

Minutes

APPROVAL & FUNDING COMMITTEE

Meeting Title	Approval & Funding Committee
Date	4 March 2021

Attendance:

A&FC Members

Kate Barclay (Chair), Malcolm Press, Bev Robinson

Institute Officials

Rob Nitsch, Anna West

1. Welcome

- I. The Chair welcomed committee members and Institute officials to the meeting.

2. Minutes and Declarations of Interest

- II. The committee approved the draft minutes from the 7 January 2021 meeting with no amendments. The Chair revisited the status of previous actions and noted that these actions had been completed.
- III. Kate Barclay, Bev Robinson, and Malcolm Press had all reviewed and provided comments on cycle 33 submissions ahead of the meeting.
- IV. The Chair asked committee members whether they had any declarations of interest to make declare. All committee members recognised that should a

potential or actual conflict arise by virtue of their other interests (outlined in the declaration of interests) then it must be raised at the outset of the relevant meeting which deals with the issue giving rise to the actual or potential conflict.

- V. Bev Robinson declared an interest conflict, as Principal of Blackpool and Flyde College in relation to the Higher Technical Qualification items, specifically, in the approval of Blackpool and Fylde College submission to deliver: FdSc Network Engineering (Systems Administration). It was agreed that Bev would not take part in the discussions relating to this HTQ. No other conflict of interest was declared.

3. Covid Update

- VI. The committee received an update on the impact of Covid-19 on the sector. The Institute is continuing to support the sector in this current lockdown. The EPA flexibilities continue to work well and are scheduled to continue until August 2021. The Institute will engage with stakeholders on EPA flexibilities before making any changes, with views taken on the potential for adaptation, technological change, and innovation.

4. Higher Technical Qualifications update

- VII. The committee received an update on pilot cycle 1 digital route HTQ applications. It noted the approvals criteria and the assessment and approvals process undertaken by the Institute and Ofqual.
- VIII. 33 qualifications had been submitted for approval. The committee agreed that a robust process had been carried out and was satisfied that robust judgements had been taken. It agreed with the recommendation that 25 of these qualifications were not yet ready for approval but were on track for June approval and that 6 applications should be treated as on hold.

- IX. Two recommendations were proposed. Bev Robinson left the meeting while the committee considered the recommendation to approve FdSc Network Engineering (Systems Administration). The committee was satisfied that due process had been applied, for the recommendations to progress to the Institute board for approval in relation to FdSc Network Engineering (Systems Administration), and FD Computing and Digital Technologies.
- X. Next steps and themes arising from the application of the process to date were noted. The committee discussed the level of employer engagement during the development stage of HTQs. A further update about employer engagement and announcements of approved HTQs will be provided at a future meeting.
- XI. The Institute board at its March meeting would be invited to take a decision to delegate authority for deciding on HTQ approvals to the Institute's Chief Executive.

Action 1

HTQ employer engagement criteria and strategy to be included on the agenda for the April committee meeting.

5. Current apprenticeship approvals process

Occupation Proposals

- XII. The committee reviewed 4 recommendations on new occupation proposals made by route panels in Cycle 33. The committee agreed with 3 recommendations and returned L3 Aviation Support Scheduler (ST1006). Further the committee noted 19 recommendations in relation to standards and assessments plans.

- XIII. The Institute agreed to provide more information to the committee in relation to the Aviation Support Scheduler. The Institute to provide the committee details of (a) aviation sector apprenticeship reform plan and (b) Aviation Support Scheduler (proposal).

Action 2a

The Institute to provide details of the aviation sector apprenticeship reform plan.

Action 2b

The Institute to provide information to the on the Aviation Support Scheduler (proposal).

- XIV. With regards to the L7 Doctor (degree apprenticeship) proposal (ST0995), the Institute to provide further details to the committee.

Action 3

The Institute to provide further details to the committee on L7 Doctor (degree apprenticeship) proposal (ST0995).

Funding band recommendations

- XV. The Committee considered 14 final funding band recommendations in Cycle 33. The committee agreed with the route panel on 11 recommendations, reverting to the funding managers recommendation for 1, amended 1 and placed 1 on hold.
- XVI. In relation to Professional Forester (ST0923), the committee requested cost information from a wider range of institutions out of England with a forestry specialism such as Bangor, to benchmark the recommendation further if possible.

6. Any other business

XVII. The committee discussed its governance arrangements, given how the institute had developed and evolved in the last four years. A governance review proposal would be considered at the March 2021 Board, creating the opportunity to revisit how oversight across Institute board committees could operate most effectively in the Institute's current and future environment, especially given the projected increases in qualifications.

XVIII. The committee sought for future meetings apprenticeship data from the Institute's data science team on route, level and sector. This information would set context.

Action 4

The Institute to respond to the request for contextual data to support the committee's work.

