee around Level 7 and Level 8 apprenticeships for a wider discussion at the next Board meeting.***

#### Returned Occupational Standards and End Point 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:

- **Pharmacy Technician (ST0300)** standard was returned as the standard was heavily focused on the retail aspects of the occupation, the knowledge, skills and behaviours did not fully align with the occupational profile and that the standard as currently drafted would not provide full occupational competence.
- **Aerospace Software Development Engineer – revision (ST0013) standard** was returned as it is not sufficiently distinct from the Digital and Technology Solutions Professional standard published in the Digital Route, something that was also noted by the Digital Panel when they were sent the standard for comment. Both panels recommend the trailblazer group engages with the Digital standard trailblazer group to explore the possibility of amalgamating the two standards. If that is not possible, the Aerospace standard needs to be revised to include significantly more sector and/or technology specific content to demonstrate it is a distinct occupation.

#### **Funding Band recommendations**

10. The Committee considered and made recommendations on final funding bands for the following 23 apprenticeship standards:

- ST0767 Water Environment Worker
- ST0663 Employability Practitioner
- ST0708 Public Sector Compliance Investigator/Officer
- ST0694 Career Development Professional

- ST0146 Assessor Coach
- ST0148 Learning Mentor
- ST0149 Learning and Skills Teacher
- ST0669 Tramway Construction Operative
- ST0749 Assistant Historic Environment Advisor
- ST0506 Photographic Assistant
- ST0659 Materials Process Engineer
- ST0107 Systems Engineering
- ST0252 Lift/Escalator Electro-mechanic
- ST0515 Manufacturing Manager
- ST0781 Registered Nurse
- ST0390 Leisure Team Member
- ST0535 Clinical Coder
- ST0542 Oral Health Practitioner
- ST0600 Hearing Aid Dispenser
- ST0649 Bioinformatics Scientist
- ST0487 Specialist Rescue Operative
- ST0056 Bid and Proposal Coordinator
- ST0523 First Officer Pilot

11. The Committee considered each of these in detail including the views of the Route Panels. The Committee agreed with the route panels that two recommendations should not be approved:

- **Tramway Construction Operative (Level 2).** The Committee agreed with the route panel that there wasn't sufficient evidence to justify the recommended funding band.
- **Clinical Coder (Level 3).** The Committee agreed with the route panel that there was not sufficient evidence to justify the recommended funding band.

12. The Committee did not approve one further recommendation:

- **Materials Process Engineer – Master's Level (Level 7).** The Committee considered the recommendation to be too high. They asked the funding team to speak to the Trailblazer to better understand what training would be required over and above the Master's qualification.

13. In addition, the Committee made a further request on a funding band recommendation which they were content to approve:

- **Specialist Rescue Operative (Level 4).** The Committee asked the Institute to feed back to the Department for Education that entrants to this apprenticeship could be expected to have prior learning, which would reduce the training cost. The Department will want to consider how it monitors this.

14. The Committee also asked for the Funding Team to provide them with an update at the next meeting in February on work to consider feedback that that funding band allocation process is not sufficiently transparent.

***ACTION 3: The Funding Team to provide the Committee with an update on transparency of funding band decisions at the next Committee meeting in February.***

### **T-Level recommendations**

15. The Committee were presented with an overview of the T-level submissions for cycle 17. This included the final outline content for Onsite Construction which the Committee were content to approve. They were informed that the outline content for Building Services Engineering has been deferred as there were a number of areas that needed further work. It will be resubmitted in a later cycle.

16. The final outline content was also submitted for Digital Support Services. The Committee were content with the Route Panel's decision to reject the outline content based on the fact the T Level panel had moved away from the agreed structure of T Levels and designed a mandatory 'Digital Infrastructure' specialism, which would make it difficult to achieve threshold competence.

17. The Committee will be provided with further guidance at a future meeting on their role with regards to the approval of the T Level qualification and which elements they will need to consider.

### **Consistency and quality across end-point assessments**

18. Members of the Assessment and Quality Assurance Team provided the Committee with an update on how the Institute considers the burden of assessment on apprentices and its approach to ensuring consistency across assessment plans.
19. The update outlined the eight steps the team takes when analysing assessment plans and the methods of analysis they use.
20. Each plan is subjected to a rigorous process against assessment and occupational knowledge that leads to robust, valid and fair assessments.

### **Lessons Learnt Review**

21. Members of the Funding Team confirmed that the lessons learnt report for the Advertising and Media Executive standard had now been completed and that a diagram of how to handle similar situations in the future was being developed. This will be shared with the Committee once it is available.

### **2019 sampling schedule**

22. Prior to the meeting, the Committee Chair had shared with Committee members a draft sampling schedule for 2019 for their comments. Committee members confirmed that they were happy with the proposed schedule and indicated that they would prefer to sample standards and end-point assessment plans by either route or level going forward. The Committee also asked whether it would be possible to sample funding band recommendations in the future.

### **AOB**

23. The next meeting of the Approval & Funding Committee will convene on Thursday 14<sup>th</sup> February 2019, from 14:00 – 16:30 in Room 1 at 151 Buckingham Palace Road.

