

APPROVAL & FUNDING COMMITTEE

Meeting Title Approval & Funding Committee - 20 June 2019
Date of Issue 25 June 2019

Attendance: Robin Millar (Acting Chair), Professor Malcolm Press, Paul Cadman, Lucy Rigler, Nikki Christie, Darren Shaw, Huw Moore, David Weaver, Nick Mawhinney, Rob Nitsch, Anna West, [REDACTED], Darren Francis, Kendrea Lewis, Nina Goodwin, Mohammed Ali (secretariat).

Apologies: Dr Kate Barclay, Bev Robinson.

Welcome, declarations and minutes

1. Robin Millar (Acting Chair) welcomed Committee members and Institute officials to the meeting. Apologies were received from Kate Barclay and Bev Robinson but Paul Cadman joined the meeting as an additional Board member voice. It was noted that Kate Barclay, Malcolm Press and Robin Millar had all reviewed and provided comments on the cycle 21 submissions ahead of this meeting.
2. The Chair asked Committee members whether they had any declarations of interest to make. Committee members confirmed that they had no specific interests to declare.
3. The Committee considered the draft minutes from 9 May meeting and agreed that these were a true reflection of discussions.

Occupation Proposals

4. The Committee reviewed 11 recommendations on new occupation proposals made by Route Panels in Cycle 21. The Committee agreed with all the recommendations made by the Route Panels including returning the following proposals back to trailblazer group.

Business Support Assistant (L2 - Proposal), was returned as it did not meet the minimum criteria for an apprenticeship, is not a stand-alone occupation or skilled enough to provide full occupational competence.

Temporary Traffic Management Operative (L2 - Proposal) was returned as there remains insufficient evidence to justify a year's worth of technical training with 20% off the job, and the duties do not clearly meet the requirements of Level 2.

5. Members requested information on likely apprenticeship entry requirements in the documentations.

Committee Sampling of Standards & Assessment Plans

6. As part of routine sampling, the Committee looked in detail at Education and Childcare Route. The Committee agreed with the recommendation made by the Route Panel.

Returned Standards and Assessment Plans

7. The Committee reviewed returned Standards & Assessment Plans. They agreed with all recommendations made by the Route Panels with exception of Broadcast and Media Systems Technician (Level 5) which they approved with conditions. They also recommended that Route Panel review the final version of the Plan. Returns are detailed below:

Chartered Surveyor (Standard – L6) was returned as 3 of the 4 options were not sufficiently distinct from each other & the fourth option was not sufficiently distinct from Construction Quantity Surveyor standard.

Non-Home Office Police Officer (Standard – 3) was returned as it did not meet the criteria for full occupational competency. Content is too generic and in particular, the specialist options need further development to sufficiently cover the skills and knowledge required

BEMS Controls Engineer (Assessment Plan – 4) was returned as further clarity required on specialist topic areas. In relation to the observation the Panel wanted to see and approve the tasks to be included within this assessment method to ensure they were appropriate.

Storyboard Artist (Assessment Plan – 7) was returned as further work was required to ensure that the End Point Assessment is robust enough and meets the requirement of other level 7 programmes.

Funding Band Recommendations

8. The Committee reviewed 11 funding band recommendations and agreed with Route Panels on 9 of them.

9. The Committee made two adjustments to the funding bands recommended. [REDACTED]
[REDACTED]
[REDACTED] to bring these recommendations in line with similar standards approved at this meeting.

T Level Content

10. The Committee were presented with recommendations on Wave 1 TQs:

- **Digital:** Digital Production, Design and Development Pathway (Pearson)
- **Education:** Education and Childcare pathway (NCFE)
- **Construction:** Design, Surveying and Planning pathway (Pearson)

11. It was agreed that the feedback from the Committee on the aforementioned recommendations will be taken forward to the TQ Board meeting for discussion on sign-off of wave 1 for these routes. The Committee was also content to agree the recommendations of the Engineering & Manufacturing and Catering & Hospitality outline content structure proposals as recommended by the Route Panels.

12. The Committee heard that the Quality Assurance Committee also considered T Levels (assessment content) at a recent meeting and that QAC had undertaken to monitor awarding organisations to ensure that trajectory progress was being made towards milestone 2.
13. The Committee requested that data on T Level drop-outs is collected from the outset in order to better understand trends and enhance decision making.

Analysis of funding bands

14. The Committee reviewed a paper regarding the differentials in funding between small routes and all standards approved by the Institute. This paper concluded that the shorter duration of the standards in small routes may account for the lower levels of funding. The Committee felt that in future, additional information such as the number of starts and completions on standards would be useful additions to the regular funding analysis papers they see.
15. The Committee also revisited its interest in better understanding the materials costs associated with different apprenticeships. To further strengthen this area, the Funding team are working with trailblazers at an earlier stage (through funding workshops) to ensure relevant information is included in the quotes.
16. Members were reminded that capital or depreciation/maintenance costs are not eligible for levy funding .
17. Ahead of the September Board meeting the Funding team will circulate a funding paper to AF&C for comment.

ACTION 1: Funding Team to develop paper for the Approval & Funding Committee's comments ahead of the Institute Board meeting on 18th September.

18. The Committee received an update in relation 'action point 1' from the previous meeting on consistency of end –point assessment (EPA). The Committee heard that the review on the consistency of EPA is being undertaken internally and a paper will be presented to the Committee at its August meeting.

ACTION 2: Assessment and Quality Team to provide a written paper to the August Committee meeting on consistency of EPA.

