

APPROVAL & FUNDING COMMITTEE – MINUTES

Meeting Title: Approval & Funding Committee

Date: 06 January 2022, 14:00 – 16:30 hrs

Location: Remote

Attendance:

A&FC Members

Kate Barclay (Chair), Malcolm Press, Bev Robinson

Apologies

None

Institute Officials

Robert Nitsch, Nikki Christie, Jane Pierce, Joanna Moonan, Carmel Grant

1. Welcome, introductions and declarations of interest

- I. The Chair welcomed committee members and Institute officials to the meeting, and congratulated Malcolm Press on his inclusion in the New Year's Honours list, having been recognised with a CBE for his services to higher and technical education.
- II. Kate Barclay, Malcolm Press and Bev Robinson had reviewed and provided comments on cycle 38 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. Malcolm Press declared a potential conflict of interest in relation to ST0129 'Software

Tester'. It was agreed that Malcolm would not take part in discussion or decision-making relating to this matter. No other conflicts of interest were raised.

2. Minutes of previous meeting

V. The committee approved the draft minutes from the 28 October 2021 meeting with no amendments.

3. Strategic and policy issues

Policy discussion: Update on Core & Options and on definition of occupations

VI. Joanna Moonan introduced the item, and thanked members for their time and comments provided whilst preparing the report. Members' observations and discussion points had been incorporated into the report distributed to the committee.

VII. Joanna Moonan provided an overview of the benefits of a Core & Options approach to apprenticeships, and described possible strategies to address potential difficulties in tracking performance. The Institute is working with partners in the Department for Education to develop detailed proposals.

VIII. Members expressed enthusiasm for the benefits of the Core & Options approach, and asked for an update to be provided at a future meeting as well as further work on international comparisons of the numbers of apprenticeships against occupations. The committee noted progress on Core & Options and confirmed agreement on the checks to be used by the Institute when testing against the current approval criteria.

Action 1 Update on Core & Options, including progress toward developing a system to track performance of Core & Options based apprenticeships, to be provided at a future meeting

Action 2 International benchmarking to be undertaken in respect of range and breadth of apprenticeships, and number of apprenticeships against occupations.

Policy discussion: Update on implementation of governance changes including draft Terms of Reference for new APAC

IX. Robert Nitsch introduced a report providing an update on the implementation of governance changes previously agreed by the Institute Board, and an initial draft of the new Approvals Policy and Assurance Committee's Terms of Reference.

X. The committee discussed the role of APAC in the oversight and assurance of funding band recommendations, and provided feedback on the initial draft Terms of Reference. Members

noted that the Terms of Reference should be read alongside the Terms of Reference for the other committees and the board.

XI. The committee noted the progress of governance changes.

4. Higher Technical Qualifications

XII. Carmel Grant introduced the report updating the committee on the status of Cycle 2 HTQ applications, and provided assurance that the approvals team have made consistent judgments against approval criteria. Members noted the importance of engagement to ensure that HTQs are being developed in the sectors most important to employers or to the economy and where skills gaps exist.

XIII. Members enquired about the Institute's capacity to manage the volume of applications received and were informed that whilst the applications process had been resource-intensive, processes were being adapted to ensure that this is manageable and sustainable going forward.

XIV. Members asked about the feedback provided to applicants following their applications, and were informed that information on the type of feedback provided to applicants would be made available to the committee.

Action 3 Clarification to be provided on the feedback given to HTQ applicants after decisions had been made on their applications.

XV. The committee agreed with all 25 Cycle 2 HTQ approval recommendations and were content for them to proceed for CEO decision.

5. Update on T Levels

XVI. Carmel Grant provided an update on T Levels. The three Wave 1 TQs continue to be taught by providers, and the first teach of Wave 2 TQs is progressing. All six TQs in Wave 3 have been approved and the Institute is now overseeing AOs as they prepare providers to teach from September 2022. Development of Wave 4 TQs is at an early stage but on track to launch in September 2023 alongside the Legal Services T Level.

