

Minutes

APPROVAL & FUNDING COMMITTEE

Meeting Title	Approval & Funding Committee – 5 December 2019
Date of Issue	18 December 2019

Attendance:

A&FC Members

Dr Kate Barclay (Chair), Bev Robinson, Malcolm Press

Institute Officials

Jennifer Coupland, Rob Nitsch, Nick Mawhinney, Anna West, Shaista Hikmat, Sujatha Krishnan, Joe Ellison, Anna Osbourne, Anna West, David Weaver, Mohammed Ali (Secretariat).

Apologies: Malcolm Press (A&FC Member)

1. Welcome, declarations and minutes

1. Kate Barclay (Chair) welcomed Committee members and Institute officials to the meeting. Apologies were received from Malcolm Press. It was noted that Kate Barclay, Bev Robinson, Robin Millar and Malcolm Press had all reviewed and provided comments on cycle 25 submissions ahead of the meeting.

Papers for information

2. The Committee also considered a number of additional papers for information:
 - Overview of T Level Final Outline Content
 - Decommission Relationship Manager (banking) Level 6 ST0184
 - Approvals Data/trends

2. Minutes Sign-off

3. The Committee approved the draft minutes from the 24 October 2019 meeting with no amendments.
4. The Chair asked Committee members whether they had any declarations of interest to make. The Committee had no further declarations of interest.

3. Current approvals process

Occupation Proposals

5. The Committee reviewed 15 recommendations on new occupation proposals made by Route Panels in Cycle 25. The Committee agreed with all the recommendations made by the Route Panels with the exception of **Junior Advertising Creative** which was put on hold pending a further conversation with the trailblazer.
6. In relation to **L6 Electro-mechanical Engineer (degree app)** (proposal), it was agreed to flag this as part of the route review, specifically at the occupational map stage.
7. In relation to **L5 Payroll Assistant Manager**, the Committee agreed to reconsider this at Standard stage.
8. The Committee placed a further condition in relation to **L3 Anti-Social Behaviour Officer**, for the title to be amended.

9. The Committee requested that the title of **L3 Officer of the Watch** is amended to enhance the clarity of the role. The Committee favoured the term 'Near Coastal Officer of the Watch'.

Standards and End-Point Assessment Plans (EPA).

10. As the Committee had previously agreed to cease the sampling of Standards and End-Point Assessment Plans; they noted and were content with the named Standards and EPA featured in the consolidated pack.

Funding band recommendations

11. The Committee considered 14 business as usual final funding band recommendations in Cycle 25. They agreed with the panel recommendation for 12 of them. The Committee agreed that there was insufficient evidence to support the route panel's proposed increase to the funding recommendation for two (**ST0825: DevOps Engineer** and **ST0763: AI Data Specialist**), and instead approved the funding manager's recommendation.
12. The Committee also considered the last funding band recommendation from Stock Review 2 (**ST0340: Travel Consultant**), which was previously appealed. They approved the panel recommendation.
13. The Committee did not consider **ST0926: Countryside Ranger**, due to the changes the route panel recommended to the Standard, and the possible effect this could have on the recommended funding band.
14. In relation to **L7 Systems Thinking Practitioner** and **L7 Artificial Intelligence Data Specialist**, the Committee requested early reviews to consider the uptake.

T Levels Content

15. The Committee noted the slides in relation to the update on T Levels.

Route Overview Report

16. The data science team delivered a presentation focussing on contextual data in relation to apprenticeships; the purpose for this is to further enhance the Committee's decision making process. Areas considered included development time, cumulative starts, demographics and provider markets.

17. The Committee welcomed the trend data, which they noted would support their governance role. The Committee also requested data on skills shortages and occupational demand. It was agreed that data reports will be submitted to the Committee on a quarterly basis.

AOB

18. The next meeting of the Approval & Funding Committee will convene on Thursday 13 February 2020, 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
Action 1: The Committee requested that the Board be asked to consider proliferation of Standards and level inflation.	Secretariat	Y	Completed
Action 2: The Secretariat to organise a meeting between Robin Millar and the trailblazer for Junior Advertising Creative.	/Secretariat	Y	Completed