**Author:** Secretariat, Chief of Staff's Office, Institute for Apprenticeships

## ANNEX A: Approval and Funding Committee, 13<sup>th</sup> December 2018; Full Summary of Final Decisions

Route	Submission	Title	Panel Recommendation	A&FC recommendation
<b>Agriculture, Environment &amp; Animal Care</b>	Proposal	Historic Environment Advisor (Level 7 )	Agree with Conditions	Agree with Conditions
	Standard	Dog Grooming Stylist (Level 3)	Agree with Conditions	Agree with Conditions
	Standard	Environmental Practitioner (Level 7)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Water Environment (Level 3)	Agree with Conditions	Agree with Conditions
<b>Hair and Beauty</b>	Standard	Advanced Beauty Therapist (Level 3)	Agree with Conditions	Agree with Conditions
<b>Business and Administration</b>	Assessment Plan	Employability Practitioner (Level 4)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Public Sector Compliance Investigator/Officer (Level 3)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Career Development Professional (Level 6)	Agree with Conditions	Agree with Conditions
<b>Health &amp; Science</b>	Proposal	Clinical Associate Psychologist (Degree) (Level 7)	Agree with Conditions	Agree with Conditions
	Proposal	Clinical Academic Professional (Degree) (Level 8)	Agree with Conditions	<p><b>Deferred – on hold.</b></p> <p><b>The Committee asked for this proposal to be referred to the Board for a decision as this is the first time they have considered a L8 proposal</b></p>

	Proposal	Equine Athlete (Level 3)	Agree with Conditions	Agree with Conditions
	Standard	Dietitian (Degree) (Level 6)	Agree with Conditions	Agree with Conditions
	Standard	Advanced Forensic Practitioner (Custody or Sexual Offence) (Level 7)	Agree with Conditions	Agree with Conditions
	Standard	Pharmacy Technician (Integrated) (Level 3)	Return to Trailblazer	Return to Trailblazer
	Assessment Plan	Hearing Aid Dispenser (Level 5)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Leisure Team Member (Level 2)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Oral Health Practitioner (Level 4)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Dental Technician (Level 5)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Clinical Coder (Level 3)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Registered Nurse (Level 6)	Agree with Conditions	Agree with Conditions
<b>Transport and Logistics</b>	Proposal	Harbour Master (Level 6)	Agree with Conditions	Agree with Conditions
	Assessment Plan	First Officer Pilot (Level 6)	Agree with Conditions	Agree with Conditions
<b>Engineering and Manufacturing</b>	Proposal	Aerospace Manufacturing Engineer (Level 4)	Agree with Conditions	Agree with Conditions
	Proposal	Compressed Air and Vacuum Systems Electro Mechanic (Level 3)	Agree with Conditions	Agree with Conditions
	Standard	Aerospace Manufacturing Engineer (Level 4)	Agree with Conditions	Agree with Conditions
	Standard	Advanced Furniture CNC Technician (Level 3)	Agree with Conditions	Agree with Conditions
	Standard	Advanced Upholsterer (Level 3)	Agree with Conditions	Agree with Conditions
	Standard	Marine Technical Superintendent (Level 7)	Agree	Agree
	Standard	Materials Process Engineer - Masters Level (Level 7)	Agree with Conditions	Agree with Conditions
	Standard	Aerospace Software Development Engineer (Level 6)	Return to Trailblazer	Return to Trailblazer
	Standard	Aircraft Certifying Engineer (Level 4)	Agree with Conditions	Agree with Conditions



	Standard	Tool process design engineer (Level 6)	Agree with Conditions	Agree with Conditions
	Standard	Light Water Reactor - Scientist and Engineer (Masters degree) (Level 7)	Agree with Conditions	Agree with Conditions
	Standard	Through Life Engineering Services Specialist (Level 7)	Agree with Conditions	Agree with Conditions
	Standard	Bespoke Furniture Maker (Leve 3l)	Agree	Agree
	Standard	New Furniture Product Developer (Level 3)	Agree	Agree
	Standard	Fitted Furniture Design Technician (Level 3)	Agree with Conditions	Agree with Conditions
	Standard	Manufacturing Manager (Degree) (Level 6)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Manufacturing Manager (Degree) (Level 6)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Materials Process Engineer - Masters Level (Level 7)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Footwear Manufacturer Apprenticeship Standard (Level 2)	Agree	Agree
	Assessment Plan	Systems Engineering Masters Degree (Level 7)	Agree with Conditions	Agree with Conditions
<b>Creative Design</b>	Proposal	Media Production Co-ordinator (Level 4)	Agree with Conditions	Agree with Conditions
	Standard	Puppet Maker (Level 3)	Agree with Conditions	Agree with Conditions
	Standard	Jewellery, Silversmithing and Allied Trades Professional (Level 3)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Assistant Historic Environment Advisor (Level 4)	Agree with Conditions	Agree with Conditions
<b>Sales, Marketing &amp; Procurement</b>	Standard	Assistant Buyer / Merchandiser (Level 6)	Agree with Conditions	Agree with Conditions
<b>Protective Services</b>	Standard	Counter Fraud Investigator (Level 4)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Specialist Rescue Operative (Level 4)	Agree with Conditions	Agree with Conditions
<b>Construction</b>	Proposal	Thatcher (Level 2)	Agree with Conditions	Agree with Conditions

	Proposal	Military Engineering Construction Technician (Level 3)	Agree with Conditions	Agree with Conditions
	Standard	Plasterer (Level 3)	Agree with Conditions	Agree with Conditions
	Standard	Lightning Protection Operative (Level 2)	Agree with Conditions	Agree with Conditions
	Standard	Military Engineering Construction Technician (Level 3)	Agree with Conditions	Agree with Conditions
	Standard	Curtain Wall Installer (Level 3)	Agree with Conditions	Agree with Conditions
	Assessment Plan	Tramway Construction Operative (Level 2)	Agree with Conditions	Agree with Conditions

**ANNEX B - APPRENTICESHIP FUNDING BAND RECOMMENDATIONS (Cycle 17)**

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