

APPROVAL & FUNDING COMMITTEE

Meeting Title	Approval & Funding Committee (1 st November 2018)
Date of Issue	6 December 2018

Attendance: Kate Barclay (Chair), Robin Millar, Jessica Leigh-Jones, Ana Osbourne, Lucy Rigler, Nikki Chrisite, Huw Moore, Anna West, David Weaver, [REDACTED]
[REDACTED] David Aickin (secretariat)

Welcome and declarations of interest

1. Kate Barclay welcomed the Committee and Institute officials to the meeting. The Chair asked Committee members whether they had any declarations of interest to make. Committee members confirmed that they had no interests to declare.

Minutes

2. The Committee considered the minutes from the last meeting on 28th September and were content with approving these.

Proposals, standards and assessment plan recommendations

3. The Committee noted that there was a higher number of degree apprenticeships submitted in this cycle, particularly in the Health and Science route. The Committee were informed that this was characteristic of the route where a large proportion of the standards required by the sector are at the higher levels. In general, the development of standards is employer led and trailblazer groups on certain routes have prioritised the professional level occupations on the occupational map, before returning to look at occupations at technical and higher technical levels. All the route panels are in the process of reviewing the occupational maps to ensure relevant occupations are covered and that the progression routes are in place.

Proposals

4. The Committee then reviewed the 10 recommendations on proposals made by Route Panels as part of cycle 16. The Committee considered each of these proposals in detail and agreed with the Route Panel's recommendations on eight proposals. The following proposals were returned to the trailblazer groups:

- **Procurement & Supply (ST0810)** proposal was returned as it does not meet the criteria for a stand-alone occupation as it could be delivered through the existing Business Administrator (Level 3) standard. The group should strengthen the distinction with the Business Administrator standard.
- **Data Specialist (Degree) (ST0763)** proposal was returned as it does not meet the criteria for a stand-alone occupation as it could be delivered through the existing Data Scientist (Degree) Level 6 or the Data Technology Solution Specialist (Degree) Level 7 standards. The group should use these standards and work with the other relevant trailblazer groups to include any appropriate additional content.

Committee Sampling for Standards and Assessment Plans

5. As part of their regular sampling of a selection of occupational standards and assessment plans, the Committee looked in detail at all the standards and assessment plans in the Construction Route. The Committee agreed with all the recommendations made by the Construction Route Panel.

6. The Committee challenged whether EPAs at Level 2 were consistently rigorous. Following a discussion, the Committee were content that the key consideration was to ensure that assessment is appropriate to the occupation and that this may differ between standards.

ACTION 1: The Assessment team will prepare a briefing on the approved methods of EPAs for the next meeting of the Approval & Funding Committee.

Returned Occupational Standards and End Point Assessment plans

7. The Committee considered standards and assessment plans that were recommended to be returned to trailblazer groups. The Committee agreed with the route panel decisions to return the following standards and assessment plans to trailblazer groups:

- **Keeper and Aquarist (Level 3)** standard was returned because the standard needs to be restructured as a core and options to enable apprentices to develop knowledge and skills specific to different species.
- **Psychological Wellbeing Practitioner (Level 6)** was returned because the knowledge, skills and behaviours did not align with Level 6 descriptors and a 12 month duration was too short.

Funding Band recommendations

8. The Committee considered and made recommendations on final funding bands for the following 17 apprenticeship standards:

- ST0664 Library, Information and Archive Services Assistant
- ST0135 Early Years Educator
- ST0696 Post-Production Technical Operator
- ST0460 Leather Craftsperson
- ST0424 Broadcast and Communications Technical Operator
- ST0607 Metal Fabricator
- ST0695 Process Leader
- ST0794 Midwife
- ST0519 Physiotherapist
- ST0517 Occupational Therapist
- ST0299 Pharmacy Services Assistant
- ST0616 Wireless Communications Rigger
- ST0513 Groundworker
- ST0269 Hire Controller
- ST0485 Network Cable Installer
- ST0584 Funeral Director
- ST0394 Maritime Operations Officer

