

APPROVAL & FUNDING COMMITTEE

Meeting Title Approval & Funding Committee (21st February 2018)
Date of Issue 28th March 2018

Attendance: Kate Barclay (Chair), Robin Millar, Bev Robinson, Gerry Berragan (observer), Ana Osbourne, Jayne McCann, Nikki Christie, Lucy Rigler, Kris McGhee, Huw Moore, [REDACTED]

Welcome

1. Kate Barclay welcomed the Committee and Institute officials to the meeting. Kate also welcomed the Institute's Chief Executive, Sir Gerry Berragan, and Head of Legal, Kris McGhee who were both invited to observe today's proceedings.

Minutes

2. The Committee considered the minutes from the last meeting on 18th January and were content with approving these subject to a small correction relating to the number of indicative funding bands the Committee considered last time around.

ACTION 1: The Secretariat to correct the Committee minutes and re-circulate.

Approvals (proposals, standards and assessment plan recommendations)

3. The Committee then considered and made final decisions on apprenticeship proposals, standards and assessment plans submitted for approval in January 2018.

4. Once again this cycle, the Committee reviewed all proposals, a sample of standards and assessment plans. The Committee agreed with all 46 recommendations on proposals, standards and assessment plans made by the 15 route panels.
5. The following proposals and standards were returned to trailblazers:
 - The **Public Sector Compliance Officer / Investigator (Level 3)** proposal was returned [REDACTED]
 - The **Bookbinder (Level 3)** standard was returned [REDACTED]
 - The **Clinical Simulation Technician (Level 3)** proposal was returned [REDACTED]
 - The **Digital Service Technician (Level 3)** proposal was returned [REDACTED]
 - **First Officer Pilot (Level 6)** standard was returned [REDACTED]
6. A single proposal was submitted to develop two standards, **Employability Practitioner (Level 3)** and **Lead Employability Practitioner (Level 4)**. The Level 3 was returned as occupational competence could be delivered through existing standards e.g. Business Administration Level 3 and Customer Service Practitioner Level 2. The Level 4 was agreed with conditions.
7. **The Countryside Worker (Level 2) standard** was inadvertently missed off the Committee's original paper work. The Committee therefore considered this standard outside of the meeting and were content with approving this standard with conditions.
8. The Committees recorded decisions are at **Annex A**.

Transition to the new funding approach

9. The Funding team talked the Committee through the Institute's planned improvements to the way funding bands are considered. Jayne highlighted that the Institute wrote to trailblazers on 6th February announcing the new approach. In summary, from the 28th February submission deadline:

- Trailblazers will no longer be required to submit "costing forms" alongside standards.
- The Institute will replace the current 'indicative' funding band stage and allocate an initial funding band alongside agreement of the occupation proposal, using a calculation. This will allow us to communicate initial funding bands quickly.
- Funding evidence forms will only need to be submitted once, alongside end-point assessment plans. New funding evidence forms will also help trailblazers gather the right information from training providers and end-point assessment organisations more easily.
- The Institute will make final funding band recommendations alongside agreement of end-point assessment plans.

'Stock –review' of funding bands

10. The Funding team then briefly updated the Committee on the Department for Education's recent announcement to review the structure of apprenticeship funding bands. The Department will seek to announce any new structure in the Spring with a view to it then taking effect in Summer (August).

11. The Department has in the meantime asked the Institute to use its new funding approach to review a batch standards and advise where they should sit within a new structure.

Funding Band recommendations

12. The Committee then considered and made final decisions on funding bands for 43 apprenticeship standards and assessment plans.

Final funding bands

13. The Committee approved 18 of the 20 final funding bands that were considered at this meeting. On the remaining two, the Committee agreed with the Route Panel's advice to not approve.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Indicative funding bands

17. The Committee approved 20 of the 23 indicative funding bands. On three, the Committee agreed with the Route Panel's advice to not approve these bands at this stage.

18. The Committees recorded decisions on the funding bands are at **Annex B**.

AOB

19. The Secretariat sought the Committees views on handling the sampling of apprenticeship standards and assessment plans. It was agreed that Committee members should highlight their selected sample with the Committee Chair who will then inform the secretariat.

