

# MINUTES

## INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

Meeting Title	Institute for Apprenticeships & Technical Education Board
Meeting Date	20 March 2019
Protective marking	Official
Board members present	Antony Jenkins (Chair), Sir Gerry Berragan, Kate Barclay, Beverley Robinson, Paul Cadman, Dame Fiona Kendrick, Robin Millar, Toby Peyton-Jones, Jessica Leigh Jones.
Institute officials present	Robert Nitsch, Peter Schild, Carmel Grant, James Matthews, Usama Edo.
Other officials present	Jennifer Coupland
Apologies	Professor Malcolm Press

### 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. Board members confirmed that they had no interests to declare.

### Minutes, actions from the last meeting, declarations of interest

2. The Board considered the minutes from the last Board meeting on 22 January 2019 and were content to approve them.

### Update on Strategic Guidance

3. Sir Gerry Berragan introduced the work that the Department for Education (DfE) has been leading to refresh the Strategic Guidance – the high-level direction provided by the Secretary of State to the Institute – for the upcoming 2019/20 performance year. The Board were invited to feed in their views on whether the draft guidance provided sufficient strategic context to support the Institute in delivering its objectives for the

next year.

4. The Board noted that the guidance should be clearer that the Institute is working collaboratively with the Department for Education on T levels, and should reference the Accountability Statement in relation to the Institute's role in quality assurance. The Board also highlighted that it is important to reflect within the guidance the wider needs of the economy and the importance of driving UK productivity.

## **Strategic Principles and Balanced Scorecard 2019/20**

### Strategic Principles

5. Sir Gerry then briefly talked the Board through the recent work that has taken place to update the Institute's Strategic Principles. The Principles, which are used by officials to determine objectives and outcomes, were refreshed following a discussion at the last Board meeting in January. The Board were broadly content with the revised Principles but noted that the word 'destination' under Principle 2 could be revisited.

### Balanced Scorecard 2019/20

6. Robert Nitsch, the Institute's Chief Operating Officer, then led a discussion on the Institute's Balanced Scorecard. Over the past year, the Institute's remit has evolved to reflect shifting priorities. There was a clear need to update the Balanced Scorecard so that it reflects the current context and priorities.
7. The Board were invited to share their reflections on the refreshed Balanced Scorecard. It was noted that there should be a focus on quality and on ensuring that there are no gaps in the apprenticeship system. The Board felt it was important to guard against standards becoming too narrow – they have to be distinct and appropriate for employers – and that it should be clear an apprenticeship is not just about filling a job but developing a set of skills.
8. The Board agreed to include a target range of 475 – 500 Apprentice Standards to be published for delivery by April 2020.

9. Route Panels are now taking on ownership of the Occupational Maps. Panels are being asked to validate their maps so that we can move significantly forward on this.

***ACTION 1: Bring an item on Occupational Maps to the Board meeting in the Summer.***

***ACTION 2: Corporate Services team to address the Board's comments and circulate the Scorecard for final clearance.***

### **Technical Education Policy update from the Department for Education**

10. Jennifer Coupland, Director for Professional and Technical Education at the Department for Education was then invited to provide the Board with an update on key areas across the Technical Education programme.

#### T-Level communications campaign

11. Jennifer highlighted that Havas Communications had been appointed to lead the Department's T Level communications campaign. Havas has led the user research with a range of people including parents and young people. The campaign video was played for the Board and the following comments were noted:

- The tone and energy of the video feels good. The Board questioned the slogan 'Next Level' and whether it was the right phrase. Jennifer flagged that it was an adjective and term regularly being used by young people.
- The Board also pointed out that it will be important to highlight what people will get out of the T-Levels i.e. what do T-Levels deliver that other qualifications don't. Think about the top three messages that you want to get across. The advert should also work in silent form and be accessible.

***ACTION 3: Circulate campaign video to the Board and ask for final comments to be sent to Jennifer Coupland directly.***

#### Industrial Placements

12. Jennifer updated the Board on progress with industrial placements. It was noted that proposals for delivering industrial placements were recently sent to the Minister and

were subsequently signed-off. The proposals set out the need for high quality placements to meet both student and employer need and will look to target those from disadvantaged backgrounds. Young people with special educational needs will be offered more flexibility to allow them to take part in the programme. The Department has listened to employer concerns and has removed many barriers without compromising on need and quality. The Board queried whether *industrial placements* was the right term and asked whether *industry placements* would be more appropriate. The Department agreed to consider this.

