

Minutes

APPROVAL & FUNDING COMMITTEE

Meeting Title	Approval & Funding Committee – 1 August 2019
Date of Issue	5 September 2019

Attendance:

Members

Dr Kate Barclay (Chair), Robin Millar, Jessica Leigh Jones

Institute Officials

Lucy Rigler, Nikki Christie, Darren Shaw, Huw Moore, David Weaver, Nick Mawhinney, Rob Nitsch, Anna West, Shaista Hikmat, Anna Osbourne, Mohammed Ali (Secretariat).

Apologies: Bev Robinson. Malcolm Press

Welcome, declarations and minutes

1. Kate Barclay (Chair) welcomed Committee members and Institute officials to the meeting. Apologies were received from Bev Robinson and Malcolm Press. Jessica Leigh Jones 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 22 submissions ahead of the 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. Members heard that the Institute had launched two Route reviews, on Hair and Beauty and Creative and Design. An 8 week consultation for this had commenced and the Approvals team will return to the A&FC on early findings in due course.
4. Members noted that there had been a Board discussion in relation to the quality of Standards, and issues identified included overlap and number of returns.
5. It was noted that Cycle 23 would include draft outline content for a number of Routes, including (1) Engineering and Manufacturing, (2) Catering, (3) Hair and Beauty and (4) Business Administration.
6. The Committee considered the draft minutes from 20 June meeting and agreed that these were an accurate reflection of discussions.

ACTION 1: Members requested early cite of papers in Cycle 23 due to the projected heavy work programme. Officials to submit meeting papers at least 10 days prior to the meeting.

Current approvals process

Occupation Proposals

7. The Committee reviewed 11 recommendations on new occupation proposals made by Route Panels in Cycle 22. The Committee agreed with all the recommendations made by the Route Panels.
8. The Committee agreed a further condition in relation to 'Domestic Violence and Abuse Advocate' (Proposal); in that the title is amended to provide greater clarity on the nature of the role. In addition the Committee requested the proposal seek to have coverage across children and adults settings and be able to recognise both pathways.
9. In relation to L4 Early Intervention (Proposal), the Committee requested that the title is amended as it is currently nonspecific. In addition, the Committee requested the expansion of the trailblazer group to ensure cross-sectoral contribution and traction.
10. The Committee requested that the trailblazer group for L5 Embalmer be expanded to incorporate small and large organisations to ensure a wider representation of the sector. The Committee addition agreed to consider L5 Embalmer at Standard stage.

Committee Sampling of Standards & Assessment Plans

11. As part of routine sampling, the Committee looked in detail at all level 4 and 5 submissions across all routes. The Committee agreed with the recommendations made by the Route Panels. They discussed the naming of the DevOps Engineer standard and asked whether the group could reconsider the naming so that it was future proofed, and they were content that Digital route review had been taken into consideration when this standard was discussed. The Committee were also content that the End-point assessment plans were robust. The Committee requested that the assessment team provide the A&FC members some training, to include showing them the guidance for Trailblazers and apprentice builder, and some explanation of assessment.

ACTION 2: The Quality and Assessment team to deliver a teaching session on EPA to A&FC members ahead of the 12th September meeting.

12. There were no returned standards and assessment plans for the Committee to consider.

Funding Band Recommendation

13. The Committee reviewed 12 funding band recommendations and agreed with the Route Panels on all recommendations. Two of these: **ST0207 Advanced Golf Greenkeeper** and **ST0208 Golf Course Manager** were indicative funding bands as the trailblazer group opted to remain in the old funding band allocation process.

T Level Content

14. The Committee were presented with four Outline Content Structures Submissions:

Engineering & Manufacturing

- **Manufacturing, Process & Control**
- **Maintenance, Installation & Repair**

Agriculture, Environment & Animal Care

- **Animal Care & Management**
- **Agriculture, Land Management and Production**

15. The Committee were content to agree the outline content structures with the conditions set out by the Route Panels. However, they elected to re-include the condition on the viability and demand for the sports turf specialism. The Committee had an in-depth discussion about T Levels, particularly centred on the Maintenance, Installation and Repair pathway, and whether learners would be able to be “work ready” in the relevant occupations following two years of classroom based study, given the very practical nature of these occupations. The committee requested that in future meetings they would like to focus on having a detailed discussion of T Levels on a selected pathway.

Funding Analysis

16. The committee noted the funding analysis and agreed it was helpful to see starts figures for each standard. In future meetings the funding analysis paper will be presented for information.

AOB

17. Officials informed the A&FC that the Institute was in the second phase of the funding improvement programme, and requested on-going support as this work progresses.

