

Minutes

APPROVAL & FUNDING COMMITTEE

Meeting Title	Approval & Funding Committee 28 th March 2019
Date of Issue	2 nd May 2019

Attendance: Kate Barclay (Chair), Robin Millar, Malcolm Press, Bev Robinson, Ana Osbourne, Lucy Rigler, Nikki Christie, Huw Moore, David Weaver, Nick Mawhinney, Anna West, Kathy Lee-Cole, Darren Shaw, [REDACTED], Mohammed Ali (secretariat).

Welcome, declarations and minutes

1. Kate Barclay (Chair) 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 specific interests to declare.
2. The Committee considered the minutes from the last meeting on 14th February and agreed that these were a true reflection of discussions. The Chair noted that the post meeting minutes are typically divided into two strands, a) the high-level summary for the board and b) the substantive meeting note.

Nurse Associate (ST0827) EPA Model

3. The Committee was asked to agree to the recommendation for the assessment methods for the Nursing Associate EPA so that the Assessment and Quality team can begin the work to finalise the EPA with the trailblazer. The Committee heard that to date there had been two versions of the EPA, the first was published in November 2017 as a pilot of the new occupation but was not regulated by the Nursing Midwifery Council. The second version was approved in February 2019 against the new nursing associate regulatory requirements in preparation for the end of the pilot in July 2019. The Committee agreed with the recommendation that the EPA takes the form of two professional discussions, which takes

place after the completion of the final on-programme module and gateway and before the examination board of the training programme.

Proposals, standards and assessment plan recommendations

Proposals

3. The Committee heard that the returns in cycle had been higher than previous cycles. This was for several reasons including, some trailblazer groups not meeting the Institute's policy criteria, or due to changes to existing standards. It was also noted that the set conditions at times can be high, although not all conditions are equally weighted. The Approvals team will continue to keep an eye on this.
4. The issue of submissions going to multiple route panels was raised. It was noted that it isn't always straight forward for an occupation to sit in one route. This is managed through seeking advice from multiple Route Panel's before determining an agreed route. In relation to returns, more work will be done with trailblazers to ensure more support is afforded to them prior to submission.

Action 1: The Committee raised the issue of the terminology for returns and requested brief narrative on next steps so to ensure continued support from stakeholders. The approvals team to implement this.

5. The Committee reviewed 14 recommendations on new occupation proposals made by Route Panels in Cycle 19. The Committee agreed with all but one of the recommendations made by the Route Panels. The Project Controls Engineering Professional was returned.
6. In relation to the **Health and Care Intelligence Specialist L7 proposal**, the Committee heard that this will be tested at standard stage where we can reconsider the level and the distinctiveness of the occupation from other similar standards e.g. Bioinformatics Scientist L7 (ST0649).

Committee Sampling for Standards and Assessment Plans

7. As part of routine sampling, the Committee looked in detail at submissions within the Transport and Logistics route from Cycle 19. The Committee agreed with all the

recommendations made by the Route Panels. They commented on the titling of the occupations and suggested these need to be as clear as possible.

Returned Occupational Standards and End Point Assessment plans

8. **Engineer Surveyor (ST0847) Level 4 proposal and standard** – was returned as it did not meet the criteria for an individual to become occupationally competent, given the scope of the occupation described in the proposal. There were also concerns regarding the proposed duration of the apprenticeship.
9. **Project Controls Engineering Professional (ST0845) Level 6 proposal** – was returned as it does not meet the criteria for a stand-alone occupation. The occupation is not sufficiently distinct from Project manager (degree) (Level 6). There were also concerns regarding transferability of the occupation and the occupational level at which it was proposed.
10. **Procurement & Supply Officer (ST0810) Level 3 proposal** – was returned as it does not meet the criteria for a stand-alone occupation. The occupational profile is not sufficiently distinct from Commercial Procurement and Supply (Level 4).
11. **Aviation ground operative (ST0037) Level 2 proposal** – was returned as it does not meet the criteria for a stand-alone occupation. The occupation is not sufficiently distinct from Aviation Ground Specialist (Level 3). There was also concern regarding whether the options would require 12 months of training and whether the core content was relevant to all options.
12. **Chartered Landscape Professional (ST0742) Level 7 standard** – was returned due to concerns that two of the four options are insufficiently distinct and may not represent standalone occupations. In addition consideration will need to be given to the chartered status.

Funding recommendations

13. The Committee reviewed 22 funding band recommendations. The Committee agreed with the route panels on all but 3 recommendations:

- **Road Surfacing Operative (ST0693) Level 2:** The Committee agreed with the route panel that material costs are high in this sector but did not think the evidence supported the funding band recommended by the Panel.
- **Construction Quantity Surveyor (ST0045) Level 6:** The Committee was presented with additional information about the delivery costs obtained from a provider, following route panel concerns about the quality of delivery. On the basis of this information, the Committee was in principle content to approve the funding team's recommendation, if the new information addressed the route panel's concerns. The route panel will be consulted by email to confirm.
- **Print Technician (ST0309) Level 3:** The route panel asked the funding team to obtain further details before they made a recommendation. The Committee considered the evidence presented, including additional details that had been gathered since the route panel meeting. They were in principle content with the funding team's recommendation, if the further details addressed the route panel's concerns. The route panel will be consulted by email to confirm.

