

APPROVAL & FUNDING COMMITTEE – MINUTES

Meeting Title: Approval & Funding Committee

Date : 19 August 2021, 14:00 – 16:30 hrs

Location : Remote

Attendance:

A&FC Members

Kate Barclay (Chair), Malcolm Press, Bev Robinson

Institute Officials

Nikki Christie, Jane Pierce, Joanna Moonan

1. Welcome and Declarations of Interest

- I. The Chair welcomed committee members and Institute officials to the meeting.
- II. Kate Barclay, Bev Robinson, and Malcolm Press had all reviewed and provided comments on cycle 36 submissions ahead of the meeting.
- III. The Chair asked committee members whether they had any conflicts of interest to 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.
- IV. Bev Robinson declared a potential conflict of interest as Principal of Blackpool and The Fylde College in relation to ST0842 ‘Officer of the Watch’ as the College had submitted a quote to deliver training as part of the apprenticeship. It was agreed that Bev would not take part in discussion (or any decision making) relating to this matter. No other potential conflicts of interest, or actual conflicts of interest, were declared.

2. Minute sign-off

- V. The committee approved the draft minutes from the 24 June 2021 meeting with no amendments. The Chair revisited the status of previous actions and noted that these had been completed.

3. Higher Technical Qualifications

- VI. The committee received an update on the Cycle 2 applications received so far, and the guidance changes that have been implemented based on learning for Cycle 2 of HTQs. It was noted that the DfE and the Institute, in partnership, will be communicating with providers about HTQs.
- VII. The committee agreed with the HTQ approval recommendation that all relevant criteria were met for a particular HTQ and were content for it to proceed for CEO decision. Members encouraged an evaluation of lessons from Cycle 1 approvals to achieve efficient outcomes from future cycles.

4. Route Division Introductions

- VIII. The committee received an introduction from the Route Division Deputy Directors, following the changes arising from the Institute 2021 organisational redesign. The committee welcomed the new waysof working, with each Deputy Director leading product life cycles for specific routes.
- IX. Changes to the committee will continue to be made as part of the fuller review of governance. The committee sought clarification on its likely future role. A further update will be brought to the October meeting.

5. Current (Apprenticeship) approvals process (Cycle 36)

Occupational Proposals

- X. The committee reviewed 7 recommendations on new occupation proposals made by route panels in Cycle 36. The committee agreed the proposals met the criteria in relation to 5 of the recommendations made and requested that 1 be returned to the Trailblazer for further work and 1 be put on hold as per the table below.
- XI. In relation to ST0894 L6 Service Designer and ST1301 L4 Paraplanner and Financial Planner, the committee requested that these return to the committee for review once progress on the proposals had been made.

Funding Summary

- XII. The table below shows all the decisions made on occupational standards and assessments. The committee considered 15 final funding band recommendations in Cycle 36. They agreed with 13 of the recommendations. The committee did not agree with the funding recommendation for 1 standard and queried whether the evidence sufficiently supported the recommendation. The committee requested that further work should be done to ensure that robust evidence is provided in this case.
- XIII. Bev Robinson left the call during the discussion on the ST0842 (L3 Officer of the Watch) funding band due to the aforementioned potential conflict of interest.
- XIV. The committee requested an early review of the funding bands of the ST0651 (L2 Lightning Protection Operative) and ST0615 (L2 Demolition Operative) linked to take up to check whether the funding band is correct.

7. Any other business

- XV. No other business was raised.

8. Information Received

- XVI. The committee received and noted the Cycle 36 data sheets.

9. Next meeting

- XVII. The committee is scheduled to meet again on 28 October 2021 at 14:00 – 16:30 hrs, remotely.

A&FC Decisions – August 2021

Route	Decision type	Reference number	Title	Panel recommendation	A&FC decision
Agriculture, environment & animal care	Assessment plan	ST0922_V0.0	L6: Professional Arboriculturist	Agree	Agree
Agriculture, environment & animal care	Standard	ST0922_V0.0	L6: Professional Arboriculturist	Agree with conditions	Agree with conditions
Agriculture, environment & animal care	Funding	ST0922_V0.0	L6: Professional Arboriculturist	Redacted	Redacted
Business & Administration	Proposal	ST0894_V0.0	L6: Service Designer	Agree with conditions	Agree with conditions - to be brought back.
Care services	Assessment plan	ST0522_V0.0	L6: Youth Worker	Agree	Agree
Care services	Standard	ST0522_V0.0	L6: Youth Worker	Agree with conditions	Agree with conditions
Construction	Proposal	ST0980_V0.0	L2: Fitted Interiors Installer	Agree with conditions	Agree with conditions
Construction	Funding	ST0063_V1.1	L3: Building Services Engineering Technician	Redacted	Redacted
Construction	Funding	ST0615_V1.1	L2: Demolition Operative	Redacted	Redacted
Construction	Funding	ST0651_v0.0	L2: Lightning Protection Operative	Redacted	Redacted
Creative & design	Assessment plan	ST1297_V0.0	L3: Creative venue technician and live event technician	Agree	Agree
Creative & design	Standard	ST1297_V0.0	L3: Creative venue technician and live event technician	Agree	Agree

