

MINUTES

INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

Meeting Title-Institute for Apprenticeships & Technical Education Board

Meeting Date-17 July 2019

Protective marking-Official

Board members present-Dame Fiona Kendrick (Chair), Sir Gerry Berragan, Dr Kate Barclay, Bev Robinson, Paul Cadman, Robin Millar, Toby Peyton-Jones, Professor Malcolm Press, Jessica Leigh Jones

Institute officials present-Robert Nitsch, Peter Schild, Ana Osbourne, Carmel Grant, Kristofer McGhee, James Matthews, Siobhan Bruce, Institute secretariat

Other officials present-Jocelyn Shaw

Apologies-Antony Jenkins

Welcome and Introductions/declarations of interest

1. Dame Fiona Kendrick (Chair) welcomed Board members and participating officials to the meeting. The Chair asked Board members whether they had any declarations of interest to make. There were two declarations:
 - Professor Malcom Press stated that he had been appointed to the Board at UCAS.
 - Dame Fiona Kendrick stated she had been appointed to the Board at PWC.

Minutes, actions from the last meeting, declarations of interest

2. The Board considered the minutes from the last Board meeting on 15 May 2019 and were content to approve them.

Quality Apprenticeship Standards

3. Ana Osbourne introduced a discussion on the Institute's work to review existing standards. Ana emphasised the importance of standards being transferable, broad

and deep, providing full occupational competence and recognised by a large group of employers. The aim was to minimise overlap and ensure that each of the 450 plus apprenticeship standards were based on a genuine occupation.

4. The Board noted the success of the employer driven model for developing a wide range of new standards and discussed the balance between specialisation and options. The Board agreed that small and medium enterprises were more likely to be attracted to generalist apprenticeship standards and that the core and options approach would have an important role to play.
5. Work was ongoing to further develop the occupational maps to include T Levels and embed the maps with trailblazer groups to ensure they were aware of their purpose and how they work. Gerry noted that work was also underway to digitise the occupational route maps and make them available in a format that can be used in schools. The Board agreed that it was important to keep reaching out to business, industry and other sectors to understand the skills need.
6. Ana reflected on the experience of the recent Digital Review which had proved a valuable and worthwhile exercise. Three existing standards had been identified as too narrow and overlapped with other standards. The revised standards will be reflective of genuine, transferable occupations. Overall, the review recommended rationalising 12 reviewed standards to nine. Consultation and engagement had been central to the Review's success and would be at the heart of future reviews.
7. Reviews commencing later in 2019 are Hair & Beauty; Creative & Design; Agriculture, Environment & Animal Care; and Engineering & Manufacturing. The Board supported the view that consideration, where appropriate, should be given to broadening standards to include more options and routes – i.e. sharing a common core of knowledge, skills and behaviours but meeting the criteria for an apprenticeship occupation.
8. The role of the Institute in commissioning trailblazer groups and providing support to them in developing a proposal was discussed. It was agreed to explore expanding trailblazer groups to ensure they included a wider range of employers.

ACTION 1: Ana Osbourne to review the range of terminology for occupational

maps.

ACTION 2: Alex Wilson to look at adopting a common occupational map terminology which would identify common standards.

ACTION 3: Alex Wilson to explore how the Approval and Funding Committee might be provided with additional decommissioning data and overlap data.

ACTION 4: Jonathan Mitchell to review the commissioning process for trailblazer groups.

Technical Education update

9. Carmel Grant introduced an update on Technical Education, including the status of the deliverables for the first milestone for the three Wave 1 T Levels in Education, Construction and Digital.
10. Each of the Awarding Organisations developing Wave 1 Technical Qualifications have submitted the first of their milestone submissions which have been scrutinised in detail. The Institute's Chief Executive Officer and Chief Operating Officer were conducting post-milestone performance reviews and the T Level team were conducting a lessons learnt exercise to consider any refinement to the review process for the second milestone submission, which is due in September.
11. Wave 2 procurement is on track and the bids for the seven pathways have been evaluated and were now undergoing moderation.
12. The Board noted that the Department for Education had appointed the next set of providers who will offer T Levels from 2021. The Board were keen that marketing and communication campaigns should bring these T Levels to life for young people, parents and teachers as well as employers.

Communications plan – 6 month forward look

13. The Institute's Head of Communications introduced an update on the Communication Plan. The Board noted that the communications team had made considerable

progress in both press and social media over the past six months. More stories had appeared that appealed to a wider audience.

14. The team is focusing on three key areas over the next six months: transparency, quality and consistency of message in the Institute's work.
15. To maximise the reach of the Institute's communications the team are reacting to stories and responding to queries faster; expanding our reach in media and social media; developing an intranet; adopting a co-ordinated, cross-channel approach to communications; and building relationships with employers. The communications team had also sought to develop good links with the communications team at the Department for Education.
16. The Board was keen that the Institute should amplify the employer voice and encourage business and industry to speak on our behalf. Board members reflected on what they themselves might do to ensure the Institute's message resonated.

Diversity and Inclusion Strategy

17. Peter Schild introduced a discussion on the Institute's diversity and inclusion strategy and set out a vision for where the Institute wanted to be in 2023. The strategy was aligned with the Institute's business strategy, in particular to ensure that apprenticeship standards and T Levels were accessible to all. The strategy was designed to impact favourably on employee engagement, wellbeing, retention, development of staff and the Institute's reputation as a good employer. Peter noted that the strategy had been shaped through dialogue with Institute staff and that engagement with staff would continue on a regular basis.
18. The Board was very supportive of the strategy and commented on the importance of engaging talent across the organisation and having a wider set of skills and experience at the Institute's disposal. The Board was keen that the Institute should continue to listen to staff and also suggested exploring best practice across external organisations.

AOB

19. Jessica Leigh Jones fed back from her recent meetings abroad on Industries 4.0 and commented how much of her discussions came back to apprenticeships and the role of the Institute.

20. The Board expressed their congratulations to Jennifer Coupland on her appointment as the next Chief Executive Officer of the Institute.

Next Board meeting

21. The next meeting of the Board will take place on Thursday 19 September 2019 at the Institute's London offices.

Author-Secretariat, Institute for Apprenticeships & Technical Education

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