

MINUTES

IFATE EQUITY, DIVERSITY AND INCLUSION COMMITTEE

Meeting title: IfATE Equity, Diversity and Inclusion Committee
Meeting date: 9 November 2022
Protective marking: Official

Board members present: Robin Millar (RM) (the Chair), Dayle Bayliss (DB), John Cope (JC),
IfATE officials present: Beth Chaudhary (BC), Avril Cooper (AC), Governance Team (RCr),
Head of Priority Projects (CW), EDI Project Team (JS), Head of
Business Services Route Group (NM).

Other stakeholders present: Delivery Group, IfATE (PM)
Apologies: Jessica Leigh Jones

Item 1. Welcome and introductions

1. The Chair welcomed the members to the meeting and invited officials to introduce themselves.
2. Apologies had been received and accepted from Jessica Leigh Jones.
3. The Chair outlined the objectives for the meeting; these were to:
 - i. Consider care-experienced learners, and some of the additional barriers they encounter compared to peers who are not care experienced in accessing and completing technical education.
 - ii. Provide steers on the EDI strategy's progress update and publication schedule.
 - iii. Provide reflections on the EDI toolkit, operational framework and respective pilot.

Item 2. Minutes and actions from the last meeting

4. The draft minutes of the EDI Committee meeting of 07 September 2022 were approved without amendment.

Item 3. Speaker: Delivery Group, Institute for Apprenticeships and Technical Education

5. The Chair welcomed PM to the meeting and invited them to speak about their experiences of technical education from the perspective of someone with experience of the care system.
6. PM informed the committee that they went into care at the age of 13, a critical age in a young person's development, and that whilst in care they felt a renewed determination to contribute have a meaningful impact upon the world. They worked hard and achieved good grades at high school before moving on to sixth form. Whilst in further education little information was provided about apprenticeships and technical education and PM was encouraged to attend university.

7. Issues with student finance coupled with a lack of financial support from family members led to financial pressures, which led to PM making the difficult decision to leave their university course before beginning a framework apprenticeship in the education sector. PM then began an apprenticeship at IfATE as they were keen to work on and promote apprenticeships. After achieving a distinction upon completion of their apprenticeship, PM was keen to work more closely with employers on the development of apprenticeships, and secured a promotion to a new role. PM concluded by stating that their decision to join IfATE was amongst the best they had taken.
8. The Chair thanked PM for their presentation, and asked what PM thought might have turned out differently if they had been in receipt of support from their family whilst at university. PM stated that they would likely have finished their course and worked in the NHS through the Covid pandemic, but that they were appreciative of the opportunities they had had.
9. Members expressed frustration that some schools and colleges did not appear to be adequately informing their learners about the breadth of opportunities available, including in apprenticeships and technical education, and asked whether the level of the apprentice minimum wage was a barrier and what effect maintenance payments might have upon care experienced learners taking an apprenticeship or technical qualification. In response PM stated that the national minimum wage for apprentices was, in their opinion, rather low and this level of income would be difficult for an apprentice to live on if they did not have financial support from their family. They added that increasing support in the form of a higher minimum wage or maintenance payments would be helpful in this regard.
10. Members added that the Apprentice Panel had in the past made representations on the national minimum wage for apprentices.
11. The Chair thanked PM for their time and for sharing their story, and wished them success in their career.

Item 4. EDI Strategy

12. CW provided an update on the work carried out on the EDI Strategy since the 07 September committee meeting, and the work due to be done in the coming weeks to ensure the document was engaging.
13. The committee noted the intention to publish the strategy during December 2022.

Item 5. EDI objectives update

14. AC provided an update on EDI objective 1 (IfATE as an employer) and reported that since the last update to the committee, analysis had been carried out to determine how well IfATE as an employer was performing on EDI to identify where improvements could be made in terms of workforce representation, progression, recruitment attraction, candidate selection and feedback from employees. This will inform the aims set out in Objective 1 of the Strategy, and how progress will be measured.
15. The next stage would then be to determine what actions would be needed to make improvements. Members asked whether sufficient resource would be available to address any actions identified, and were informed that there was support across IfATE for the EDI objectives and that proposed actions would be developed in mind of impact and costs. AC agreed to share key performance indicators with the committee once

identified. AC added that the intention was to ensure solutions would be co-created where possible.

16. NM provided an update on EDI objective 2 (IfATE as a decision-maker) and reported that feedback from the pilot of the EDI toolkit had been positive, but that when the toolkit was fully rolled out it would be beneficial to begin using the toolkit earlier in the apprenticeship development process. The committee was informed that the intention was to publish the toolkit alongside the EDI Strategy, and that full roll-out would begin in 2023.
17. NM advised that the EDI toolkit was focused on employers and apprenticeships, but that many of the principles could be applied to technical qualifications (TQs) and that it was hoped these could be applied in TQ development.
18. Members asked to be kept updated on feedback received from users, and for IfATE to consider presentation of the toolkit for easy and regular reference by employers. NM also agreed to consider the way all protected characteristics were reflected in the draft toolkit.
19. CW provided an update on EDI objective 3 (IfATE as an influencer), noting that she had spoken at the Federation of Awarding Bodies conference on 20 October.
20. CW added that board members had assisted in reaching out across the sector, and members noted that they were able and willing to help in promoting IfATE's objectives, and would be pleased to participate in future opportunities to do so.

Item 6. Any Other Business

No other business was raised. The Chair thanked members and officials for their attendance. The date of the next meeting is 11 January 2023.

Author: Secretariat, Institute for Apprenticeships and Technical Education
Date created: 11 November 2022
Version: Final