

Minutes

APPROVAL & FUNDING COMMITTEE

Meeting Title Approval & Funding Committee 14th February 2019
Date of Issue 21st March 2019

Attendance: Kate Barclay (Chair), Robin Millar, Ana Osbourne, Lucy Rigler, Nikki Christie, Huw Moore, David Weaver, Nick Mawhinney, Anna West, Kabay Silla, [REDACTED], [REDACTED], Mohammed Ali (secretariat).

Welcome, declarations and minutes

1. Kate Barclay welcomed the Committee and Institute officials to the meeting. The Chair asked Committee members whether they had any declarations of interest to make. Committee members confirmed that they had no interests to declare.
2. Apologies were noted from both Bev Robinson and Malcolm Press.

Action Point 1: The Chair requested that the Secretariat arrange for Malcolm Press to submit his declarations of interests ahead of the next Committee meeting.

3. The Committee considered the minutes from the last meeting on 13th December and agreed that these were a true reflection of discussions.

Proposals, standards and assessment plan recommendations

Proposals

4. The Committee reviewed 10 recommendations on new occupation proposals made by Route Panels in Cycle 18. The Committee agreed with all the Panel's recommendations.

5. In relation to **ST0825 L4 DevOps**, the Committee queried the title as the role was not clear from the title assigned. In relation to **ST0787 L6 Nuclear Reactor Desk Engineer** the Committee also noted whether the title was appropriate and queried whether consideration may be given to amalgamating this with Nuclear Science Engineer as part of any future review.
6. The Committee raised concerns in relation to **ST0809 L5 Coaching Professional**, in that there should be distinction drawn between coaching and mentoring. This was due to the fact that the terms were being used interchangeably. The Route Panel had previously been clear that the occupational focus was on coaching.
7. In relation to **ST0832 L2 Telecoms Field Operative**, the Committee was concerned that there was only a single employer as trailblazer. Officials explained that there had been efforts to include Virgin Media, however, the occupation would ensure transferable skills.
8. In relation to **ST0829 L5 Health Play Specialist**, the level was queried. It was agreed that this will be substantively considered at standard stage to ensure that it meets the occupational level descriptors at L5.

Committee Sampling for Standards and Assessment Plans

9. As part of routine sampling, the Committee looked in detail at all Level 6 and Level 7 End Point Assessment Plans (EPAs) from Cycle 18. The Committee agreed with all but one of the recommendations made by the Route Panels. The Registrar (Creative and Cultural) assessment plan was returned as outlined below.
 - **Registrar (Creative and Cultural) (ST0590) Level 6** – this assessment plan was returned by the Committee as it was not stretching or representative enough of the occupation or L6. The Committee recommended that ideally it should include a practical element in the assessment methods.
10. In general, the Committee commented that the Level 7 assessment plans were not as stretching as the Level 6 assessment plans and this was something that needed to be addressed. In addition, they questioned the value that was being added beyond the qualification and suggested in future they would like to see more practical elements incorporated into the assessment plans to ensure they were sufficiently challenging for vocational pathways as opposed to academic qualification. It was noted that upon

completion of the Level 7 apprenticeships; they may lead to roles with autonomy and a high responsibility, therefore it is important to ensure that the end-point assessment for Level 7 is sufficiently rigorous.

11. The Committee raised concerns in relation to ST0633 Art Therapist (degree) Level 7 as it was felt that the EPA did not provide adequate Level 7 stretch and rigour. The Committee agreed to monitor this.
12. It was noted that currently the Assessment team have a regular case conference each cycle which reviews all the assessment plans to ensure consistency and provide challenge. This meeting is attended by the Quality Managers and has representatives from the Standards Development Team and Ofqual. It was agreed that going forward the meeting should have a terms of reference and process map.

Action Point 2: The Assessment and Quality team to draft a terms of reference and process map for the assessment plan case conference meetings.