20. Kate informed the Committee of her plans to be abroad during the next Committee meeting in April. It was therefore agreed that Robin Millar would chair the next meeting. Robin requested a briefing session with both the Approval, and Funding team ahead of the next meeting.

21. It was also highlighted that Dame Fiona Kendrick would be attending the next Committee meeting as an observer. It was suggested that we ask Dame Fiona to participate rather than observe - this would ensure quorate in the event of a standing Committee member being conflicted.

ACTION 2: The Secretariat to arrange a 2hr briefing session for Robin Millar and invite Dame Fiona to participate in the Committee's next meeting.

Next meeting

22. The next meeting of the Approval & Funding Committee will convene on Monday 9th April, from 10:00 – 13:00 at 151 Buckingham Palace Road.



ANNEX A: Approval and Funding Committee, 21st February 2018; Full Summary of Final Decisions

Route	Submission	Title	Panel Recommendation	Committee Final Decision
Engineering and Manufacturing	Proposal	Automation & Controls Engineering Technician (Level 4)	Approved	Approved
	Standard	Food and Drink Engineer (Level 5)	Approved with Conditions	Approved with Conditions
	Standard	Food and Drink Manufacturing Manager (Degree) (Level 6)	Approved with Conditions	Approved with Conditions
	Assessment Plan	Improvement Specialist (Level 5)	Approved with Conditions	Approved with Conditions
	Assessment Plan	Improvement Leader (Level 6)*	Approved with Conditions	Approved with Conditions
	Assessment Plan	Textile Care Operative (Level 2)	Approved with Conditions	Approved with Conditions
	Assessment Plan	Gas Network Craftsperson (Level 3)	Approved with Conditions	Approved with Conditions
	Assessment Plan	Footwear Manufacturer (Level 2)	Approved with Conditions	Approved with Conditions
	Assessment Plan	Brewer (Level 4)	Approved with Conditions	Approved with Conditions
	Standard	Brewer (Level 4)	Approved	Approved
Hair and Beauty	Assessment plan	Beauty Therapist (Level 2)	Approved with Conditions	Approved with Conditions
	Assessment plan	Nail Services Technician (Level 2)	Approved with Conditions	Approved with Conditions
	Assessment plan	Beauty and Make up Consultant (Level 2)	Approved with Conditions	Approved with Conditions
	Standard	Beauty & Make up Consultant (Level 2)	Approved with Conditions	Approved with Conditions

	Standard	Beauty Therapist (Level 2)	Approved with Conditions	Approved with Conditions
	Standard	Nail Services Technician (Level 2)	Approved	Approved
Legal and Finance	Proposal	Public Sector Compliance Officer / Investigator (Level 3)	Rejected	Rejected
	Standard	Internal Audit Professional (Level 7)*	Approved with Conditions	Approved with Conditions
	Standard	Internal Audit Practitioner (Level 4)	Approved with Conditions	Approved with Conditions
	Standard	Professional Economist - Integrated Degree Apprenticeship (Level 6)	Approved with Conditions	Approved with Conditions
	Standard	Payroll Administrator (Level 2)	Approved	Approved
Business and Administration	Proposal	Employability Practitioner (Level 3)	Rejected	Rejected
	Proposal	Lead Employability Practitioner (Level 4)	Approved with Conditions	Approved with Conditions
	Proposal	Library, information and archive services assistant apprenticeship standard (Level 3)	Approved with Conditions	Approved with Conditions
	Standard	Revenues and Welfare Benefits Practitioner (Level 3)	Approved with Conditions	Approved with Conditions
Agriculture, Env & Animal Care	Standard	Countryside worker	Approved with Conditions	Approved with Conditions

