

APPROVAL & FUNDING COMMITTEE

Meeting Title Approval & Funding Committee (6th December 2017)
Date of Issue 11 January 2018

Attendance: Kate Barclay (Chair), Robin Millar, Bev Robinson, Ana Osbourne, Paul Cadman (observer), Jayne McCann, Lucy Rigler, Nikki Christie, [REDACTED]

Welcome

1. Kate Barclay welcomed the Committee and Institute officials to the meeting. Kate also welcomed fellow Board member, Paul Cadman who as a representative of the Quality Assurance Committee would be observing today's proceedings.
2. Kate informed the Committee that she had observed this morning's Quality Assurance Committee and highlighted the need to align the good practices across both Committees.
3. Paul was then invited to briefly set out the role of the Quality Assurance Committee. Paul highlighted the Committees role in functioning as an expert adviser to the Board, seeking to achieve high quality standards and raise quality across apprenticeship standards.

Minutes and Terms of Reference

4. The Committee considered the minutes from the last meeting on 10th November and were content with approving these.

Funding Band recommendations

5. The Committee then considered and made final decisions on funding bands for 39 apprenticeship standards and assessment plans.

Indicative funding bands

6. The Committee approved 20 of the 27 indicative funding bands. On seven, the Committee agreed with the Route Panel's advice to not approve these bands at this stage.
7. Funding bands for the family of 'Improvement' standards (Levels 2-6) were not approved. The funding team will run some further work with members of the relevant route panels to consider how to get the right information to enable suitable funding decisions to be made.

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ACTION 1: The Funding Team to follow up on the Committee's decisions and obtain additional quotes/more information against the relevant indicative funding bands (see Annex A below).

Final funding bands

10. The Committee approved 10 of the 12 final funding bands that were considered at this meeting. On the remaining two, the Committee agreed with the Route Panels advice to not approve.

11. Final funding band recommendations for Recruitment Resourcer (Level 2) and Recruitment Consultant (Level 3) are band 7 (upper limit of £5,000) for both standards based on the evidence provided. The trailblazer group will be notified of this recommendation and given the opportunity to submit a formal appeal. This recommendation will then be made to the Department for Education, who will make the final decision.
12. The Committees recorded decisions on the funding bands are at **Annex A**.

Approvals (proposals, standards and assessment plan recommendations)

13. The Committee then considered and made final decisions on apprenticeship proposals, standards and assessment plans submitted for approval at the beginning of October 2017.
14. Overall, 9 proposals, 23 standards and 11 assessment plans were submitted at the beginning of October, a total of 43.
15. Of the 43, the Committee approved 38 with conditions, with the remaining five requiring further work. Namely:
 - The Broadcast and Media Systems Technical Operator (Level 3) standard was returned to enable the Trailblazer to set out the occupation in the clearest possible language for the benefit of apprentices. Senior Institute support will be offered to the Trailblazer employers.
 - The proposal for Express Delivery Sortation Hub Operative (Level 2) and the Cleaning Hygiene Operative (Level 2) standard were returned with a request of the Trailblazers to better evidence 12 months' duration and 20% off the job training elements.
 - The Early Years Educator (Level 3) standard was returned to enable the Trailblazer to answer questions on important issues such as educational approach and wellbeing.
 - The Junior Estate Agent (Level 2) assessment plan was returned to enable the group to better tailor it to assessing the occupational competence.
16. The Committees recorded decisions are at **Annex B**.

Next meeting

17. The next meeting of the Approval & Funding Committee will convene on Thursday 18th January, from 14:00 – 16:00 at 151 Buckingham Palace Road.

Author:

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ANNEX B: Approval and Funding Committee 6 December 2017; October Submissions; Full Summary of Final Decisions

Tranche 1

Route	Submission	Title	Panel Recommendation	Committee Decision
Transport and Logistics	Proposal	Express Delivery Sortation Hub Operative (Level 2)	Return	Return
Engineering & Manufacturing	Assessment Plan	Abattoir Worker (Red Meat) Apprenticeship Standard (Level 2)	Approve with conditions	Approve with conditions
	Assessment Plan	MINERAL PROCESSING WEIGHBRIDGE OPERATOR (Level 2)	Approve with conditions	Approve with conditions
	Proposal	Process Leader Apprenticeship Standard (Level 4)	Approve with conditions	Approve with conditions
	Standard	Propulsion Technician (Level 4)	Approve with conditions	Approve with conditions
	Standard	Ordnance Munitions and Explosives (OME) (Level 6)	Approve with conditions	Approve with conditions
	Standard	Textile Care Services Operative (Level 2)	Approve with conditions	Approve with conditions
	Standard	Mineral and construction product sampling and testing operations (Level 2)	Approve with conditions	Approve with conditions
	Standard	Heritage Engineering Technician (Level 3)	Approve with conditions	Approve with conditions
	Standard	Specialist Tyre Technician (Level 2)	Approve with conditions	Approve with conditions
	Standard	Gas Network Craftsperson (Level 3)	Approve with conditions	Approve with conditions
	Assessment Plan	Community Energy Specialist (Level 4)	Approve with conditions	Approve with conditions