9. The Committee also considered and made recommendations on one indicative funding band (**ST0056 Bid and Proposal Co-ordinator**).
10. The Committee considered each of these in detail including the views of the Route Panels.
11. The Committee was asked to defer the decision on one final funding band recommendation (**Wireless Communications Rigger**). The route panel and Committee approved the EPA on the condition that a portfolio element was included. This may affect the final EPA costs and consequently the funding band recommendation.
12. There was significant discussion in both the route panel and the Committee about the funding band for **Process Leader**. Although the trailblazer supplied additional information as requested, both the panel and the Committee had concerns about the proportion of costs associated with coaching in the quotes received. The agreed final funding band recommendation will give providers scope to include some specialist coaching within a blended learning package.

T-Level recommendations

13. The Committee were presented with an overview of the recent T-level submissions. The Committee agreed that it would be beneficial to get a more detailed induction on T-levels. This will be taken forward by Institute officials who will come back to a future meeting to set out roles and responsibilities. The Committee were content with the recommendations that have been made to date on the T-level content, including recent draft submissions for the Health and Science, Legal, Finance and Accounting and Engineering and Manufacturing routes.
14. The Committee felt that it would be helpful to prepare briefing on T-Levels for Board members and other colleagues.

ACTION 2: The Chief of Staff's office will raise this request with the T-Level Implementation team.

Update on appeals

15. The Committee were presented with an update on appeals. In summary the Institute received 8 appeals from trailblazer groups in 2017, and 42 appeals since January 2018. Of all of these appeals: 21 were rejected, 13 upheld, 13 not in scope, and 3 pending a decision.
16. Every appeal this year (bar one) has been a funding band appeal. The Committee discussed the challenges of providing greater transparency to the funding allocation process and noted that work was underway to explore options. The Committee also discussed the importance of consistently documenting the evidence base for funding decisions and considered how to ensure this information could be systematised for Route Panels and the Approval & Funding Committee.
17. The Committee agreed that the review of appeals and recommendations should be presented to the Board.

ACTION 3: The Institute's Head of Legal and Chief of Staff's office to develop an update on appeals for the Institute's Board meeting in January.

AOB

Lessons Learnt Review

18. The officials involved in the development and communication of a specific funding band recommendations held a lessons learnt session on 12th October 2018. The aim was to better understand an issue that had arisen, and identify improvements to our systems to prevent this happening again.

ACTION 4: The Institute's Funding Team to present a verbal update on lessons learnt at the next meeting of the Approval & Funding Committee in December.

19. The next meeting of the Approval & Funding Committee will convene on Thursday 13th December, from 14:00 – 16:30 in Room 1 at 151 Buckingham Palace Road.

Author: Secretariat, Chief of Staff's Office, Institute for Apprenticeships

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

Proposals

Route	Submission	Title	Panel Recommendation	A&FC Final Recommendation
Construction	Proposal	Asbestos Removal Operative (Level 2)	Agree	Agree
Digital	Proposal	Data Specialist (Degree Level 7)	Return to Trailblazer	Return to Trailblazer
	Proposal	Data Technician (Level 3)	Agree	Agree
Engineering and Manufacturing	Proposal	Commercial Catering Equipment Technician (Level 3)	Agree with conditions	Agree with conditions
	Proposal	Power and Propulsion Engineer (Level 7)	Agree with conditions	Agree with conditions
Health and Science	Proposal	Associate Continuing Healthcare Practitioner (Level 4)	Agree with conditions	Agree with conditions
	Proposal	Clinical Pharmacology Scientist (Level 7)	Agree	Agree
Legal, Finance and Accounting	Proposal	Senior Professional Economist (Level 7)	Agree with conditions	Agree with conditions
Sales, Marketing and Procurement	Proposal	Marketing Assistant (Level 3)	Agree with conditions	Agree with conditions
	Proposal	Procurement & Supply (Level 3)	Return to Trailblazer	Return to Trailblazer

