

Minutes

APPROVAL & FUNDING COMMITTEE

Meeting Title Approval & Funding Committee - 20 June 2019
Date of Issue 25 June 2019

Attendance: Robin Millar (Acting Chair), Professor Malcolm Press, Paul Cadman, Lucy Rigler, Nikki Christie, Darren Shaw, Huw Moore, David Weaver, Nick Mawhinney, Rob Nitsch, Anna West, [REDACTED], Darren Francis, Kendrea Lewis, Nina Goodwin, Mohammed Ali (secretariat).

Apologies: Dr Kate Barclay, Bev Robinson.

Welcome, declarations and minutes

1. Robin Millar (Acting Chair) welcomed Committee members and Institute officials to the meeting. Apologies were received from Kate Barclay and Bev Robinson but Paul Cadman joined the meeting as an additional Board member voice. It was noted that Kate Barclay, Malcolm Press and Robin Millar had all reviewed and provided comments on the cycle 21 submissions ahead of this meeting.
2. 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.
3. The Committee considered the draft minutes from 9 May meeting and agreed that these were a true reflection of discussions.

Occupation Proposals

4. The Committee reviewed 11 recommendations on new occupation proposals made by Route Panels in Cycle 21. The Committee agreed with all the recommendations made by the Route Panels including returning the following proposals back to trailblazer group.

Business Support Assistant (L2 - Proposal), was returned as it did not meet the minimum criteria for an apprenticeship, is not a stand-alone occupation or skilled enough to provide full occupational competence.

Temporary Traffic Management Operative (L2 - Proposal) was returned as there remains insufficient evidence to justify a year's worth of technical training with 20% off the job, and the duties do not clearly meet the requirements of Level 2.

5. Members requested information on likely apprenticeship entry requirements in the documentations.

Committee Sampling of Standards & Assessment Plans

6. As part of routine sampling, the Committee looked in detail at Education and Childcare Route. The Committee agreed with the recommendation made by the Route Panel.

Returned Standards and Assessment Plans

7. The Committee reviewed returned Standards & Assessment Plans. They agreed with all recommendations made by the Route Panels with exception of Broadcast and Media Systems Technician (Level 5) which they approved with conditions. They also recommended that Route Panel review the final version of the Plan. Returns are detailed below:

Chartered Surveyor (Standard – L6) was returned as 3 of the 4 options were not sufficiently distinct from each other & the fourth option was not sufficiently distinct from Construction Quantity Surveyor standard.

Non-Home Office Police Officer (Standard – 3) was returned as it did not meet the criteria for full occupational competency. Content is too generic and in particular, the specialist options need further development to sufficiently cover the skills and knowledge required

BEMS Controls Engineer (Assessment Plan – 4) was returned as further clarity required on specialist topic areas. In relation to the observation the Panel wanted to see and approve the tasks to be included within this assessment method to ensure they were appropriate.

Storyboard Artist (Assessment Plan – 7) was returned as further work was required to ensure that the End Point Assessment is robust enough and meets the requirement of other level 7 programmes.

Funding Band Recommendations

8. The Committee reviewed 11 funding band recommendations and agreed with Route Panels on 9 of them.
9. The Committee made two adjustments to the funding bands recommended. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] to bring these recommendations in line with similar standards approved at this meeting.

T Level Content

10. The Committee were presented with recommendations on Wave 1 TQs:
 - **Digital:** Digital Production, Design and Development Pathway (Pearson)
 - **Education:** Education and Childcare pathway (NCFE)
 - **Construction:** Design, Surveying and Planning pathway (Pearson)
11. It was agreed that the feedback from the Committee on the aforementioned recommendations will be taken forward to the TQ Board meeting for discussion on sign-off of wave 1 for these routes. The Committee was also content to agree the recommendations of the Engineering & Manufacturing and Catering & Hospitality outline content structure proposals as recommended by the Route Panels.

12. The Committee heard that the Quality Assurance Committee also considered T Levels (assessment content) at a recent meeting and that QAC had undertaken to monitor awarding organisations to ensure that trajectory progress was being made towards milestone 2.
13. The Committee requested that data on T Level drop-outs is collected from the outset in order to better understand trends and enhance decision making.

Analysis of funding bands

14. The Committee reviewed a paper regarding the differentials in funding between small routes and all standards approved by the Institute. This paper concluded that the shorter duration of the standards in small routes may account for the lower levels of funding. The Committee felt that in future, additional information such as the number of starts and completions on standards would be useful additions to the regular funding analysis papers they see.
15. The Committee also revisited its interest in better understanding the materials costs associated with different apprenticeships. To further strengthen this area, the Funding team are working with trailblazers at an earlier stage (through funding workshops) to ensure relevant information is included in the quotes.
16. Members were reminded that capital or depreciation/maintenance costs are not eligible for levy funding .
17. Ahead of the September Board meeting the Funding team will circulate a funding paper to AF&C for comment.

ACTION 1: Funding Team to develop paper for the Approval & Funding Committee's comments ahead of the Institute Board meeting on 18th September.

18. The Committee received an update in relation 'action point 1' from the previous meeting on consistency of end –point assessment (EPA). The Committee heard that the review on the consistency of EPA is being undertaken internally and a paper will be presented to the Committee at its August meeting.

ACTION 2: Assessment and Quality Team to provide a written paper to the August Committee meeting on consistency of EPA.