XVII. Members asked whether the ongoing discussions regarding BTEC qualifications had had an effect on development and approval of T Levels, and were informed that positive feedback had been received on the quality and robustness of the TQ specifications. Members emphasised the importance of effective communications in promoting the availability and quality of T Levels, and asked for an update to be presented to a future meeting.

XVIII. The committee approved the following recommendations from Route Panels: **TQ in Healthcare Science:** approve development of W2 Pharmacy Services Occupational Specialism at a future date, taking account of content changes for W2 Pharmacy Services Occupational Specialism; **TQ in Agriculture, Land Management & Production:** pause Habitat Management Occupational Specialism; **TQ in Hair, Beauty & Aesthetics:** change name of T Level to Hairdressing, Barbering and Beauty Therapy.

6. Current (Apprenticeship) approvals process (Cycle 38) Occupation proposals

XIX. The committee reviewed 9 recommendations on new occupational proposals made by Route Panels in Cycle 38. The proposal for ST1320_V0.0 L4 Assistant Farm Manager was returned to the Trailblazer for further work. The remaining 8 proposals were agreed as per the decision table below.

Funding Proposals

XX. The decision table below shows all the decisions made on occupational standards and assessments.

XXI. The committee considered 13 final funding band recommendations in Cycle 38. They agreed with the panel recommendation for 12 of the recommendations, and revised one in accordance with the committee's assessment of the available evidence.

9. Any other business

XXII. Members enquired how the Institute would monitor and respond to low or uneven uptake of apprenticeships and technical qualifications, and were informed that analysis of available information would be presented to APAC in future.

XXIII. No other business was raised.

10. Information Received

XXIV. The committee received and noted a proposed new occupational standard as the first step in the Institute's approach to the sector skills plan on district heat networks.

XXV. The committee received and noted the Cycle 38 data sheets.

11. Next meeting

XXVI. The committee is scheduled to meet again on 03 March 2022 at 14:00 – 16:30 hrs, working remotely.

A&FC Decisions – January 2022

Route	Decision type	Reference number	Title	Panel recommendation	A&FC decision
Agriculture, environmental and animal care	Proposal	ST1320_V0.0	L4: Assistant Farm Manager	Return to Trailblazer	Return to Trailblazer
Business & Administration	Funding	ST0967_V0.0	L4: Data Protection & Information Governance Practitioner	Redacted	Redacted
Business & administration	Proposal	ST0998_V0.0	L6: Trading standards practitioner	Agree	Agree
Catering and hospitality	Proposal	ST0929_V0.0	L3: Advanced Baker and Pastry Chef	Agree	Agree
Construction	Funding	ST0041_V1.1	L4: Building Service Engineering Senior Technician	Redacted	Redacted
Construction	Standard	ST0041_V1.1	L4: Building services engineering senior technician - revision	Agree with conditions	Agree with conditions
Construction	Assessment	ST0041_V1.1	L4: Building services engineering senior technician - revision	Agree	Agree
Construction	Standard	ST0046_V1.1	L4: Civil engineering senior technician - revision	Agree with conditions	Agree with conditions
Construction	Assessment	ST0046_V1.1	L4: Civil engineering senior technician - revision	Agree	Agree
Construction	Funding	ST0046_V1.1	L4: Civil engineering senior technician - revision	Redacted	Redacted
Creative and Design	Proposal	ST0919_V0.0	L3: Craft Assistant	Agree	Agree
Creative and Design	Standard	ST0919_V0.0	L3: Craft Assistant	Agree	Agree
Digital	Funding	ST0128_V1.1	L3: Software Development Technician	Redacted	Redacted
Digital	Funding	ST0129_V1.1	L4: Software Tester	Redacted	Redacted
Engineering & manufacturing	Assessment	ST0204_V1.2	L2: Gas network operative - revision	Agree	Agree
Engineering & manufacturing	Standard	ST0195_V1.1	L3: Food and drink maintenance engineer - revision	Agree with conditions	Agree with conditions
Engineering & manufacturing	Assessment	ST0195_V1.1	L3: Food and drink maintenance engineer - revision	Agree	Agree
Engineering & Manufacturing	Funding	ST0195_V1.1	L3: Food and drink maintenance engineer - revision	Redacted	Redacted
Engineering & manufacturing	Assessment	ST0808_V1.1	L3: Marine Electrician - revision	Agree	Agree

