

Minutes

APPROVAL & FUNDING COMMITTEE

Meeting Title Approval & Funding Committee 9 May 2019
Date of Issue 29 May 2019

Attendance: Kate Barclay (Chair), Robin Millar, Malcolm Press, Bev Robinson, Lucy Rigler, Darren Shaw, Huw Moore, David Weaver, Nick Mawhinney, Anna West, [REDACTED], [REDACTED], Sophia Goodway, Darren Francis, Philippa Lloyd, Yasmin Holmberg, 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. Malcolm Press declared a conflict of interest in relation to a specific funding band recommendation (Material Science Technologist L6). It was agreed that Malcolm would leave the room whilst a decision on this is reached. Other Committee members confirmed that they had no specific interests to declare.
2. The Committee considered the minutes from the last meeting on 28 March and agreed that these were a true reflection of discussions. The Chair queried the progress of previous meeting actions, (1) relating to the Funding team bringing an analysis of previous funding recommendations and (2) relating to terminology on returns. The Committee heard that the first action was being discussed at this meeting and the second is expected to be completed in due course.

Proposals, standards and assessment plan recommendations

Proposals

3. The Committee reviewed 11 recommendations on new occupation proposals made by Route Panels in Cycle 20. The Committee agreed with 8 of the recommendations made by the Route Panels and recommended returning a further 3 proposals
4. Members noted their reservations in relation to too precisely defined Occupational Standards, given the flexibility in roles in the modern workplace. It was noted that this was a wider Board issue.
5. In relation to the **Trade Union Official L4 proposal (ST0815)**, the Committee requested that this should be tested at standard stage by Members. In addition the Committee did not expect to see higher levels for this occupation.
6. In relation to **Healthcare Cleaning Operative L2 (ST0843)**, the Committee was concerned around a plethora of cleaning operative proposals. However, it was noted that previously there was a generic cleaner proposal, this was rejected as it was not 12 months apprenticeship and without the 20% off the job training; and therefore related proposals were not expected.

Committee Sampling for Standards and Assessment Plans

7. As part of routine sampling, the Committee looked in detail at level 2 submissions across all routes. The Committee agreed with all the recommendations made by the Route Panel. The Committee commented on the range of differences in the lengths of practical observation in EPAs under consideration and wanted assurance regarding the rigor of end point assessment methods, which was given. The Assessment Team will consider ways to look at consistency between and within apprenticeship standards at the same level.
8. Members requested that sampling be extended to levels 3-7 in future to consider the variation across the different levels.

Returned Occupational Proposals and Occupational Standards

- **Head Barista (ST0797) Proposal Level 3 Proposal** - was returned as it did not meet the criteria for a stand-alone occupation. The duties are not sufficiently distinct from the level 2 Hospitality Team Member (Barista option) and the level 3 Hospitality supervisor.
- **Physical Education Physical Activity and Youth Sport Specialist (ST0874) Level 6 Proposal** - was returned as it did not meet the criteria for full occupational competency. In particular there were concerns regarding Qualified Teacher Status (QTS) and whether the occupation can be used to progress to QTS or it actually provides QTS.
- **Property Maintenance Operative (ST0171) Level 2 Proposal and Standard** - was returned because the trailblazer group was not representative of employers who would employ this occupation, and transferability beyond the social housing sector had not been properly confirmed.
- **Media Production Coordinator (ST0792) Level 4 Standard**
– was returned as it did not meet the criteria for full occupational competency. In particular, the duties for the specialist options need further development as they do not sufficiently cover the skills and knowledge required.
- **DevOps Engineer (ST0825) Level 4 Standard** – was returned as it did not meet the criteria for full occupational competency. The content was too generic/high level and does not sufficiently describe the main elements of the occupation.
- **Data Driven Artificial Intelligence (AI) Specialist (Degree) (ST0763) Level 7 Standard** – was returned as it did not meet the criteria for full occupational competency.
There is too much emphasis on research and this therefore reads more like an academic role, whereas the primary purpose of the occupation is to deliver business value and outcomes.
- **Senior People Professional (ST0813) Level 7 proposal** – was returned as it does not meet the criteria for a stand - alone occupation. The occupation is not sufficiently distinct from Senior Leader (Level 7) and consideration will need to be given to the existing similar standards. There were a large number of conditions set and these will need to be addressed including reviewing the title.