Route	Submission	Title	Recommendation	Committee Final Decision
Creative and Design	Proposal	Post Production Technical Operator (Level 4)	Approve	Approve with conditions
	Standard	Bookbinder (Level 3)	Reject	Reject
Health and Science	Proposal	Clinical Simulation Technician(Level 3)	Reject	Reject
	Proposal	Specialist Community Public Health Nurse (Level 7)*	Approve with Conditions	Approve with Conditions
	Assessment plan	Ambulance Support Worker (Emergency, Urgent And Non-Urgent (Level 3)	Approve with Conditions	Approve with Conditions
	Standard	Sporting Excellence Professional (Level 3)	Approve with Conditions	Approve with Conditions
	Standard	Prosthetics and Orthotics Technician (Level 3)	Approve with Conditions	Approve with Conditions
Transport and Logistics	Proposal	Transport Planner (Integrated) Degree Apprenticeship (Level 6)	Approve with Conditions	Approve with Conditions
	Standard	LGV Driver (Revised) (Level 2)	Approve with Conditions	Approve with Conditions

	Standard	First Officer-Pilot (Level 6)*	Reject	Reject
Digital	Proposal	Digital Service Technician (Level 3)	Reject	Reject
Construction	Proposal	Tramway (Light Rail) Construction and Renewals Operative (Level 2)	Approve	Approve
	Proposal	In Situ Flooring (Level 2)	Approve with Conditions	Approve with Conditions
	Assessment plan	Military Engineer Construction Technician (Level 3)	Approve with Conditions	Approve with Conditions
	Assessment plan	Degree Apprenticeship Standard for Architect (Level 7)	Approve with Conditions	Approve with Conditions
	Assessment plan	Engineering Construction Erector/Rigger (Level 3)	Approve with Conditions	Approve with Conditions
	Standard	Groundworker (Level 2)	Approve with Conditions	Approve with Conditions
	Standard	Demolition Operative (Level 2)	Approve with Conditions	Approve with Conditions
	Standard	Engineering Construction Erector/Rigger(Level 3)	Approve with Conditions	Approve with Conditions
	Standard	Hire Controller (Level 2)	Approve with Conditions	Approve with Conditions
Education and Childcare	Standard	Early Years Educator (Level 3)	Approve	Approve

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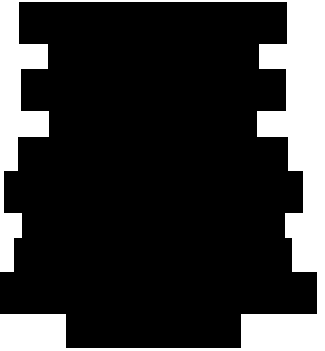







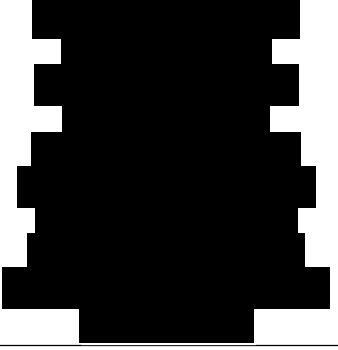











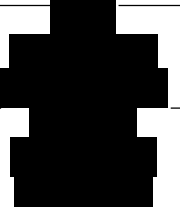






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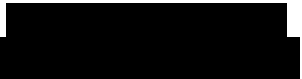


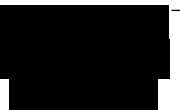






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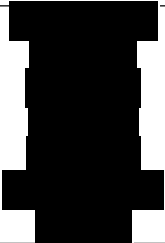



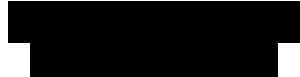
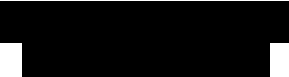






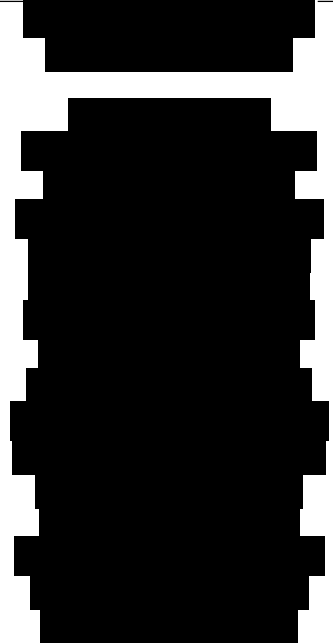
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