

MINUTES

INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

Meeting Title

Institute for Apprenticeships & Technical Education Board

Meeting Date

24 November 2020

Protective marking

Official

Board members present

Antony Jenkins (The Chair), Jennifer Coupland (JenC), Dame Fiona Kendrick (FK), Paul Cadman (PC), Robin Millar (RM), Toby Peyton-Jones (TPJ), Jessica Leigh Jones (JLJ), Kate Barclay (KB), Malcolm Press (MP), Bev Robinson (BR), Dayle Bayliss (DB), John Cope (JonC).

Institute officials present

Robert Nitsch (RN), Peter Schild (PSch), Kristofer McGhee (KMcG), Phil Scullion (PScul), Ana Osbourne (AOsb), Chris Morgan (CM), Carmel Grant (CG), Institute Secretariat.

Other officials present

Peter Mucklow (PM) (ESFA), Craig Myers (CMY) (ESFA).

Apologies

Susan Lovelock (SL) (ESFA).

Welcome and Introductions/declarations of interest

1. The Chair welcomed board members and participating officials to the meeting.
2. The Chair asked board members whether they had any declarations of interest to make. All board members recognised that should a potential or actual conflict arise by virtue of their other interests (outlined in the declaration of interests) then it must be raised at the outset of the relevant meeting which deals with the issue giving rise to the actual or potential conflict.
3. BR declared that she was applying to establish her organisation as an Institute of Technology (IoT) through a DfE-led competitive process. DB was supporting a consortium through this same process. BR also noted that her organisation continued to offer apprenticeship and T Level courses. The Chair noted this but was satisfied that there was no conflict of interest arising from these roles for the purposes of this meeting.
4. No other actual or potential conflicts of interest were declared.

Minutes, actions from the last meeting

5. The board approved the Minutes from the last meeting with no amendments.

Item – Covid-19 update

6. RN provided an update on the Institute's ongoing response to Covid-19.
7. Where additional flexibilities had been introduced, these apprenticeship standards had seen higher participation rates than where no additional flexibilities had been introduced. The Institute was identifying further standards where additional flexibilities would be beneficial and planned to discuss proposals for this with relevant trailblazer groups and employers.
8. The board discussed the skills landscape in a post-Covid and post-EU transition world. Dialogue with employers should be increased to ensure standards continue to be flexible, forward looking and meet evolving economic needs. The Institute should prioritise engagement and dialogue in sectors where it would add most value (for example, in nascent sectors where employer demand was still emerging, or sectors where there was likely to be increased demand such as digital, AI and automation).
9. RN set out that the Institute was also reviewing the workload for Institute staff, as well as enhancements to ways of working, as most Institute staff continued to work from home under national and local lockdown restrictions.
10. The board discussed the challenges of this and the continued need for strong leadership to ensure the Institute continued working productively during lockdown.

ACTION 1: JenC to provide an update on Functional Skills to the Institute board in the next regular email update.

Item – Estates and workforce update

11. PSch presented an update on the Institute's estates and workforce development plans.
12. The lease at the 151 Buckingham Palace Road premises will expire in March 2021 and the Institute then intends to move into Sanctuary Buildings when renovations to support the Institute's arrival there are complete. The board noted the need to focus on leadership and culture to ensure that the Institute continued to work productively during lockdown.

ACTION 2: – PSch to meet DB separately to discuss enhancements to the Institute's working arrangements and culture.

Item – Occupational maps

13. AOsb presented an update on the Institute's work on occupational maps.

14. The board noted the need to ensure the terminology and taxonomy was clear and logical, including the consistent application of language (for example, job compared to occupation). At a strategic level, there was a need to plan effectively on both a local and a national level. The board also agreed the recommendation to form a new sub-group on this topic.

ACTION 3: AOs to invite TPJ, DB and JLJ to form a new board sub-group to review progress on occupational maps.

Item – T Levels update

15. CG and CM presented an update on T Level progress. The Institute continued to contract manage awarding organisations to deliver the wave 1 T Level Technical Qualifications (TQs) to providers. TQ development in other waves was continuing and procurement for the fourth wave of T Levels was in progress.
16. The board discussed T Level industry placements, and noted the need to ensure feedback from T Level students and teachers was used to enhance delivery of T Levels in future years.
17. The board also noted that as well as promoting T Levels to students and employers, a focus on progression was required. Additionally, an awareness of the admissions cycle was required, with students already applying for 2021 courses needing to have the options available clearly presented to them.

Item – Board away day pre-planning

18. PScul presented plans for the board strategy session on 20 and 21 January 2021.
19. The board noted the need to continue to ensure that the Institute was employer led and prioritising employer voice, while ensuring that the Institute continued to meet its statutory responsibilities and meet the needs of other stakeholders such as apprentices, T Level students and training institutions.

ACTION 4: – FK to work with PScul and JenC to finalise the agenda for the next board meeting.

AOB

ACTION 5: – PScul and Secretariat to consider enhancements to the system used to distribute and access Institute board papers, ensuring accessibility requirements are met.

ACTION 6: PScul and Secretariat to add a new standing agenda item on gathering input from the board on future agenda items.

20. The Chair acknowledged the hard work of the board and Institute officials over the course of 2020.

Next board meeting

21. The next meeting of the board was scheduled for 20 and 21 January 2021.

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