INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

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| Meeting Title | Institute for Apprenticeships & Technical Education Board |
| Meeting Date | 24 May 2022 |
| Protective marking | Official |
| Board members present | Kate Barclay (KB),  Dayle Bayliss (DB),  John Cope (JCop),  Jennifer Coupland (JCou),  Sir Peter Estlin (PE),  Jessica Leigh Jones (JLJ),  Baroness Ruby McGregor-Smith (the Chair) (RMS),  Robin Millar (RM),  Neil Morrison (NM),  Bev Robinson (BR) (via Teleconference) |
| Institute officials present | Beth Chaudhary (BC),  Avril Cooper (AC),  Rachel Cooper (RC),  Kristofer McGhee (KM),  Rob Nitsch (RN),  Peter Schild (PS),  Carmel Grant (CG) (Item 7),  Sam Callear (SC) (Item 8),  Jonathan Mitchell (JM) (Item 10),  Clare Linsell (CL) (Item 11) |
| Other stakeholders present | Peter Mucklow (PM), ESFA,  Stella Pearson (SP) (DfE) (Item 7), |
| Apologies | Dame Fiona Kendrick (FK) |

**Item 1: Welcome and Introductions/declarations of interest**

1. Baroness Ruby McGregor-Smith (the Chair) welcomed board members and participating officials to the meeting.
2. The Board accepted apologies from Dame Fiona Kendrick.
3. The Chair asked board members whether they had any declarations of interest to make. All board 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. No interests were declared for this meeting.

**Item 2: Minutes and actions from the last meeting**

1. The minutes from the last meeting, on 23 March 2022, were agreed by correspondence.

**Item 3: Learner story (Degree apprenticeship solicitor)**

1. The Board welcomed Thomas Elmslie and Teagan Williams, from IfATE and Severn Trent respectively. They are currently undertaking the solicitor apprenticeship, after deciding that studying for a degree was not for them.
2. Teagan and Thomas stated their experiences. These were generally positive but acknowledged the pros and cons of their experiences. The pros included the opportunity to have real industry experience and the chance to be mentored by solicitors in the organisations which enabled them to receive first-hand knowledge. The cons included having a limited network of people who are in the same field and the pressure of making a long-term commitment at the age of 18/19, as the solicitor apprenticeship is six years in duration.
3. The Board thanked the apprentices for sharing their experiences.

**Item 4: Feedback from the Committee Chairs**

APAC

1. At their first meeting, the Committee agreed its terms of reference and clarified the scope of its work.
2. The Committee discussed the topics of mandatory qualifications, KPI effectiveness and approval activity.

EDIC

1. The Committee met in May, where they discussed working with IfATE’s Apprentice Panel and ensuring EDI was inbuilt into IfATE’s culture. The Committee were keen for IfATE to build on the work undertaken to date. The Chair requested a meeting with the newly appointed Director of HR to discuss IfATE’s culture.
2. The Committee was also keen to explore future opportunities for apprentices and/or T Level students to become Board members.

**Item 5: Risks – Strategic risk management update**

1. The Board were advised that Risk 4 (sufficient budget to deliver strategic priorities and future ambitions), had been downgraded following confirmation of IfATE’s budget for 2022-23. Officials were confident IfATE could deliver its proposed work within the agreed budget.
2. A paper had been presented to ARAC, highlighting the results of a review of the Ukraine crisis and the potential impact on employers, which included the potential for both increasing costs and reduced engagement with IfATE.
3. The Board asked whether there should be a risk related to the number of apprentices who started but do not complete their apprenticeship. Peter Mucklow felt DfE kept this under review and was considered to be an issue instead of a risk.
4. Officials agreed to revisit Risk 3 (agility of IfATE products), with a view to making it broader. This related to ensuring IfATE products are suitable for their intended audiences. The recommendation was made to include more information about how it could be affected by changes to the economy.

**Item 6: Delivery update**

1. The delivery update item was returned to the Board agenda as a standing item.
2. The Board welcomed news that IfATE had achieved its qualifications target for HTQs in cycle 1 and had achieved 65% of the 70% target for securing applications in cycle 2.
3. The Assessment Panel is due to have its first meeting in June and the Route Panel Chairs meeting are due to meet in July.
4. Peter Schild confirmed IfATE’s budget allocation for 2022-23.
5. Phase 1 of transferring External Quality Assurance activity to Ofqual has been completed.

**Item 7: A focus on T Levels**

1. The Board welcomed Ashley Grute from Havant and South Downs College, which was one of the first colleges to offer T Levels, having done so since September 2020. Ashley shared the college’s perspective of offering T Levels. The college had upgraded its facilities to ensure it could offer the best student experience and student learning had been enhanced by bringing in local employers to provide further industry expertise.
2. The Board was provided with details of some of the courses that were delivered at the College, including Construction and Health and Science, as well as T Levels in Digital. The College had experienced challenges in recruiting students to a new type of qualification but had achieved high retention rates for all T Levels.
3. The Board was advised of the challenges that the college faced, which included there being limited apprenticeship opportunities and a small number of applicants who are older or later in their career.
4. The Board asked for an update on industry placements and how students can progress from T Levels to higher education at a future meeting.

**Item 8: Approval of Level 3 qualifications**

1. Sam Callear updated the Board on plans to launch a consultation on IfATE’s approach to approving Level 3 qualifications. He explained this had been achieved using a collaborative design process with DfE and Ofqual and provided Awarding Organisations with a single access point and streamlined process for submitting qualifications for approval.
2. In designing the process, it had achieved a balance of quality whilst avoiding unnecessary bureaucracy and duplication of effort.
3. In summing up the approach, Sam noted IfATE would need to ensure employers views were firmly embedded in the design of the future qualification landscape. Plans were being developed to provide Awarding Organisations with guidance on capturing employer views ahead of their opportunity to submit qualifications for approval.
4. The Board was advised that the next steps included a consultation with different employers. An update will be provided to the Board at the meeting in the autumn.

**Item 9: Digital progress update**

1. Further resource has been recruited to support the work on progressing the development of the digital strategy, including the recruitment of a new Deputy Director.
2. The Board requested a workshop on the detail of the digital strategy open to all Board members and other relevant officials.

**Item 10: Raising IfATE’s Profile**

1. Jonathan Mitchell presented the proposed strategy for raising IfATE’s profile through increased media engagement, insights-led communications, improved capture and deployment of stakeholder intelligence centred around a ‘big conversation’ with employers, the IfATE brand and communicating our vision for an integrated skills system. The Board was asked to confirm its risk appetite for media communications, approval of the communications priorities presented and confirmation of its approval for the resource implications of the strategy.
2. The Board agreed that the plan resonated with IfATE’s aims and asked Jonathan to return to a future Board meeting to provide a further update.

**Item 11: I2021 review outcomes**

1. Following IfATE’s restructure in July 2021, officials had undertaken an internal review to identify whether the restructure’s objectives had been met, and to check progress on embedding the new structure.
2. The report and action plan had been published internally on 13 May. The Board was pleased to hear work to complete some of the actions had already commenced.
3. The Board wanted to know whether IfATE’s staff turnover rates were similar to other organisations in the same field. The Board was assured that the current turnover rate was healthy in comparison to benchmarks.
4. The Board was reminded about an infographic that had been produced to illustrate the aims of I2021. The Board felt this was helpful and so asked whether this could be sent to the Board and put on the intranet to remind all about the project.

**Item 13: Any other business (AOB)**

1. There was no AOB and it was confirmed the next meeting will be held on 13 July 2022.

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