

INSTITUTE BOARD

Meeting Title	Institute Board (5 April 2017)
Date of Issue	4 May 2017

1. **Coffee and welcome**

1.1. The Chair welcomed members and executives to the meeting of the Board.

2. **Minutes and actions from the last meeting**

2.1. There were no declarations of interest made.

3. **Standards Approval**

3.1. The Board received a paper and overview on the system of approvals.

3.2. The Board welcomed the clarity provided by the overview of the approvals process. The Board emphasised the need for executives to focus on quality throughout the process and for the Board to maintain an overview of quality.

3.3. The Board discussed the realism of the timescales in relation to the proposals; in particular, the proposed timeframes for getting the standards approved by Route Panels. Members asked if timescales for delivery were too tight. The Board were assured that the process relied on expertise across the Institute and how, by sharing work across the Institute, the process could accommodate the challenging timescales. The Board agreed the proposed approach but asked that it be reviewed after a period of operation.

3.4. The Board raised concerns about the readiness of Route Panels. They were given confirmation that by 18 April, all Route Panels would have a Panel Chair and received assurances around the readiness of the peer review process.

3.5. The Board queried the point at which Route Panels were to be sighted on standards and assessments. It was explained that Route Panels would have access to information on standards and assessments early on in the approvals

process. The timescales in the proposals represent the period after which, meetings of the Route Panels would be scheduled, in order for the Panels to review the standards and assessments. The Board highlighted the need to be clear on and adhere to deadlines with trailblazers.

- 3.6. The Board discussed the peer review and were provided with information on how a register of reviewers would be created and accessed. Individual reviewers would have sector specific knowledge and would be provided with clear guidelines.
- 3.7. The Board agreed with the proposals for peer review and Route Panels.
- 3.8. The Board asked if there was sufficient staffing to enable the delivery of the Approvals process. It was confirmed this was the case.
- 3.9. The Board highlighted the need to ensure timely communications of the Approvals process being in place to trailblazers.
- 3.10. The Board queried the derogations in past approvals and raised the need for support and advice to trailblazers. There was a discussion about the approach the Institute were taking with employers where standards had the potential to be rejected. The Board heard how employers would receive advice and guidance on what they would need to do to tackle a standard at risk of rejection.
- 3.11. The Board discussed the difficulty of rejecting a standard if it did not meet the requirements from 1 April 2017. The Board agreed that the Institute must be consistent in its approach from 1 April 2017.
- 3.12. The Board highlighted the importance of supporting this process. It was noted that the relationship managers were also there to support trailblazers.
- 3.13. The Board approved the high level criteria for occupational standards and assessment plans, which were included in an annex to the paper.

Action 1 (3.9) – Executive to take forward the communications to trailblazers ahead of the formal publication on 18 April.

4. External Quality Assurance Framework and Guidance

- 4.1. The External Quality Assurance (EQA) framework was discussed and it was explained how the EQA process promoted continuous improvement to enable better standards and assessments.

- 4.2. The Board remarked that some employers could find the guidance complicated. They were assured that the Institute would support employers in explaining the guidance before rollout via relationship managers.
- 4.3. The Board discussed the differing methods of EQA by the different bodies and flagged a risk of differences in the outcomes. Reference was made to the guidance and it was explained how EQA arrangements would be consistent whilst operating with a menu of methods to suit the organisation. The Board highlighted the importance of consistency.
- 4.4. The key timelines for the issuing of guidance were set out. The Board discussed timeframes for old assessment plans to come back from employers and agreed that the end of September 2017 was a realistic timeframe for employers to seek EQA.
- 4.5. The Board were provided with information on the intentions for tendering of resources for EPA managed via the Institute procurement team.
- 4.6. The Board raised the need to ensure that the point is made that the Institute is employer led at every stage of the EPA and EQA process.
- 4.7. The Board agreed to approve the EQA framework and guidance.

5. Funding

- 5.1. The Board received a paper on how apprenticeship standards would be allocated to a funding band by the Institute.
- 5.2. The differences between funding and the other process gateways (such as standards review, assessment and approvals where the Institute is the decision maker) were explained. DfE will continue to be the decision maker and the Institute will make recommendations to the Secretary of State on apprenticeships funding, in particular, which of the 15 pre-determined funding bands, apprenticeships standards should be allocated to.
- 5.3. The Board reviewed the funding process map and was asked to agree the approach to the short, medium and long-term plans. The short-term approach relies on the Education and Skills Funding Agency (ESFA). The medium term would review and alter the existing/ ESFA approach and the long-term plan would be a new approach but subject to further planning.