Standards and Assessment Plans

Route	Submission	Title	Panel Recommendation	A&FC Final Recommendation
Agriculture, Environmental and Animal Care	Standard	Keeper & Aquarist (Level 3)	Return to Trailblazer	Return to Trailblazer
Agriculture, Environmental and Animal Care	Standard	Animal Care and Welfare Standard – revision (Level 2)	Agree	Agree
Business and Administration	Assessment Plan	Library, Information and Archive Services Assistant (Level 3)	Agree with conditions	Agree with conditions
Business and Administration	Standard	Career Development Professional (Level 6)	Agree	Agree
Business and Administration	Standard	Public Sector Compliance Investigator/Officer (Level 3)	Agree	Agree
Construction	Assessment Plan	Hire Controller (Plant, Tools and Equipment)	Agree with conditions	Agree with conditions
Construction	Assessment Plan	Wireless Communications Rigger	Agree with conditions	Agree with conditions
Construction	Assessment Plan	Groundworker	Agree with conditions	Agree with conditions
Construction	Standard	Facilities Services Operative	Agree with conditions	Agree with conditions
Construction	Standard	Tramway Construction Operative	Agree with conditions	Agree with conditions
Construction	Standard	Fenestration Installer	Agree	Agree
Creative and Design	Assessment Plan	Leather Craftsperson	Agree with conditions	Agree with conditions
Creative and Design	Assessment Plan	Post-Production Technical Operator	Agree with conditions	Agree with conditions
Creative and Design	Assessment Plan	Broadcast and Communications Technical Operator	Agree with conditions	Agree with conditions
Creative and Design	Assessment Plan	Photographic Assistant	Agree with conditions	Agree with conditions
Creative and Design	Standard	Clock Maker	Agree with conditions	Agree with conditions
Digital	Assessment Plan	Network Cable Installer	Agree with conditions	Agree with conditions
Digital	Standard	Games Community Manager	Agree with conditions	Agree with conditions
Digital	Standard	Digital User Experience (UX) Professional (Degree)	Agree with conditions	Agree with conditions
Digital	Standard	Data Technician	Agree with conditions	Agree with conditions
Education and Childcare	Assessment Plan	Early years Educator	Agree with conditions	Agree with conditions
Engineering and Manufacturing	Standard	Systems Engineer Master's Degree Apprenticeship - revision	Agree with conditions	Agree with conditions
Engineering and Manufacturing	Standard	Materials Science Technologist	Agree with conditions	Agree with conditions

Health and Science	Assessment Plan	Pharmacy Services Assistant	Agree with conditions	Agree with conditions
Health and Science	Assessment Plan	Bioinformatics Scientist Level 7 Degree Apprenticeship	Agree with conditions	Agree with conditions
Health and Science	Assessment Plan	Midwife	Agree with conditions	Agree with conditions
Health and Science	Assessment Plan	Occupational Therapist	Agree with conditions	Agree with conditions
Health and Science	Assessment Plan	Physiotherapist	Agree with conditions	Agree with conditions
Health and Science	Standard	Registered Nurse Integrated Degree Apprenticeship	Agree	Agree
Health and Science	Standard	Arts Therapist	Agree with conditions	Agree with conditions
Health and Science	Standard	Psychological Wellbeing Practitioner (Level 6)	Return to trailblazer	Return to Trailblazer
Health and Science	Standard	Environmental Health Practitioner	Agree with conditions	Agree with conditions
Health and Science	Standard	Therapeutic Radiographer	Agree with conditions	Agree with conditions
Health and Science	Standard	Diagnostic Radiographer	Agree with conditions	Agree with conditions
Health and Science	Standard	Public Health Practitioner	Agree with conditions	Agree with conditions
Sales, Marketing and Procurement	Assessment Plan	Funeral Director	Agree with conditions	Agree with conditions
Sales, Marketing and Procurement	Standard	Buying and Merchandising Assistant (Level 4)	Agree	Agree

ANNEX B - APPRENTICESHIP FUNDING BAND RECOMMENDATIONS

This information will be published in the Institute for Apprenticeships Annual Report and Accounts for 2018-19