Route	Decision type	Reference number	Title	Panel recommendation	A&FC decision
Engineering & manufacturing	Standard	ST1292_V0.0	L3: Water industry network technician - revision	Agree	Agree
Engineering & manufacturing	Assessment	ST1292_V0.0	L3: Water industry network technician - revision	Agree	Agree
Engineering & manufacturing	Proposal	ST1309_V0.0	L6: Mine manager	Agree	Agree
Engineering & manufacturing	Proposal	ST1317_V0.0	L6: Robotics Engineer	Agree with conditions	Agree with conditions
Health & science	Standard	ST0216_V1.1	L2: Healthcare Support Worker - revision	Agree	Agree
Health & science	Assessment	ST0216_V1.1	L2: Healthcare Support Worker - revision	Agree	Agree
Health & science	Funding	ST0113_V1.3	L3: Dental Nurse - revision	Redacted	Redacted
Health & science	Assessment	ST0113_V1.3	L3: Dental Nurse - revision	Agree	Agree
Health & science	Funding	ST0889_V0.0	L3: Mortuary Technician	Redacted	Redacted
Health & science	Standard	ST0896_V0.0	L3: Peer Worker	Agree	Agree
Health & science	Assessment	ST0896_V0.0	L3: Peer Worker	Agree	Agree
Health & science	Funding	ST0896_V0.0	L3: Peer Worker	Redacted	Redacted
Health & science	Funding	ST0300_V1.1	L3: Pharmacy Technician - revision	Redacted	Redacted
Health & science	Assessment	ST0300_V1.1	L3: Pharmacy Technician - revision	Agree	Agree
Health & science	Standard	ST0217_V1.3	L3: Senior healthcare support worker - revision	Agree	Agree
Health & science	Assessment	ST0217_V1.3	L3: Senior healthcare support worker - revision	Agree	Agree
Health & science	Funding	ST0701_V1.1	L4: Orthodontic Therapist - revision	Redacted	Redacted
Health & science	Assessment	ST0701_V1.1	L4: Orthodontic Therapist - revision	Agree	Agree
Health & science	Standard	ST0215_V1.1	L5: Assistant Practitioner (Health) - revision	Agree	Agree
Health & science	Assessment	ST0215_V1.1	L5: Assistant Practitioner (Health) - revision	Agree	Agree
Health & science	Assessment	ST0543_V1.1	L5: Clinical Dental Technician - revision	Agree	Agree
Health & science	Assessment	ST0108_V1.4	L5: Dental Technician - revision	Agree	Agree
Health & science	Assessment	ST0582_V1.1	L6: Operating Department Practitioner -revision	Agree	Agree

Route	Decision type	Reference number	Title	Panel recommendation	A&FC decision
Health & science	Funding	ST0493_V1.2	L6: Podiatrist	Redacted	Redacted
Health & science	Standard	ST0995_V0.0	L7: Doctor	Agree	Agree
Health & science	Assessment	ST0995_V0.0	L7: Doctor	Agree	Agree
Health & science	Funding	ST0995_V0.0	L7: Doctor	Redacted	Redacted
Transport and logistics	Proposal	ST0539_V1.1	L3: International freight forwarding specialist - revision	Agree with conditions	Agree with conditions
Transport and logistics	Proposal	ST0419_V1.1	L3: Rail infrastructure operator	Agree with conditions	Agree with conditions
Transport and logistics	Proposal	ST0503_V1.1	L3: Transport Scheduler - revision	Agree with conditions	Agree with conditions

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