Annex A – Approval & Funding Committee decisions – 5 December 2019

Route	Decision type	Reference number	Title	Panel recommendation	A&FC decision
Agriculture, environmental and animal care	Assessment	ST0538	L2: Florist	Agree with conditions	Agree with conditions
Agriculture, environmental and animal care	Standard	ST0926	L4: Countryside Ranger	Agree with conditions	Agree with conditions
Agriculture, environmental and animal care	Assessment	ST0926	L4: Countryside Ranger	Agree with conditions	Agree with conditions
Business and administration	Proposal	ST0853	L4: Quality Practitioner	Agree with conditions	Agree with conditions
Business and administration	Proposal	ST0854	L5: Senior Quality Practitioner	Return to trailblazer	Return to trailblazer
Business and administration	Assessment	ST0787	L7: Systems Thinking Practitioner	Agree with conditions	Agree with conditions
Care services	Proposal	ST0905	L7: Play therapist	Agree with conditions	Agree with conditions
Care services	Proposal	ST0906	L3: Youth Support Worker	Agree with conditions	Agree with conditions
Catering and hospitality	Assessment	ST0864	L4: Senior Culinary Chef	Agree with conditions	Agree with conditions
Construction	Proposal	ST0171	L2: Property Maintenance Operative	Agree	Agree

Construction	Standard	ST0171	L2: Property Maintenance Operative	Agree with conditions	Agree with conditions
Construction	Standard	ST0859	L6: Fire Safety Engineer (Degree)	Agree with conditions	Agree with conditions
Construction	Standard	ST0877	L4: Land Referencer	Agree with conditions	Agree with conditions
Creative and design	Proposal	ST0901	L7: VFX Supervisor	Agree with conditions	Agree with conditions
Creative and design	Proposal	ST0925	L3: Junior Advertising Creative	Agree with conditions	On hold
Creative and design	Proposal	ST0933	L5: Post Production Engineer	Agree with conditions	Agree with conditions
Creative and design	Assessment	ST0378	L3: Blacksmith	Agree with conditions	Agree with conditions
Creative and design	Assessment	ST0447	L3: Clock Maker	Agree with conditions	Agree with conditions
Creative and design	Assessment	ST0488	L4: Junior Animator	Agree with conditions	Agree with conditions
Digital	Standard	ST0118	L4: Data Analyst	Agree with conditions	Agree with conditions
Digital	Assessment	ST0825	L4: DevOps Engineer	Agree with conditions	Agree with conditions
Education and childcare	Standard	ST0888	L2: Early Years Practitioner	Agree with conditions	Agree with conditions

Education and childcare	Assessment	ST0888	L2: Early Years Practitioner	Agree with conditions	Agree with conditions
Engineering and manufacturing	Proposal	ST0672	L6: Electro-mechanical Engineer	Agree with conditions	Agree with conditions
Engineering and manufacturing	Standard	ST0023	L6: Control System Engineer	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0251	L2: Stairlift, Platform Lift, Service Lift Electromechanic	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0817	L3: Compressed air and vacuum technician	Agree with conditions	Agree with conditions
Engineering and manufacturing	Standard	ST0823	L5: Metal Recycling Technical Manager (MRTM)	Agree with conditions	Agree with conditions
Health and science	Proposal	ST0895	L6: Specialist Clinical Practitioner	Agree with conditions	Agree with conditions
Health and science	Standard	ST0248	L3: Laboratory Technician	Agree with conditions	Agree with conditions
Health and science	Assessment	ST0248	L3: Laboratory Technician	Agree with conditions	Agree with conditions
Health and science	Assessment	ST0820	L7: Clinical Associate in Psychology (CAP)	Agree with conditions	Agree with conditions
Health and science	Assessment	ST0843	L2: Healthcare Cleaning Operative	Agree with conditions	Agree with conditions
Health and science	Standard	ST0858	L7: Clinical Photographer	Agree with conditions	Agree with conditions

Legal, finance and accounting	Proposal	ST0869	L5: Payroll Assistant Manager	Agree with conditions	Agree with conditions
Protective services	Proposal	ST0930	L3: Anti-Social Behaviour Officer	Agree	Agree
Protective services	Assessment	ST0483	L3: Emergency Contact Handler	Agree with conditions	Agree with conditions
Protective services	Standard	ST0764	L4: NON HOME OFFICE POLICE OFFICER	Agree with conditions	Agree with conditions
Sales, marketing and procurement	Proposal	ST0883	L4: Market Research Executive	Agree with conditions	Agree with conditions
Sales, marketing and procurement	Standard	ST0887	L3: Fundraiser	Agree with conditions	Agree with conditions
Transport and logistics	Proposal	ST0842	L3: Officer of the Watch	Agree with conditions	Agree with conditions
Transport and logistics	Proposal	ST0907	L2: Aviation Ground Operative (above wing).	Agree with conditions	Agree with conditions