Action 2: The funding team to bring an analysis of the funding recommendations made to date to the next meeting for Committee consideration.

Funding Review recommendations

14. The Committee considered 17 reviewed 1 funding band recommendations as part of the Minister-commissioned funding review. These are all for standards approved pre-Institute. The Committee agreed with the route panels on all but 1 recommendation:

- **Aviation Operations Manager (ST0093) Level 4:** The Committee considered the route panel's recommendation but felt that the balance of evidence supported a slightly lower funding band

15. The recommendations in this cycle included one standard left over from the first round of funding reviews: **Motor Vehicle Service and Maintenance Technician (Light Vehicle) (ST0033)**. The trailblazer group successfully appealed the outcome of the first funding review, and a new funding manager with no connection to the previous work completed a fresh review this cycle. The recommendation remains the same as the first review outcome.

16. Overall, of the 17 Funding Review recommendations in this cycle, [REDACTED]
[REDACTED]
[REDACTED]

T Level Content

17. The Committee were presented with an overview of recent T-level submissions from two routes - Legal, Finance & Accounting and Business & Administration. The Committee were content with the recommendations for each submission. The Committee asked for reassurance that the content for T-levels was being developed to ensure future proofing; the Committee were provided with assurance that T Levels would be kept up to date through the statutory reviews of standards, on which each T Level is based, conducted by route. In addition members will be offered a special session on T Level content in due course.
18. The Committee queried its role in relation to T Levels. It was noted that the Committee's role was similar to that it undertakes through scrutinising the apprenticeship, Proposals, Standards and Assessment Plans. The Committee would bring additional challenge from an approval process for T Levels.

Digital Statutory Review Recommendations

19. The Committee were presented with the recommendations for the pilot statutory review on the Digital Route. The reviews are a legislative requirement and regularly assess whether apprenticeship standards are high quality and meet the needs of employers. A proportionate approach is being taken which focuses on apprenticeship standards that were approved prior to the Institute where there are known quality issues. Twelve Digital standards were in scope of the review and the Committee agreed the recommendations to withdraw three standards and combine them with others to align with genuine occupations and to thoroughly revise the remainder to bring them up to date with Institute policy and new technology and practice. The next steps are to share results with trailblazers in the coming weeks and then announce the findings along with the schedule of reviews on other routes for the rest of the year.

AOB

Airside Operator (withdrawal) Standard ST0036 - Level 2

20. The Committee were presented with a paper regarding the withdrawal of the standard for Airside Operator (Level 2). The Committee agree with the recommendation by the Transport and Logistics Panel to withdraw the approval of the standard ST0036 Airside Operator, while retaining the occupation on the occupational map for the route.

Out of cycle submissions

21. The Committee noted that the Agriculture/Horticulture Professional Adviser standard was not ready for submission yet, following agreement at the last meeting to consider this Standard out of cycle if necessary.

22. Staff Resource – The Committee queried whether the Institute was adequately resourced to fulfil the work programme, in terms of proposals, standards and assessment plan delivery to the quality expected and to the given tight deadlines. The Committee heard that the Institute will explore whether the current 6 week cycle can be adapted to ensure it is sustainable.

23. The next meeting of the Approval & Funding Committee will convene on Thursday 9th May 2019, from 14:00 – 16:30 in Room 1 at 151 Buckingham Palace Road.

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

ANNEX A: Approval and Funding Committee, 28th March 2019; Full Summary of Final Decisions

	Route	Submission	Reference number	Title	Panel recommendation	A&FC decision
1	Agriculture, environmental and animal care	Assessment	ST0769	L7: Archaeological specialist	Agree with conditions	Agree with conditions
2	Agriculture, environmental and animal care	Assessment	ST0778	L6: Environmental practitioner	Agree with conditions	Agree with conditions
3	Business and administration	Assessment	ST0314	L3: Public Service Operational Delivery Officer	Agree with conditions	Agree with conditions
4	Catering and hospitality	Proposal	ST0864	L4: Senior culinary chef	Agree with conditions	Agree with conditions
5	Construction	Proposal	ST0859	L6: Fire engineer	Agree with conditions	Agree with conditions
6	Construction	Assessment	ST0045	L6: Construction Quantity Surveyor	Agree with conditions	Agree with conditions
7	Construction	Assessment	ST0388	L2: Interior Systems Installer	Agree with conditions	Agree with conditions
8	Construction	Standard	ST0442	L2: Stonemasonry	Agree with conditions	Agree with conditions
9	Construction	Standard	ST0741	L3: Landscape technician	Agree with conditions	Agree with conditions
10	Construction	Standard	ST0742	L7: Chartered landscape professional	Return to trailblazer	Return to trailblazer
11	Creative and design	Assessment	ST0174	L3: Props Technician	Agree with conditions	Agree with conditions
12	Creative and design	Standard	ST0439	L3: Jewellery Silversmithing and Allied Trades Professional	Agree	Agree
13	Creative and design	Standard	ST0782	L7: Curator	Agree with conditions	Agree with conditions
14	Creative and design	Standard	ST0783	L3: Costume performance technician	Agree with conditions	Agree with conditions
15	Digital	Proposal	ST0682	L3: Digital Device Repair Technician	Agree with conditions	Agree with conditions