AOB

19. The next meeting of the Approval & Funding Committee will convene on Thursday 1 August 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, 20th June 2019; Full Summary of Final Decisions

	Route	Submission	Reference number	Title	Panel recommendation	A&FC decision
1	Agriculture, environmental and animal care	Standard	ST0767	L3: Water Environment Worker	Agree with conditions	Agree with conditions
2	Business and administration	Proposal	ST0861	L4: Infrastructure Asset Manager	Agree with conditions	Agree with conditions
3	Business and administration	Proposal	ST0870	L2: Business Support Assistant	Return to trailblazer	Return to trailblazer
4	Business and administration	Assessment	ST0109	L4: Dental Practice Manager	Agree with conditions	Agree with conditions
5	Business and administration	Assessment	ST0762	L4: Information Manager	Agree with conditions	Agree with conditions
6	Business and administration	Standard	ST0787	L7: Systems Thinking Practitioner	Agree with conditions	Agree with conditions
7	Business and administration	Standard	ST0809	L5: Coaching Professional	Agree with conditions	Agree with conditions
8	Care services	Assessment	ST0008	L5: Leader/Manager in Adult Care	Agree with conditions	Agree with conditions
9	Catering and hospitality	Standard	ST0864	L4: Senior Culinary Chef	Agree with conditions	Agree with conditions
10	Construction	Proposal	ST0573	L2: Temporary Traffic Management Operative	Return to trailblazer	Return to trailblazer
11	Construction	Proposal	ST0805	L2: Construction Equipment Maintenance Mechanic	Agree with conditions	Agree with conditions
12	Construction	Assessment	ST0044	L6: Design and Construction Management (Degree)	Agree with conditions	Agree with conditions
14	Construction	Standard	ST0331	L6: Chartered Surveyor	Return to trailblazer	Return to trailblazer
15	Construction	Assessment	ST0629	L4: BEMS Controls Engineer	Return to trailblazer	Return to trailblazer
17	Construction	Standard	ST0736	L2: Construction Plant Operative	Agree with conditions	Agree with conditions
18	Construction	Standard	ST0743	L2: Fenestration Installer	Agree with conditions	Agree with conditions
19	Construction	Assessment	ST0743	L2: Fenestration Installer	Agree with conditions	Agree with conditions
21	Construction	Standard	ST0805	L2: Construction Equipment Maintenance Mechanic	Agree with conditions	Agree with conditions

22	Creative and design	Assessment	ST0425	L5: Broadcast and Media Systems Technician	Return to trailblazer	Agree with conditions
24	Creative and design	Assessment	ST0489	L7: Storyboard Artist	Return to trailblazer	Return to trailblazer
27	Digital	Proposal	ST0865	L3: Cyber Security Technician	Agree with conditions	Agree with conditions
28	Education and childcare	Standard	ST0551	L5: Level 5 Early Years Lead Practitioner	Agree with conditions	Agree with conditions
29	Engineering and manufacturing	Proposal	ST0834	L7: Ordnance Munitions and Explosives Specialist	Agree with conditions	Agree with conditions
30	Engineering and manufacturing	Proposal	ST0847	L4: Engineer Surveyor	Agree	Agree
31	Engineering and manufacturing	Proposal	ST0875	L4: Small vessel engineer	Agree with conditions	Agree with conditions
32	Engineering and manufacturing	Assessment	ST0639	L3: Bespoke Furniture Maker	Agree with conditions	Agree with conditions
35	Engineering and manufacturing	Assessment	ST0656	L3: Advanced Upholsterer	Agree with conditions	Agree with conditions
37	Engineering and manufacturing	Standard	ST0744	L2: Fenestration Fabricator	Agree	Agree
40	Engineering and manufacturing	Standard	ST0841	L4: Engineering Manufacturing Technician	Agree with conditions	Agree with conditions
41	Engineering and manufacturing	Standard	ST0846	L3: Garment Maker	Agree with conditions	Agree with conditions
43	Engineering and manufacturing	Standard	ST0847	L4: Engineer Surveyor	Agree with conditions	Agree with conditions
44	Health and science	Proposal	ST0858	L7: Clinical Photographer	Agree with conditions	Agree with conditions
45	Health and science	Proposal	ST0873	L4: Hygiene Specialist	Agree with conditions	Agree with conditions
46	Health and science	Assessment	ST0781	L6: Registered Nurse Degree (NMC 2018)	Agree with conditions	Agree with conditions
47	Health and science	Standard	ST0798	L7: Clinical Pharmacology Scientist	Agree with conditions	Agree with conditions
48	Health and science	Standard	ST0829	L5: Health Play Specialist	Agree with conditions	Agree with conditions
49	Protective services	Assessment	ST0512	L6: Serious and Complex Crime Investigator - Degree Apprenticeship	Agree with conditions	Agree with conditions
51	Protective services	Assessment	ST0747	L4: Counter Fraud Investigator	Agree with conditions	Agree with conditions
53	Protective services	Standard	ST0764	L4: Non Home Office Police Officer	Return to trailblazer	Return to trailblazer
54	Sales, marketing and procurement	Proposal	ST0810	L3: Procurement & Supply Officer	Agree with conditions	Agree with conditions

ANNEX B - APPRENTICESHIP FUNDING BAND RECOMMENDATIONS (Cycle 21)

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