### Review of post-16 qualifications at level 3 and below in England

13. The Board was informed of the consultation document that recently went live. This consultation is the first stage of the Government's review of post-16 level 3 and below qualifications (excluding T Levels, A Levels and GCSEs). It asks for views on the high-level principles and outlines proposals for the removal of funding approval for unreformed qualifications. The consultation will run for 12 weeks. The response to this consultation and second stage of the review will follow later in 2019.

### **T Level update**

14. Carmel Grant, Deputy Director for Technical Education Implementation at the Institute then updated the Board on Technical Education progress.

### Wave 1 implementation

The Wave 1 tender evaluation, moderation and approvals were completed ahead of time with contracts awarded to NCFE (Education pathway) and Pearson (Construction and Digital pathways) on 13 February. Contract inception meetings have taken place with both NCFE and Pearson and have been positive.

### Wave 2 procurement

15. Outline content for the seven T Levels in Wave 2 were approved by the Approval and Funding Committee for inclusion in the Invitation to Tender (ITT). This includes three for the Health & Science Route and two each for the Digital & Construction Routes. There have been regular and positive engagement events with Awarding Organisations and earlier in March the Institute issued a draft of the ITT to the Awarding Organisation market. The Institute will endeavour to launch the formal ITT

shortly with a view to contract award for late September 2019.

## **Technical Qualifications Approvals Process**

16. Carmel then talked the Board through the responsibilities and accountabilities for the approvals process for Technical Qualifications (TQs). Carmel highlighted the need for a robust approvals process to ensure the quality of TQs and talked the Board through a process based on existing Institute governance structures and processes. Namely:
- i) TQ assessed against the Institute's criteria by the Approvals Team and advice provided to Route Panels.
  - ii) Route Panels make a recommendation.
  - iii) The Approval and Funding Committee consider the advice from Route Panels and make the final approval decision.
  - iv) Materials relating to TQ Assessment will be reviewed and submitted to the newly established TQ Assessment Group before scrutiny by the Quality Assurance Committee.
  - v) The T-Level Programme Board chaired by the Institute Chief Executive will then consider all the advice and evidence and make a decision on whether to authorise payment to each Awarding Organisation and, at the final review stage, whether to approve the TQ.
17. The Board were generally content with this approach, however, queried whether there was sufficient Board oversight in the final stages of approval. It was asked whether a couple of Board members should be invited to sit on the TE (TQ) Programme Board.

***ACTION 4: The Institute's Chief Operating Officer to develop a process for Board involvement for agreement by the Board.***

## **AOB**

### External Quality Assessment Contract Costs

18. The Board considered a short paper on the contract cost for the Institute's External Quality Assessment (EQA) outsource service. As the value of the contract is over £500,000 the Board were made aware. The Institute put out a tender for the contract in

December 2018 and bids have since been received. A moderation exercise will be taking place on 12 March.

***ACTION 5: Share bids with the Institute Board before going back to the Department for Education.***

Final approval of Committee Terms of Reference

19. This paper was requested by the Institute Board to ensure that the respective terms of reference accurately reflect the roles and responsibilities of each of the Institute's Committees. It was noted that the terms of reference for the Quality Assurance Committee (QAC) and the TQ Assessment Group are final drafts, subject to formal ratification by the QAC. The Board were otherwise content with approving these.

National Audit Office value for money report

20. Gerry highlighted that the National Audit Office (NAO) had published their report on the Apprenticeships Programme on 28 February 2019 and this had been shared with the Board. Gerry has since been invited to attend the Public Accounts Committee on 25 March where this report will be scrutinised.

Gender Pay Report

21. The Board requested sight of the Institute's gender pay figures at its last meeting in January. Peter Schild, the Institute's Chief Financial Officer talked the Board through the data, highlighting that the Institute's pay gap is in a similar range as for other organisations, such as DfE, Ofsted and other public bodies with less than 250 employees. It was agreed by all that it is important to continue to monitor this information regularly.

Next Board meeting

22. The next meeting of the Board will take place on Wednesday 15 May 2019 at the Institute's Coventry offices.

Author	Secretariat, Institute for Apprenticeships & Technical Education
Date created	15 April 2019
Version	Final