13. Previously the Committee had asked that a number of Standards be returned to the Committee. These include **Marine Surveyor (ST0772)**, so as to ensure that the quality of the off the job training was robust for a L6. The Route Panel was subsequently content that it represented a high quality apprenticeship.
14. The other Standard brought back for comment was the **Commercial Catering Equipment Technician (ST0791)** – the issue here was whether it represented a distinct occupation. The Route Panel reflected that they did not think this could be delivered through an existing Standard. Therefore, it was agreed with conditions.

Returned Occupational Standards and End Point Assessment plans

15. The Committee considered one standard that was recommended to be returned to trailblazer group. The Committee agreed with the route panel's decision to return the following standard to trailblazer group:
 - **Textile Technical Specialist (ST0581) Level 4** – this core and options standard has been returned as the Panel and Committee thought that the single duty within each of the two options is currently too broad and should be separated out to a number of duties, setting out the various stages of the process.

Action Point 3: To ensure consistency, the Committee were asked to ensure that they comment on the submissions within the Panel Pack or insert 'agree'.

Funding Band recommendations

16. The Committee considered and made recommendations on 24 funding bands for the following apprenticeship standards:

Agriculture, environmental and animal care

- ST0221: L3: Archaeological Technician
- ST0172: L3: Farrier
- ST0577: L7: Ecologist (degree app)

Construction

- ST0049: L4: Construction Surveying Technician
- ST0669: L2: Tramway Construction Operative
- ST0617: L2: Facilities Services Operative
- ST0616: L2: Wireless Communications Rigger
- ST0536: L7: Chartered Town Planner (Degree) (degree app)

Creative and design

- ST0590: L6: Registrar (Creative and Cultural)

Engineering and manufacturing

- ST0659: L7: Materials Process Engineer - Masters Level
- ST0403: L3: Vehicle Damage Panel Technician
- ST0678: L4: Technical dyer and colourist
- ST0405: L3: Vehicle damage mechanical electrical and trim (MET) technician
- ST0406: L4: Vehicle Damage Assessor
- ST0448: L3: Vehicle Damage Paint Technician

Health and science

- ST0535: L3: Clinical Coder
- ST0827: L5: Nursing Associate
- ST0620: L6: Therapeutic Radiographer (Integrated Degree) (degree app)
- ST0633: L7: Arts Therapist (Degree) (degree app)

- ST0619: L6: Diagnostic Radiographer (Integrated Degree) (degree app)
- ST0568: L6: Psychological Wellbeing Practitioner

Legal, finance and accounting

- ST0608: L2: Accounts/Finance Assistant

Transport and logistics

- ST0698: L6: Transport Planner (Integrated Degree) (degree app)

17. The Committee did not approve the **Research Scientist – Masters Level (L7)**. The Committee considered the recommendation to be high for a L7 apprenticeship when apprentices would already be expected to have a first degree. They requested the funding team speak to the trailblazer group to better understand the training required on top of a Master's qualification. This is with the aim of providing an explanation to support the existing recommendation or present a new recommendation in Cycle 19.

T Level Content

18. The Committee noted there had been 6 submissions in this cycle and were presented with an overview of recent T-level submissions (final drafts of outline content for T Level) from three routes - health and science (3), construction (1) and digital (2).
19. In relation to the Health and Science route the analysis presented to the Route Panel confirmed that the content was satisfactory and aligned to apprenticeship standards. The Route Panel thought the two submissions in the Digital route were relatively straight forward. The Construction route included the submission for Building Services Engineering, the challenge for this was to design a two-year classroom based qualification when related standards may take many years to complete.
20. The Committee were content with the recommendations for each submission, but did highlight the large number of occupational specialisms that are expected to feature in the Building Services Engineering (Construction) T Level. The Institute agreed to engage further with the T Level Panel in relation to better understanding why a pathway core was not included and rationale for the 9 pathways.