AOB

19. The next meeting of the Approval & Funding Committee will convene on Thursday 1 August 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, 20th June 2019; Full Summary of Final Decisions

| | Route | Submission | Reference number | Title | Panel recommendation | A&FC decision |
|----|--|------------|------------------|---|-----------------------|-----------------------|
| 1 | Agriculture, environmental and animal care | Standard | ST0767 | L3: Water Environment Worker | Agree with conditions | Agree with conditions |
| 2 | Business and administration | Proposal | ST0861 | L4: Infrastructure Asset Manager | Agree with conditions | Agree with conditions |
| 3 | Business and administration | Proposal | ST0870 | L2: Business Support Assistant | Return to trailblazer | Return to trailblazer |
| 4 | Business and administration | Assessment | ST0109 | L4: Dental Practice Manager | Agree with conditions | Agree with conditions |
| 5 | Business and administration | Assessment | ST0762 | L4: Information Manager | Agree with conditions | Agree with conditions |
| 6 | Business and administration | Standard | ST0787 | L7: Systems Thinking Practitioner | Agree with conditions | Agree with conditions |
| 7 | Business and administration | Standard | ST0809 | L5: Coaching Professional | Agree with conditions | Agree with conditions |
| 8 | Care services | Assessment | ST0008 | L5: Leader/Manager in Adult Care | Agree with conditions | Agree with conditions |
| 9 | Catering and hospitality | Standard | ST0864 | L4: Senior Culinary Chef | Agree with conditions | Agree with conditions |
| 10 | Construction | Proposal | ST0573 | L2: Temporary Traffic Management Operative | Return to trailblazer | Return to trailblazer |
| 11 | Construction | Proposal | ST0805 | L2: Construction Equipment Maintenance Mechanic | Agree with conditions | Agree with conditions |
| 12 | Construction | Assessment | ST0044 | L6: Design and Construction Management (Degree) | Agree with conditions | Agree with conditions |
| 14 | Construction | Standard | ST0331 | L6: Chartered Surveyor | Return to trailblazer | Return to trailblazer |
| 15 | Construction | Assessment | ST0629 | L4: BEMS Controls Engineer | Return to trailblazer | Return to trailblazer |
| 17 | Construction | Standard | ST0736 | L2: Construction Plant Operative | Agree with conditions | Agree with conditions |
| 18 | Construction | Standard | ST0743 | L2: Fenestration Installer | Agree with conditions | Agree with conditions |
| 19 | Construction | Assessment | ST0743 | L2: Fenestration Installer | Agree with conditions | Agree with conditions |
| 21 | Construction | Standard | ST0805 | L2: Construction Equipment Maintenance Mechanic | Agree with conditions | Agree with conditions |

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|----|----------------------------------|------------|--------|--|-----------------------|-----------------------|
| 22 | Creative and design | Assessment | ST0425 | L5: Broadcast and Media Systems Technician | Return to trailblazer | Agree with conditions |
| 24 | Creative and design | Assessment | ST0489 | L7: Storyboard Artist | Return to trailblazer | Return to trailblazer |
| 27 | Digital | Proposal | ST0865 | L3: Cyber Security Technician | Agree with conditions | Agree with conditions |
| 28 | Education and childcare | Standard | ST0551 | L5: Level 5 Early Years Lead Practitioner | Agree with conditions | Agree with conditions |
| 29 | Engineering and manufacturing | Proposal | ST0834 | L7: Ordnance Munitions and Explosives Specialist | Agree with conditions | Agree with conditions |
| 30 | Engineering and manufacturing | Proposal | ST0847 | L4: Engineer Surveyor | Agree | Agree |
| 31 | Engineering and manufacturing | Proposal | ST0875 | L4: Small vessel engineer | Agree with conditions | Agree with conditions |
| 32 | Engineering and manufacturing | Assessment | ST0639 | L3: Bespoke Furniture Maker | Agree with conditions | Agree with conditions |
| 35 | Engineering and manufacturing | Assessment | ST0656 | L3: Advanced Upholsterer | Agree with conditions | Agree with conditions |
| 37 | Engineering and manufacturing | Standard | ST0744 | L2: Fenestration Fabricator | Agree | Agree |
| 40 | Engineering and manufacturing | Standard | ST0841 | L4: Engineering Manufacturing Technician | Agree with conditions | Agree with conditions |
| 41 | Engineering and manufacturing | Standard | ST0846 | L3: Garment Maker | Agree with conditions | Agree with conditions |
| 43 | Engineering and manufacturing | Standard | ST0847 | L4: Engineer Surveyor | Agree with conditions | Agree with conditions |
| 44 | Health and science | Proposal | ST0858 | L7: Clinical Photographer | Agree with conditions | Agree with conditions |
| 45 | Health and science | Proposal | ST0873 | L4: Hygiene Specialist | Agree with conditions | Agree with conditions |
| 46 | Health and science | Assessment | ST0781 | L6: Registered Nurse Degree (NMC 2018) | Agree with conditions | Agree with conditions |
| 47 | Health and science | Standard | ST0798 | L7: Clinical Pharmacology Scientist | Agree with conditions | Agree with conditions |
| 48 | Health and science | Standard | ST0829 | L5: Health Play Specialist | Agree with conditions | Agree with conditions |
| 49 | Protective services | Assessment | ST0512 | L6: Serious and Complex Crime Investigator - Degree Apprenticeship | Agree with conditions | Agree with conditions |
| 51 | Protective services | Assessment | ST0747 | L4: Counter Fraud Investigator | Agree with conditions | Agree with conditions |
| 53 | Protective services | Standard | ST0764 | L4: Non Home Office Police Officer | Return to trailblazer | Return to trailblazer |
| 54 | Sales, marketing and procurement | Proposal | ST0810 | L3: Procurement & Supply Officer | Agree with conditions | Agree with conditions |

ANNEX B - APPRENTICESHIP FUNDING BAND RECOMMENDATIONS (Cycle 21)

This information will be published in the Institute for Apprenticeships Annual Report and Accounts for 2019-20