- 5.4. The Board asked about the long-term plan and timescales and were told that a project plan for the long-term approach would be prepared and once ready, this would be shared with the Board.
- 5.5. The Board were keen to move quickly but carefully from the short-term approach to the medium and long-term approach.
- 5.6. The Board asked for further details on the options for the medium term to a future Board meeting.
- 5.7. The Board asked if there was a Memorandum of Understanding (MoU) in place between the Institute and the ESFA. It was confirmed that a MoU was in place between the Institute and ESFA at working level/ for the short-term. The Board asked for sight of the MoU.
- 5.8. The Board asked how the Institute would manage the risk of overspending on funding. It was noted that the strategic guidance refers to affordability and that a mechanism to manage the funding system/ budget would need to be built with DfE.
- 5.9. The Board highlighted the need to understand the risk of quality trade-offs and the need to be realistic in costing the apprenticeships with respect to the supply chain.
- 5.10. The Board accepted the short-term funding approach and asked for a further item in August on whether the short-term approach is realistic and what the medium term approach would look like.
- 5.11. The Board asked executives if forecasting data was available and it was confirmed that DfE have a model for forecasting.

Action 2 (5.7) – Memorandum of Understanding between the Institute and ESFA to the Board for review.

Action 3 (5.10) - Item in August to cover: progress on funding work; the viability of moving from the short-term approach at the 6 month point; options for the medium-term approach; a plan for the work needed to move to the longer-term approach and information on the budget, affordability model and headroom analysis.

6. Data Science Unit

- 6.1. The paper explained the three key needs of the Data Science Unit to the Board as being people, data and access (to the right sort of environment). There was

- an update on recruitment and it was confirmed that Data Scientists had now been recruited, with four individuals in post in April and two, due to start in May.
- 6.2. The current priorities were described to the Board, emphasising the need to get the right sort of data sharing agreements in place.
 - 6.3. The Board were taken through an example of a data report.
 - 6.4. The Board emphasised the importance of data with respect to the Institute's remit on quality and welcomed the data report.
 - 6.5. The Board asked about final budget information for the Institute's administration. It was confirmed that final budgets had not been communicated by the Department but this was being pursued and anticipated in May 2017.
 - 6.6. The Board were asked for feedback on how data is presented to future Boards. The Board agreed with a set of summary questions on what would be asked of the data to enable future data reports to be smart.

Action 4 (6.6) - Each board member to identify questions that they would ask of the data/ would like the data to tell them.

7. Communications including draft Operational Plan

- 7.1. A set of slides were presented that explained the communications plan for the Board.
- 7.2. The Board members asked for communications briefings to include wider apprenticeship hot topics in addition to Institute hot topics. A monthly briefing was agreed plus a calendar/ forward look of what's coming ahead would be built in to the communications plan. The Board welcomed this.
- 7.3. It was noted that proactive work to tap into bigger employer events was being undertaken. The Board acknowledged the importance of this work and the use of communications for employer engagement.
- 7.4. It was noted that the team had been successful in securing agreement for an independent website for the Institute, (in addition to the gov.uk landing page), which would provide flexibility for a different use of language for employers. How this website will be used is being developed. The Board welcomed this.
- 7.5. It was noted that a Digital Strategy would be created – the lead for which will be in post from 18 April 2017. The Board flagged that in addition to the creation of

a digital strategy, an information strategy (which describes what the information is and who it is for) was important to have.

- 7.6. The Board asked for “killer” facts (core facts and numbers), to be added in the communications products being developed and for communications to be linked to productivity and wider facts/ responsibilities.
- 7.7. It was noted that a stakeholder map was being developed and that work would be undertaken to describe how those relationships would be managed. This would be presented to a future Board meeting.
- 7.8. The Board discussed the Board strategy day and were assured that the arrangements for the day were a priority.
- 7.9. The Board members offered to host future Board meetings at their sites along with an opportunity to meet their apprentices.

Action 5 (7.2) – Weekly update and monthly update to be produced

Action 6 (7.5) – Digital and information strategies to a future meeting

Action 7 (7.7) - Stakeholder paper to the June or July Board meeting

8. AOB

Governance arrangements

- 8.1. It was confirmed that the Governance arrangements document had been updated with minor changes from the Board and had legal clearance
- 8.2. The Board agreed the Governance Framework.

Papers

- 8.3. The Board asked for a portal to access papers electronically and it was confirmed that this was under development.
- 8.4. The Chair appreciated the volume of papers and reminded those submitting papers to be clear on recommendations and asks of the Board in the papers.

Launch

- 8.5. The Board were reminded of the Institute’s launch event on 18 April.

Next meeting date

8.6. The next meeting of the Institute Board will be on Wednesday 10 May from 10:30-2.00pm in 151 Buckingham Palace Road, London.

Date created 10 April 2017

Version Cleared at Board on 10 May 2017 meeting

Attendance and apologies

Board	Executive	Apologies
Antony Jenkins (Chair)	Mike Keoghan	Bev Robinson (comments provided and fed into each item)
Peter Lauener	Ana Osbourne	Toby Peyton-Jones
Dame Fiona Kendrick	Helen Knee	Dame Asha Khemka
Sir Gerry Berragan	Alex Wilson	
Paul Cadman	Jayne McCann	
Robin Millar	Tony Singleton	
Dr Katherine Barclay	Richard Guy	
	Nikki Christie	
	Jonathan Mitchell	
	Surrinder Bal	