XIX. The committee discussed the multiplicity of proposals and standards. There would be further discussion at the next meeting.

7. Information Received

XX. The committee received and noted information on the following:

XXI. **C33 Datasheets.** The committee noted the data sheets for Cycle 33.

XXII. **ST0922 – Professional Arboriculturist (standard).** The committee noted the standard Professional Arboriculturist (ST0922), having previously requested sight of this at standard stage.

XXIII. **Route Review Update.** The committee noted that as part of the route review process, the Institute takes a strategic look across the route and the occupations and standards within it. The purpose is to ensure they are relevant up to date and deliver for employers and learners.

Cycle 33 – AF&C Decisions

Route	Decision type	Reference number	Title	Panel recommendation	A&FC decision
Agriculture, environmental and animal care	Standard	ST0923	L6: Professional Forester	Agree with conditions	Agree with conditions
Agriculture, environmental and animal care	Assessment	ST0923	L6: Professional Forester	Agree	Agree
	Funding	ST0923	L6: Professional Forester	Redacted	On hold
Agriculture, environmental and animal care	Funding	ST0946	L5: Vet technician (livestock)	Redacted	Redacted
Agriculture, environmental and animal care	Funding	ST0952	L2: Fisher	Redacted	Redacted
Care services	Standard	ST0868	L4: Early intervention practitioner	Agree with conditions	Agree with conditions
Care services	Assessment	ST0868	L4: Early intervention practitioner	Agree	Agree
Care services	Funding	ST0868	L4: Early intervention practitioner	Redacted	Redacted
Construction	Proposal	ST0960	L3: Construction Support Technician	Agree with conditions	Agree with conditions
Construction	Standard	ST0091_V1.1	L3: Civil engineering technician	Agree with conditions	Agree with conditions
Construction	Assessment	ST0091_V1.1	L3: Civil engineering technician	Agree	Agree



Route	Decision type	Reference number	Title	Panel recommendation	A&FC decision
Construction	Funding	ST0091_V1.1	L3: Civil engineering technician	Redacted	Redacted
Construction	Standard	ST0936	L4: Town Planning Assistant	Agree with conditions	Agree with conditions
Construction	Assessment	ST0936	L4: Town Planning Assistant	Agree	Agree
Construction	Funding	ST0936	L4: Town Planning Assistant	Redacted	Redacted
Creative and design	Assessment	ST0255_V1.1	L3: Live Event Technician	Agree	Agree
Creative and design	Funding	ST0901	L7: VFX Supervisor	Redacted	Redacted
Creative and design	Funding	ST0944	L4: Assistant recording technician	Redacted	Redacted
Education and childcare	Assessment	ST0551	L5: Level 5 Early Years Lead Practitioner	Agree with conditions	Agree with conditions
Education and childcare	Funding	ST0551	L5: Level 5 Early Years Lead Practitioner	Redacted	Redacted
Engineering and manufacturing	Proposal	ST0999	L4: Lead engineering maintenance technician	Agree with conditions	Agree with conditions
Engineering and manufacturing	Standard	ST0950	L3: Healthcare engineering specialist technician	Agree	Agree

Route	Decision type	Reference number	Title	Panel recommendation	A&FC decision
Engineering and manufacturing	Assessment	ST0950	L3: Healthcare engineering specialist technician	Agree	Agree
Engineering and manufacturing	Funding	ST0950	L3: Healthcare engineering specialist technician	Redacted	Redacted
Health and science	Proposal	ST0995	L7: Doctor	Agree with conditions	Agree with conditions
Health and science	Assessment	ST0600_V1.1	L5: Hearing Aid Dispenser	Agree	Agree
Health and science	Assessment	ST0697_V1.1	L7: Specialist community and public health nurse	Agree	Agree
Health and science	Funding	ST0697_V1.1	L7: Specialist community and public health nurse	Redacted	Redacted
Health and science	Standard	ST0892	L7: Medical Statistician	Agree with conditions	Agree with conditions
Health and science	Assessment	ST0892	L7: Medical Statistician	Agree	Agree
Health and science	Standard	ST0895	L6: Enhanced Clinical Practitioner	Agree with conditions	Agree with conditions
Health and science	Assessment	ST0895	L6: Enhanced Clinical Practitioner	Agree	Agree



Route	Decision type	Reference number	Title	Panel recommendation	A&FC decision
Health and science	Funding	ST0895	L6: Enhanced Clinical Practitioner	Redacted	Redacted
Legal, finance and accounting	Funding	ST0240_V1.1	L3: Insurance practitioner	Redacted	Redacted
Sales, marketing and procurement	Assessment	ST0883	L4: Market research executive	Agree	Agree
Sales, marketing and procurement	Funding	ST0883	L4: Market research executive	Redacted	Redacted
Transport and logistics	Proposal	ST1006	L3: Aviation support scheduler	Agree with conditions	Return to trailblazer