16	Engineering and manufacturing	Proposal	ST0204	L2: Utilities network operative	Agree with conditions	Agree with conditions
17	Engineering and manufacturing	Proposal	ST0823	L4: Metal recycling technical manager (MRTM)	Agree with conditions	Agree with conditions
18	Engineering and manufacturing	Proposal	ST0824	L3: Signage technician	Agree with conditions	Agree with conditions
19	Engineering and manufacturing	Proposal	ST0845	L6: Project controls engineering professional	Agree with conditions	Return to trailblazer
20	Engineering and manufacturing	Proposal	ST0846	L3: Garment maker	Agree with conditions	Agree with conditions
21	Engineering and manufacturing	Proposal	ST0847	L4: Engineer surveyor	Return to trailblazer	Return to trailblazer
22	Engineering and manufacturing	Proposal	ST0855	L4: Space technician	Agree with conditions	Agree with conditions
23	Engineering and manufacturing	Assessment	ST0309	L3: Print Technician	Agree with conditions	Agree with conditions
24	Engineering and manufacturing	Assessment	ST0387	L3: Lift Truck and Powered Access Engineering Technician	Agree with conditions	Agree with conditions
25	Engineering and manufacturing	Assessment	ST0605	L5: Mineral Products Technician	Agree with conditions	Agree with conditions
26	Engineering and manufacturing	Assessment	ST0623	L7: Marine technical superintendent	Agree with conditions	Agree with conditions
27	Engineering and manufacturing	Standard	ST0624	L5: Food and Drink Engineer	Agree with conditions	Agree with conditions
28	Engineering and manufacturing	Assessment	ST0662	L4: Automation & Controls Engineering Technician	Agree with conditions	Agree with conditions
29	Engineering and manufacturing	Assessment	ST0752	L3: Drinks dispense technician	Agree with conditions	Agree with conditions
30	Engineering and manufacturing	Standard	ST0784	L6: Nuclear reactor desk engineer	Agree with conditions	Agree with conditions
31	Engineering and manufacturing	Standard	ST0847	L4: Engineer surveyor	Return to trailblazer	Return to trailblazer
32	Hair and beauty	Proposal	ST0685	L3: Holistic therapist	Agree with conditions	Agree with conditions
33	Health and science	Proposal	ST0830	L7: Health and Care Intelligence Specialist	Agree with conditions	Agree with conditions
34	Health and science	Assessment	ST0300	L3: Pharmacy Technician (Integrated)	Agree with conditions	Agree with conditions

35	Health and science	Assessment	ST0554	L6: Sonographer (Degree)	Agree with conditions	Agree with conditions
36	Health and science	Standard	ST0618	L6: Speech and Language Therapist (Integrated Degree)	Agree with conditions	Agree with conditions
37	Health and science	Standard	ST0697	L7: Specialist Community Public Health Nurse	Agree with conditions	Agree with conditions
38	Health and science	Standard	ST0701	L4: Orthodontic Therapist	Agree with conditions	Agree with conditions
39	Health and science	Assessment	ST0714	L6: Environmental Health Practitioner (Degree)	Agree with conditions	Agree with conditions
40	Protective services	Assessment	ST0494	L3: Probation Services Practitioner	Agree with conditions	Agree with conditions
41	Protective services	Assessment	ST0648	L6: Probation officer	Agree with conditions	Agree with conditions
42	Sales, marketing and procurement	Proposal	ST0810	L3: Procurement & Supply	Return to trailblazer	Return to trailblazer
43	Sales, marketing and procurement	Assessment	ST0683	L4: Buying and merchandising assistant	Agree with conditions	Agree with conditions
44	Transport and logistics	Proposal	ST0037	L2: Aviation ground operative	Return to trailblazer	Return to trailblazer
45	Transport and logistics	Standard	ST0544	L3: Port Agent	Agree with conditions	Agree with conditions
46	Transport and logistics	Standard	ST0765	L6: Harbour master	Agree	Agree

ANNEX B - APPRENTICESHIP FUNDING BAND RECOMMENDATIONS (Cycle 19)

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