Route	Decision type	Reference number	Title	Panel recommendation	A&FC decision
Creative & design	Standard	ST0285_V1.1	L5: Journalist	Agree with conditions	Agree with conditions
Creative & design	Assessment plan	ST0285_V1.1	L5: Journalist	Agree	Agree
Creative & design	Funding	ST0285_V1.1	L5: Journalist	Redacted	Redacted
Digital	Proposal	ST0974_V0.0	L5: Digital Learning Designer	Agree with conditions	Return to trailblazer.
Digital	Proposal	ST0964_V0.0	L4: Digital Product Manager	Agree with conditions	Agree with conditions
Digital	Funding	ST0949_V0.0	L4: Applications Support Lead	Redacted	Redacted
Engineering & manufacturing	Assessment plan	ST0963_V0.0	L3: Surface Finisher	Agree	Agree
Engineering & manufacturing	Standard	ST0963_V0.0	L3: Surface Finisher	Agree with conditions	Agree with conditions
Engineering & manufacturing	Funding	ST0963_V0.0	L3: Surface Finisher	Redacted	Redacted
Engineering & manufacturing	Assessment plan	ST0432_V1.1	L3: Engineering Fitter	Agree	Agree
Engineering & manufacturing	Funding	ST0872_V0.0	L3: Lifting Equipment Technician	Redacted	Redacted
Health & science	Assessment plan	ST0945_V0.0	L5: Outdoor Learning Specialist	Agree	Agree
Health & science	Standard	ST0945_V0.0	L5: Outdoor Learning Specialist	Agree	Agree
Health & science	Funding	ST0945_V0.0	L5: Outdoor Learning Specialist	Redacted	Redacted
Health & science	Assessment plan	ST0619_V1.2	L6: Diagnostic Radiographer	Agree	Agree
Health & science	Funding	ST0619_V1.2	L6: Diagnostic Radiographer	Redacted	Redacted
Health & science	Assessment plan	ST0620_V1.2	L6: Therapeutic Radiographer	Agree	Agree
Health & science	Funding	ST0620_V1.2	L6: Therapeutic Radiographer	Redacted	Redacted
Health & science	Assessment plan	ST0889_V0.0	L3: Mortuary Technician	Agree	Agree
Health & science	Standard	ST0889_V0.0	L3: Mortuary Technician	Agree with conditions	Agree with conditions
Health & science	Funding	ST0892_V0.0	L7: Medical Statistician	Redacted	Redacted

Route	Decision type	Reference number	Title	Panel recommendation	A&FC decision
Health & science	Assessment plan	ST0619_V1.2	L6: Speech and Language Therapist	Agree	Agree
Health & science	Funding	ST0618_V1.1	L6: Speech & Language Therapist	Redacted	Redacted
Legal, finance & accounting	Proposal	ST1301_V0.0	L4: Paraplanner and financial planner	Agree with conditions	Agree with conditions - to be brought back.
Legal, finance & accounting	Proposal	ST1303_V0.0	L6: Accounting Finance Manager	Agree with conditions	Agree
Transport & logistics	Proposal	ST1025_V0.0	L2: Urban Driver	Agree	On hold.
Transport & logistics	Assessment plan	ST0842_V0.0	L3: Officer of the Watch	Agree	Agree
Transport & logistics	Standard	ST0842_V0.0	L3: Officer of the Watch	Agree	Agree
Transport & logistics	Funding	ST0842_V0.0	L3: Officer of the Watch	Redacted	Redacted
Transport & logistics	Assessment plan	ST0339_V1.1	L2: Passenger Transport Operative	Agree	Agree
Transport & logistics	Standard	ST0339_V1.1	L2: Passenger Transport Operative	Agree with conditions	Agree with conditions
Transport & logistics	Funding	ST0339_V1.1	L2: Passenger Transport Operative	Redacted	Redacted