

MINUTES

INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

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Agenda item-Minutes and Actions from the Last Meeting
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Author/s-James Matthews
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Meeting Title-Institute for Apprenticeships & Technical Education Board
Meeting Date-13 November 2019
Protective marking-Official

Board members present-Antony Jenkins (Chair), Sir Gerry Berragan, Dame Fiona Kendrick, Bev Robinson, Paul Cadman, Robin Millar, Toby Peyton-Jones, Professor Malcolm Press, Jessica Leigh Jones, Kate Barclay
Institute officials present-Robert Nitsch, Peter Schild, Kristofer McGhee, James Matthews, Carmel Grant, Anna West
Other officials present-Jennifer Coupland (Department for Education), Sue Lovelock (Department for Education)
Apologies-None

Welcome and Introductions/declarations of interest

1. Antony Jenkins (Chair) welcomed Board members and participating officials to the meeting. The Chair asked Board members whether they had any declarations of interest to make. No new declarations were made. The Chair also wanted to place on record his thanks on behalf of the Board to Sir Gerry Berragan, the outgoing Chief Executive, noting that he had led the organisation extremely effectively and left the Institute in a very strong position.

Minutes, actions from the last meeting, declarations of interest

2. The Board considered the minutes from the last Board meeting on 18 September 2019 and were content to approve them.

Technical Education Update

3. Carmel Grant, Deputy Director TE Implementation, provided the Board with an update on the elements of the Technical Education Programme being led by the Institute. It was noted that:
 - Wave 1 milestone 2 submissions were received on time; based on an initial review from officials, some elements were required to be further developed and re-submitted.
 - Wave 2 contracts were awarded on schedule on 1 October and contract inception meetings have been held with NCFE and City & Guilds.
 - Wave 3 market engagement has commenced, starting with a well-attended event on 14 October, ahead of launching the procurement in late January 2020.
 - The Department has launched the media campaign and branding for T Levels.
4. On wave 1, milestone 2, it was noted that feedback had been provided to both Pearson and NCFE, with the Institute providing direct support to the Awarding Organisations to ensure the outline content directly aligns with the requirements as set out by employers, and to ensure that they can be delivered to the requisite standard.
5. The Board reiterated the need for the Awarding Organisations to provide the necessary assurances to the Institute on deliverability and technical expertise ahead of any payments being made in relation to milestone 2. The Board also highlighted that the Institute should work with relevant stakeholders on contingency planning ahead of 2020 delivery, to establish those elements of the programme that could be delivered 'in flight'.
6. It was also noted that in future procurement exercises there should be a requirement for providers to demonstrate evidence of their capabilities and resourcing plans as part of the bid, to ensure upfront demonstration of where the necessary technical expertise will be drawn from.
7. Sue Lovelock, Deputy Director at the T Level Delivery Division, Department for Education, then provided the Board with an update on the T Level Industry Placements. It was noted that a revised framework for Industry Placements had been published that encapsulates a greater flexibility of application, following the consultation process (this includes, for example, clarity on the point that placements

can be split across two employers).

8. The Board also learned that a new quality assurance framework was being drawn up by the department, setting out roles and responsibilities before, during and after the placement for employers, providers and the learner.
9. The Board provided feedback on the update, and made the following points:
 - Consideration needs to be given to those who are not physically able to come into the workplace;
 - It is important that we take the broadest possible view of what a placement could constitute;
 - Parents should also be considered as a key audience group when drawing up any guidance;
 - It was important to think about co-ordination across training providers from an employer perspective, particularly those with a large geographic footprint; and
 - Further consideration should be given to employer messaging – it is important that developing and nurturing a future talent pipeline is brought to the fore.

Action 1: Institute Chief Executive to meet with both Pearson and NCFE Chief Executives to discuss progress on readiness

Action 2: Ensure any lessons learned and recommendations following the review of the Wave 1 and Wave 2 procurement exercise are embedded into future tendering exercises

Action 3: Ensure the risks identified at this stage are accurately reflected in the Institute risk register

Action 4: Institute Chief Executive to continue to provide the Board with regular updates on T Level progress as part of the fortnightly communication

Funding Improvement Project

10. Anna West, Deputy Director for Funding, talked the Board through the rate-based approach to recommending maximum funding bands, derived from the average eligible cost of delivery.
11. The Board observed that what had been developed provided a robust model. They highlighted the following points in discussion for consideration ahead of testing the model:
 - The model would need to pass the simplicity test – is it easily understandable;
 - Greater clarity and transparency needed to be provided around eligible and ineligible costs;
 - Whether it would be possible to disaggregate the end point assessment element from the total funding cost; and
 - Further testing on the IFF Research report into apprenticeship standard funding would be required.
12. The Board felt that the model itself represented a positive step, but required robust testing ahead of launch to get it right.

Action 5: Test the current standards against the new funding model

Action 6: Ensure further testing and scrutiny of the IFF Research report ahead of publication

Action 7: Develop a consultation plan that allows enough time to fully engage and test ahead of launch

Stakeholder Perception Survey 2019/20

13. James Matthews, Chief of Staff, provided an update on the 2019/20 Stakeholder Perception Survey, noting the upward trajectory in perceptions of the Institute from the previous survey.
14. The Board noted that although we had experience a slight uplift in those questions that were consistent with the previous year, there remained considerable room for

improvement and that greater two-way engagement – in particular with professional bodies – should be a key focus, alongside improvements to our funding methodology and transparency, which has already begun.

15. James noted that further analysis of the results and further stakeholder discussion would furnish the Institute with more insight and inform the stakeholder engagement plan, which would come to the Board in January.

Action 8: James Matthews to provide a stakeholder engagement plan to the Board at the January meeting

Next Board meeting

16. The next meeting of the Board will take place on Tuesday 21 & Wednesday 22 January 2020 at Blackpool and the Fylde College in Blackpool.

Author-Secretariat, Institute for Apprenticeships & Technical Education
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