18. The next meeting of the Approval & Funding Committee will convene on Thursday 12 September 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

Action	Owner	Completed (Y/N In progress)	Date to be completed
<i>ACTION 1:</i> Member requested early cite of papers in Cycle 23 due to the projected heavy work programme. Officials to submit meeting papers as at least 10 days prior to the meeting.	Secretariat to co-ordinate	In Progress	
<i>ACTION 2:</i> The Quality and Assessment team to deliver a teaching session on EPA to A&FC members ahead of the 12 th September meeting.	Nikki Christ	In Progress	Session scheduled 12 th September at 12:30hrs – 13:30hrs

ANNEX A: Approval and Funding Committee, 1st August 2019; Full Summary of Final Decisions

	Route	Submission Type	Reference number	Title	Panel recommendation	A&FC decision
1	Agriculture, environmental and animal care	Assessment	ST0208	L5: Golf Course Manager	Agree with conditions	Agree with conditions
2	Agriculture, environmental and animal care	Assessment	ST0767	L3: Water Environment Worker	Agree with conditions	Agree with conditions
3	Agriculture, environmental and animal care	Assessment	ST0789	L3: Keeper and aquarist	Agree with conditions	Agree with conditions
4	Business and administration	Proposal	ST0884	L7: Operational Research Specialist	Agree with conditions	Agree with conditions
5	Care services	Proposal	ST0862	L4: Domestic Violence and Abuse Advocate	Agree with conditions	Agree with conditions
6	Care services	Proposal	ST0867	L2: Level 2 Playworker	Agree with conditions	Agree with conditions
7	Care services	Proposal	ST0868	L4: Early Intervention	Agree with conditions	Agree with conditions
8	Construction	Assessment	ST0095	L2: Master Builder with a major in bricklaying, (Bricklayer)	Agree with conditions	Agree with conditions
9	Construction	Assessment	ST0464	L3: Smart Home Technician	Agree with conditions	Agree with conditions
10	Construction	Standard	ST0742	L7: Chartered Landscape Professional	Agree	Agree

11	Creative and design	Assessment	ST0590	L6: Registrar (Creative and Cultural)	Agree with conditions	Agree with conditions
12	Digital	Standard	ST0763	L7: Artificial Intelligence (AI) Data Specialist	Agree with conditions	Agree with conditions
13	Digital	Standard	ST0825	L4: DevOps Engineer	Agree with conditions	Agree with conditions
14	Engineering and manufacturing	Proposal	ST0808	L3: Marine Electrician	Agree with conditions	Agree with conditions
15	Engineering and manufacturing	Proposal	ST0876	L2: Water process operative	Agree with conditions	Agree with conditions
16	Engineering and manufacturing	Standard	ST0808	L3: Marine Electrician	Agree with conditions	Agree with conditions
17	Engineering and manufacturing	Standard	ST0833	L4: Ordnance Munitions Explosives Technician	Agree with conditions	Agree with conditions
18	Engineering and manufacturing	Standard	ST0855	L4: Space Engineering Technician	Agree with conditions	Agree with conditions
19	Hair and beauty	Assessment	ST0214	L3: Advanced and Creative Hair Professional	Agree with conditions	Agree with conditions
20	Health and science	Proposal	ST0890	L5: Embalmer	Agree with conditions	Agree with conditions
21	Health and science	Standard	ST0113	L3: Dental Nurse	Agree	Agree
22	Health and science	Assessment	ST0518	L7: Physician Associate	Agree with conditions	Agree with conditions
23	Health and science	Assessment	ST0631	L6: Public Health Practitioner (Degree)	Agree with conditions	Agree with conditions
24	Health and science	Assessment	ST0697	L7: Specialist Community Public Health Nurse	Agree with conditions	Agree with conditions
25	Health and science	Assessment	ST0709	L7: District Nurse	Agree with conditions	Agree with conditions
26	Health and science	Standard	ST0820	L7: Clinical Associate in Psychology (CAP)	Agree with conditions	Agree with conditions
27	Health and science	Assessment	ST0829	L5: Health Play Specialist	Agree with conditions	Agree with conditions
28	Health and science	Standard	ST0830	L7: Health and Care Intelligence Specialist	Agree with conditions	Agree with conditions
29	Health and science	Standard	ST0843	L2: Healthcare Cleaning Operative	Agree with conditions	Agree with conditions
30	Health and science	Standard	ST0850	L6: Forensic Collision Investigator	Agree with conditions	Agree with conditions

31	Legal, finance and accounting	Proposal	ST0880	L3: Asset Finance Specialist	Agree with conditions	Agree with conditions
32	No route recorded	Assessment	ST0207	L3: Advanced Golf Greenkeeper	Agree with conditions	Agree with conditions
33	Protective services	Proposal	ST0878	L5: Youth Justice Practitioner	Agree with conditions	Agree with conditions
34	Sales, marketing and procurement	Proposal	ST0889	L3: Funeral mortuary technician	Agree with conditions	Agree with conditions
35	Transport and logistics	Assessment	ST0765	L6: Harbour Master	Agree with conditions	Agree with conditions

ANNEX B - APPRENTICESHIP FUNDING BAND RECOMMENDATIONS (Cycle 22)

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