- **Pharmacist (ST0702) Level 7 proposal** – was returned as it did not meet the criteria for an individual to become occupationally competent. There were concerns the occupation was heavily weighted towards community pharmacist and that the Trailblazer group were not representative of the whole sector.
- **Dispensing Optician (ST0774) Level 6 proposal** – was returned as it does not meet the criteria for a stand-alone occupation and the occupation was not clearly defined. There was also concerns about the occupational level proposed.
- **Early Years Senior Practitioner (ST0551) Level 5 standard** – was returned as it does not meet the criteria for a stand - alone occupation. The occupation is not sufficiently distinct from Early Years Pedagogical Lead (Degree) and Early Years Lead Practitioner.

ACTION 1: The Quality and Assessment team were asked to undertake a review on the consistency of EPA.

Papers for information

9. The Committee also considered a number of additional papers for information, there were no further comments made on the recommendations.
 - De-commissioning Glass Manufacturing Operator standard (ST0206)
 - Duration set for Land Based Service Engineering Technician (ST0243)
 - A note on the Express Delivery Sortation Hub Operative standard in development (ST0753)

Funding recommendations

10. The Committee reviewed 27 funding band recommendations, and agreed with the route panel recommendations on all 27. They also agreed with the route panel's recommendation to seek further information on the quotes provided for one standard before reaching a final funding recommendation – this was ST0525: L7: Production Manager.
11. The Committee requested that the funding team ensure that it is absolutely clear how the decision making process has been followed in the summary section, so that they see of each

recommendation rationale. Officials will consider how to better demonstrate the consistency of the process, which will be embedded in the following cycle.

12. In relation to the Church Minister, the Committee queried whether there will be similar Standards for other religious leaders. The Committee heard that this issue was raised when the Standard was being developed and it was noted that this particular Standard would not be appropriate for all the religious leaders due to linkage to qualifications and content. The Institute would, however, be open to similar proposals from other religious groups, although to date no such proposals have been received.

13. The Committee were also interested in better understanding the materials costs associated with different apprenticeships. Officials will seek to address this in the next cycle.

14. [REDACTED]

ACTION 2: The Funding team to provide Committee with a briefing paper on the Costing Research Project.

Funding Review recommendations

15. The Committee considered 14 reviewed funding band recommendations as part of the Minister-commissioned funding review. These are all for standards approved pre-Institute. The Committee agreed with all 14 recommendations. [REDACTED]

Overview of funding recommendations made to date

16. The funding team provided an overview of the funding recommendations made to date by the Institute, including a breakdown by route, level and duration. The Committee asked to see funding analysis to support the sample of standards and EPA plans that they consider in future meetings, which may cover a whole route or standards and EPA plans at a certain level.

T-level recommendations

17. The Committee were presented with an overview of recent T level submissions from two routes - Legal, Finance & Accounting and Hair & Beauty and were content with the recommendations for each.

18. The Committee heard that in the next cycle, members will be receiving the first recommendations on T Levels Technical Qualification.

ACTION 3: The Committee requested a substantive time slot for T Levels at future AF&C meetings.

AOB

19. The next meeting of the Approval & Funding Committee will convene on Thursday 20 June 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, 9th May 2019; Full Summary of Final Decisions

Route	Submission type	Reference number	Title	Panel recommendation	A&FC decision
Agriculture, environmental and animal care	Standard	ST0748	L7: Sustainability Business Specialist	Agree with conditions	Agree with conditions
Agriculture, environmental and animal care	Standard	ST0761	L6: Agriculture/horticulture professional adviser	Agree with conditions	Agree with conditions
Business and administration	Proposal	ST0813	L7: Senior People Professional	Agree with conditions	Return to trailblazer
Business and administration	Proposal	ST0815	L4: Trade Union Official	Agree with conditions	Agree with conditions
Care services	Assessment	ST0527	L6: Church Minister	Agree with conditions	Agree with conditions
Catering and hospitality	Proposal	ST0797	L3: Head Barista	Return to trailblazer	Return to trailblazer
Construction	Assessment	ST0043	L4: Construction Design and Build Technician	Agree with conditions	Agree with conditions
Construction	Standard	ST0044	L6: Design and Construction Management (Degree)	Agree with conditions	Agree with conditions
Construction	Assessment	ST0047	L6: Construction Site Management	Agree with conditions	Agree with conditions
Construction	Assessment	ST0048	L4: Construction Site Supervisor	Agree with conditions	Agree with conditions
Construction	Assessment	ST0265	L2: Construction Assembly and Installation Operative	Agree with conditions	Agree with conditions
Construction	Assessment	ST0270	L2: Roofer	Agree with conditions	Agree with conditions
Construction	Standard	ST0819	L2: Asbestos Removal Operative	Agree with conditions	Agree with conditions
Construction	Standard	ST0821	L2: Thatcher	Agree with conditions	Agree with conditions
Creative and design	Assessment	ST0476	L3: Assistant Puppet Maker	Agree with conditions	Agree with conditions
Creative and design	Assessment	ST0525	L7: Production Manager	Agree with conditions	Agree with conditions
Creative and design	Standard	ST0792	L4: Media Production Co-ordinator	Return to trailblazer	Return to trailblazer
Creative and design	Standard	ST0831	L7: Historic Environment Advisor	Agree with conditions	Agree with conditions