21. The Committee noted that these six pathways, along with the onsite construction pathway, will form the Wave 2 T Levels. The invitation to Tender for these T Levels will be published in March and the T Levels will be delivered from September 2021. It was noted that 11 of the 15 T Levels are in train and all are core and options.
22. It was reaffirmed that the role of the Committee in relation to T Levels was to either reinforce the T Level Route Panels consideration on submissions, offer challenge or attach further conditions as appropriate.
23. The Committee queried the work placement provision, and whether there was existing guidelines or rules on when placement will take place and whether placements duration will be split in to segments. The Committee heard that the work placement will be centred on the chosen specialism, however, provision has been left flexible to cater for specific student/ employer requirements. Work placement pilots are taking place which may yield guidance. In addition the Committee heard that the Department of Education is considering whether work placements will be delivered through single or multiple (2) employers.

Action Points 4: The Committee requested a further training session to better understand the different components of T Levels, and asked to be kept abreast of changes to the T Level landscape as it evolves and refines over the coming months.

Update on planned funding process improvements

24. Officials in the Funding Team gave a brief update on work to improve the Institute's funding band recommendation process for new apprenticeship standards. This involves a number of improvements to the current process in the short term, to ensure the process is systematised and to increase transparency; with larger scale changes to be explored in the longer term (before the end of the year). Officials in the Digital and Data Science Team also gave an update about work to improve the affordability measures, which will be further developed over the next few months.

AOB

25. The Approvals team reported that through discussions with the Agricultural Route Panel, the trailblazer was having difficulty in engaging with the Association of Independent Crop Consultants (AICC) in relation to the Agriculture/Horticulture Professional Adviser Standard.

The apprenticeship standard is currently on hold whilst the Institute tries to broker a meeting between the trailblazer and AICC. Once progress is made, the Approvals team would like the Committee to consider this Standard out of cycle. The Committee were content with this suggestion.

26. The next meeting of the Approval & Funding Committee will convene on Thursday 28th March 2019, from 14:00 – 16:30 in Room 1 at 151 Buckingham Palace Road.

Author: Secretariat, Chief of Staff's Office, Institute for Apprenticeships

Agreed Actions

ANNEX A: Approval and Funding Committee, 14th February 2019; Full Summary of Final Decisions

	Route	Submission	Reference number	Title	Panel recommendation	A&FC decision
1	Agriculture, environmental and animal care	Assessment	ST0172	L3: Farrier	Agree with conditions	Agree with conditions
2	Agriculture, environmental and animal care	Standard	ST0412	L2: Underkeeper	Agree with conditions	Agree with conditions
3	Agriculture, environmental and animal care	Assessment	ST0577	L7: Ecologist	Agree with conditions	Agree with conditions
4	Agriculture, environmental and animal care	Standard	ST0789	L3: Keeper & Aquarist	Agree with conditions	Agree with conditions
5	Business and administration	Proposal	ST0809	L5: Coaching Professional	Agree with conditions	Agree with conditions
6	Business and administration	Standard	ST0762	L4: Information Manager	Agree with conditions	Agree with conditions
7	Construction	Proposal	ST0832	L2: Telecoms Field Operative	Agree with conditions	Agree with conditions
8	Construction	Assessment	ST0049	L4: Construction Surveying Technician	Agree with conditions	Agree with conditions
9	Construction	Standard	ST0265	L2: Construction Assembly and Installation Operative	Agree with conditions	Agree with conditions
10	Construction	Assessment	ST0536	L7: Chartered Town Planner (Degree)	Agree with conditions	Agree with conditions
11	Construction	Assessment	ST0613	L4: Acoustics Technician	Agree with conditions	Agree with conditions
12	Construction	Assessment	ST0617	L2: Facilities Services Operative	Agree with conditions	Agree with conditions
13	Construction	Standard	ST0750	L2: Mastic Asphalter	Agree with conditions	Agree with conditions