Business and Administration	Assessment Plan	School Business Professional (Level 4)	Approve with conditions	Approve with conditions
	Assessment Plan	Policy Officer (Level 4)	Approve with conditions	Approve with conditions
Agriculture, Environment and Animal Care	Standard	Archaeological Technician (Level 3)	Approve with conditions	Approve with conditions

Tranche 2

Route	Submission	Title	Panel Recommendation	Committee Final Decision
Creative and Design	Proposal	Cultural Heritage Conservator (Level 7)	Approve with conditions	Approve with conditions
Creative and Design	Assessment Plan	Publishing Assistant (Level 3)	Approve with conditions	Approve with conditions
Creative and Design	Standard	Broadcast and Media Systems Technical Operator (Level 3)	Reject	Reject
Creative and Design	Standard	Photography (Level 3)	Approve with conditions	Approve with conditions
Creative and Design	Standard	Museum and Gallery Technician (Level 3)	Approve with conditions	Approve with conditions
Construction	Proposal	BEMS (Building Energy Management Systems) Controls Engineer Standard (Level 4)	Approve with conditions	Approve with conditions
Construction	Proposal	Road Surfacing Operative (Level 2)	Approve with conditions	Approve with conditions
Construction	Standard	Degree Apprenticeship Standard for Architect (Level 7)	Approve with conditions	Approve with conditions
Construction	Standard	Degree Apprenticeship Standard for Architectural Assistant (Level 6)	Approve with conditions	Approve with conditions
Catering and Hospitality	Standard	Cleaning Hygiene Operative (Level 2)	Reject	Reject
Health and Science	Standard	Leisure Team Member (Level 2)	Approve with conditions	Approve with conditions
Health and Science	Assessment Plan	Community Sport and Health Officer (Level 3)	Approve with conditions	Approve with conditions

Route	Submission	Title	Panel Recommendation	Committee Final Decision
Health and Science	Assessment Plan	Paramedic Degree (Level 6)	Approve with conditions	Approve with conditions
Health and Science	Proposal	Public Health Practitioner (PHP) (Level 6)	Approve with conditions	Approve with conditions
Health and Science	Proposal	Apprenticeship Standard for Prosthetic and Orthotic Technicians. (Level 3)	Approve with conditions	Approve with conditions
Health and Science	Proposal	Degree Apprenticeship Standard for Arts Therapist (Level 7)	Approve with conditions	Approve with conditions
Health and Science	Standard	Pharmacy Services Assistant (Level 2)	Approve with conditions	Approve with conditions
Health and Science	Standard	Degree Apprenticeship Standard Occupational Therapist (Level 6)	Approve with conditions	Approve with conditions
Health and Science	Standard	Degree Apprenticeship Standard Physiotherapist (Level 6)	Approve with conditions	Approve with conditions
Health and Science	Standard	Oral Health Practitioner (Level 4)	Approve with conditions	Approve with conditions
Sales, Marketing and Procurement	Standard	Funeral team member (Level 2)	Approve with conditions	Approve with conditions
Sales, Marketing and Procurement	Standard	Funeral Director (Level 3)	Approve with conditions	Approve with conditions
Sales, Marketing and Procurement	Assessment Plan	Butcher Apprenticeship Standard (Level 2)	Approve with conditions	Approve with conditions
Sales, Marketing and Procurement	Assessment Plan	Public Relations & Communications Assistant standard (Level 4)	Approve with conditions	Approve with conditions
Sales, Marketing and Procurement	Assessment Plan	Junior Estate Agent (Level 2)	Reject	Reject
Engineering and Manufacturing	Proposal	Gunsmith (Level 5)	Approve with conditions	Approve with conditions
Childcare and Education	Standard	Early Years Educator (Level 3)	Reject	Reject
Digital	Standard	Data Scientist Integrated Degree Apprenticeship (Level 6)	Approve with conditions	Approve with conditions