Engineering and manufacturing	Proposal	ST0871	L2: Power support operative	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0420	L2: Lean manufacturing operative	Agree with conditions	Agree with conditions
Engineering and manufacturing	Standard	ST0531	L2: Wood product manufacturing operative	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0531	L2: Wood product manufacturing operative	Agree	Agree
Engineering and manufacturing	Standard	ST0581	L4: Textile Technical Specialist	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0654	L3: Fitted Furniture Design Technician	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0675	L6: Materials Science Technologist (Degree)	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0681	L7: Electronic Systems Principal Engineer	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0740	L7: Through Life Engineering Services Specialist	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0772	L6: Marine Surveyor	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0791	L3: Commercial Catering Equipment Technician	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0851	L3: Pipe Welder	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0852	L3: Plate Welder	Agree with conditions	Agree with conditions
Health and science	Proposal	ST0702	L7: Pharmacist	Agree with conditions	Return to trailblazer
Health and science	Proposal	ST0774	L6: Dispensing Optician	Agree with conditions	Return to trailblazer
Health and science	Proposal	ST0828	L5: Sport Performance Analyst	Agree with conditions	Agree with conditions
Health and science	Proposal	ST0843	L2: Healthcare Cleaning Operative	Agree with conditions	Agree with conditions
Health and science	Proposal	ST0850	L6: Forensic Collision Investigator	Agree with conditions	Agree with conditions

Health and science	Proposal	ST0874	L6: Physical Education Physical Activity and Youth Sport Specialist	Return to trailblazer	Return to trailblazer
Health and science	Assessment	ST0599	L6: Dietitian (Degree)	Agree with conditions	Agree with conditions
Health and science	Assessment	ST0618	L6: Speech and Language Therapist (Integrated Degree)	Agree with conditions	Agree with conditions
Health and science	Standard	ST0786	L5: Associate Continuing Healthcare Practitioner	Agree with conditions	Agree with conditions
Health and science	Assessment	ST0786	L5: Associate Continuing Healthcare Practitioner	Agree with conditions	Agree with conditions
Health and science	Assessment	ST0788	L7: Advanced Forensic Practitioner (Custody or Sexual Offence)	Agree with conditions	Agree with conditions
Legal, finance and accounting	Standard	ST0796	L7: Senior Professional Economist	Agree	Agree
Legal, finance and accounting	Assessment	ST0796	L7: Senior Professional Economist	Agree with conditions	Agree with conditions
Construction	Proposal	ST0171	L2 Property Maintenance Operative	Return to trailblazer	Return to trailblazer
Digital	Assessment	ST0345	L4: Digital Community Manager	Agree with conditions	Agree with conditions
Digital	Standard	ST0763	L7: Artificial Intelligence (AI) Data Specialist (Degree)	Return to trailblazer	Return to trailblazer
Digital	Standard	ST0825	L4: DevOps Engineer	Return to trailblazer	Return to trailblazer
Construction	Standard	ST0171	L2: Property Maintenance Operative	Return to trailblazer	Return to trailblazer
Education & Childcare	Standard	ST0551	L5: Early Years Senior Practitioner	Return to trailblazer	Return to trailblazer
Sales, marketing and procurement	Assessment	ST0668	L6: Assistant Buyer / Merchandiser	Agree with conditions	Agree with conditions
Sales, marketing and procurement	Assessment	ST0807	L3: Marketing Assistant	Agree with conditions	Agree with conditions
Transport and logistics	Standard	ST0621	L3: Boatmaster	Agree with conditions	Agree with conditions
Transport and logistics	Assessment	ST0621	L3: Boatmaster	Agree with conditions	Agree with conditions

ANNEX B - APPRENTICESHIP FUNDING BAND RECOMMENDATIONS (Cycle 20)

This information will be published in the Institute for Apprenticeships Annual Report and Accounts for 2019-20