14	Creative and design	Assessment	ST0590	L6: Registrar (Creative and Cultural)	Agree with conditions	Return to trailblazer
15	Digital	Proposal	ST0763	L7: Data Driven Artificial Intelligence (AI) Specialist (Degree)	Agree with conditions	Agree with conditions
16	Digital	Proposal	ST0825	L4: DevOps Engineer	Agree with conditions	Agree with conditions
17	Digital	Assessment	ST0120	L3: Digital Support Technician	Agree with conditions	Agree with conditions
18	Engineering and manufacturing	Proposal	ST0784	L6: Nuclear Reactor Desk Engineer	Agree with conditions	Agree with conditions
19	Engineering and manufacturing	Proposal	ST0833	L4: Ordnance Munitions Explosives Technician	Agree with conditions	Agree with conditions
20	Engineering and manufacturing	Proposal	ST0851	L3: Pipe Welder	Agree with conditions	Agree with conditions
21	Engineering and manufacturing	Proposal	ST0852	L3: Plate Welder	Agree with conditions	Agree with conditions
22	Engineering and manufacturing	Assessment	ST0406	L4: Vehicle Damage Assessor	Agree with conditions	Agree with conditions
23	Engineering and manufacturing	Standard	ST0581	L4: Textile Technical Specialist	Return to trailblazer	Return to trailblazer
24	Engineering and manufacturing	Assessment	ST0678	L4: Technical dyer and colourist	Agree with conditions	Agree with conditions
25	Engineering and manufacturing	Standard	ST0772	L6: Marine Surveyor	Agree with conditions	Agree with conditions
26	Engineering and manufacturing	Standard	ST0791	L3: Commercial Catering Equipment Technician	Agree with conditions	Agree with conditions
27	Engineering and manufacturing	Standard	ST0851	L3: Pipe Welder	Agree with conditions	Agree with conditions
28	Engineering and manufacturing	Standard	ST0852	L3: Plate Welder	Agree with conditions	Agree with conditions

29	Health and science	Proposal	ST0801	L4: Forensic Collision Investigator	Agree	Agree
30	Health and science	Proposal	ST0829	L5: Health Play Specialist	Agree with conditions	Agree with conditions
31	Health and science	Assessment	ST0108	L5: Dental Technician	Agree	Agree
32	Health and science	Standard	ST0300	L3: Pharmacy Technician (Integrated)	Agree with conditions	Agree with conditions
33	Health and science	Assessment	ST0542	L4: Oral Health Practitioner	Agree	Agree
34	Health and science	Standard	ST0568	L6: Psychological Wellbeing Practitioner	Agree	Agree
35	Health and science	Assessment	ST0568	L6: Psychological Wellbeing Practitioner	Agree with conditions	Agree with conditions
36	Health and science	Assessment	ST0619	L6: Diagnostic Radiographer (Integrated Degree)	Agree with conditions	Agree with conditions
37	Health and science	Assessment	ST0620	L6: Therapeutic Radiographer (Integrated Degree)	Agree with conditions	Agree with conditions
38	Health and science	Assessment	ST0633	L7: Arts Therapist (Degree)	Agree with conditions	Agree with conditions
39	Health and science	Standard	ST0709	L7: District Nurse	Agree with conditions	Agree with conditions
40	Health and science	Assessment	ST0759	L7: Research Scientist	Agree with conditions	Agree with conditions
41	Health and science	Standard	ST0827	L5: Nursing Associate (NMC 2018)	Agree with conditions	Agree with conditions
42	Health and science	Assessment	ST0827	L5: Nursing Associate (NMC 2018)	Agree with conditions	Agree with conditions
43	Legal, finance and accounting	Assessment	ST0608	L2: Accounts/Finance Assistant	Agree with conditions	Agree with conditions

44	Sales, marketing and procurement	Standard	ST0807	L3: Marketing Assistant	Agree with conditions	Agree with conditions
45	Transport and logistics	Assessment	ST0698	L6: Transport Planner (Integrated Degree)	Agree with conditions	Agree with conditions

ANNEX B - APPRENTICESHIP FUNDING BAND RECOMMENDATIONS (Cycle 18)

This information will be published in the Institute for Apprenticeships Annual Report and Accounts for 2018-19