

# MINUTES

## APPROVAL & FUNDING COMMITTEE

**Meeting Title** Approval & Funding Committee – 26 March  
2020

**Date of Issue** 6 May 2020

**Attendance:**

**A&FC Members**

Dr Kate Barclay (Chair), Bev Robinson, Malcolm Press, Robin Millar

**Institute Officials**

Rob Nitsch, Anna West, Nick Mawhinney, Alex Wilson, David Weaver, Shaista Hikmat,  
Jay Stoll (Secretariat).

### 1. Welcome, declarations and minutes

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1. Kate Barclay (Chair) welcomed Committee members and Institute officials to the meeting. It was noted that Kate Barclay, Bev Robinson, Robin Millar and Malcolm Press had all reviewed and provided comments on cycle 27 submissions ahead of the meeting.

## **Papers for information**

2. The Committee also considered a number of additional papers for information:
  - T Level Approvals: Wave 1 Technical Qualifications and Milestone 1 for Wave 2
  - Cycle 27 Proposals – Slide Deck
  - Supporting Document for a Professional Forester and Arboriculturist standard
  - Approvals Data/trends

## **2. Minutes Sign-off**

3. The Committee approved the draft minutes from the 13 February 2020 meeting with no amendments.
4. The Chair asked Committee members whether they had any declarations of interest to make. There were no declarations made.

### 3. Covid 19 Discussion

5. The committee discussed the impact of the Covid-19 outbreak on various strands of the Institute's work, including apprentices, EPA quality and committee business.
6. The Chief Operating Officer (COO) stressed that maintaining the quality of standards is essential, noting the Institute's work in this area to date. It was further noted the efforts being made to communicate the latest DfE guidance on EPA, including webinars and briefings for key stakeholders.
7. The Committee discussed the importance of ensuring fairness for the apprentices during this period, noting that universities/schools are providing alternative assessment methods. The Committee agreed that the Institute must be committed to alternative reasonable assessment so that no apprentice is disadvantaged because of the outbreak, and that such provisions should be communicated widely and effectively.

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8. The Committee members discussed the known and anticipated impact of Covid-19 on EPAOs and Colleges. Members stressed the need to consider the wider workforce and the possibility of fast-tracking the apprenticeships of those who are 75% through their training.
9. The COO welcomed the Committee's input, reiterating the substantive steps that the Institute has taken and will continue to take.

## **Current approvals process**

### **Occupation Proposals**

10. The Committee reviewed 6 recommendations on new occupation proposals made by Route Panels in Cycle 27. The Committee agreed with all the recommendations.

## **Funding band recommendations**

11. The Committee considered 13 business as usual (BAU) final funding band recommendations and 6 DfE nominated funding revisions in Cycle 27.

12. The Committee agreed with the panel recommendation for 11 of the BAU recommendations.

13. The Committee did not approve recommendations for **ST0823: Metal Recycling Technical Manager** and **ST0850: Forensic Collision Investigator**. In both cases they've asked the funding team to source more evidence to support the recommendations.

14. The Committee agreed with the panel on all 6 of the DfE nominated funding revisions.

## T Levels Content

15. Wave 1 Technical Qualifications (TQs), milestone 3: The Committee heard that all content requirements were met and route panel feedback had been considered. The Committee requested being kept up to date on progress in relation to how Assessment Organisations (AOs) update, based on feedback from first teaching.

16. Wave 2 TQs, milestone 1: The Committee heard that the Construction route was on track; wider employer engagement is, however, required and consideration on how core content developed with other AOs in construction i.e. Pearsons.

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17. The Committee expressed significant concerns over delivery of Health and Science and Digital routes which are being developed by NCFE. Much wider employer engagement is required to deliver both general and specific content; currently there is lack of detail in submissions and concerns over assessment as submission was based on a generic template.

## Data Session

18. The Committee noted the draft report provided by the Data Science Team, which is intended to aid future Committee decision making.
19. The draft report presented contained three main parts – (i) information papers, such as the programme overview, (ii) proposal coversheets and (iii) development stage coversheets.
20. The Committee discussed how the data could be used to present occupational demand or skills shortages.
21. Members discussed the possibility of further data sets to be included in the next reports, including the distribution of apprenticeship starts across the standards.
22. The Committee agreed that data provided should be an aide, not a replacement, for qualitative discussion or decision making.

## AOB

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23. The Institute officials asked the Board to note that Creative and Design submissions have not made this cycle but will be communicated to AF&C Members in due course.
24. The Institute officials further noted that Wave 1 technical qualifications were approved last week, with a view for the Technical Qualification Board sign off.
25. The next meeting of the Approval & Funding Committee will be held on 7 May 2020 either remotely through Zoom or at 151 Buckingham Palace Road .

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



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## Annex A A&FC Final Decisions – Cycle 27

Route	Decision type	Reference number	Title	Panel recommendation	A&FC decision
Agriculture, environmental and animal care	Proposal	ST0922	L6: Professional Arboriculturist	Agree with conditions	Agree with conditions
Agriculture, environmental and animal care	Proposal	ST0923	L6: Professional Forester	Agree with conditions	Agree with conditions
Agriculture, environmental and animal care	Proposal	ST0946	L5: Vet technician	Agree with conditions	Agree with conditions
Agriculture, environmental and animal care	Assessment	ST0412	L2: Underkeeper	Agree with conditions	Agree with conditions
Business and administration	Standard	ST0853	L4: Quality Practitioner	Agree with conditions	Agree with conditions
Care services	Standard	ST0905	L7: Play Therapist	Agree with conditions	Agree with conditions
Construction	Proposal	ST0936	L3: Town Planning Assistant	Agree with conditions	Agree with conditions
Construction	Standard	ST0263_v2	L3: Advanced Carpentry and Joinery (Revision)	Agree with conditions	Agree with conditions
Construction	Standard	ST0264_v2	L2: Carpentry and Joinery (revision)	Agree with conditions	Agree with conditions

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Construction	Assessment	ST0331_v2	L6: Chartered Surveyor	Agree with conditions	Agree with conditions
Construction	Standard	ST0442	L2: Stonemasonry	Agree with conditions	Agree with conditions
Construction	Assessment	ST0736	L2: Construction Plant Operative	Agree with conditions	Agree with conditions
Digital	Standard	ST0116_v2	L4: Software Developer (revision)	Agree with conditions	Agree with conditions
Digital	Standard	ST0127_v2	L4: Network Engineer (revision)	Agree with conditions	Agree with conditions
Digital	Standard	ST0129_v2	L4: Software Tester	Agree with conditions	Agree with conditions
Digital	Assessment	ST0795	L3: Data Technician	Agree	Agree
Digital	Standard	ST0863	L4: Digital Accessibility Specialist	Agree with conditions	Agree with conditions
Engineering and manufacturing	Proposal	ST0775	L6: Radiation Protection Practitioner	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0159	L3: Utilities engineering technician	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0805	L2: Construction Equipment Maintenance Mechanic	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0823	L5: Metal Recycling Technical Manager (MRTM)	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0834	L7: Ordnance Munitions and Explosives Specialist	Agree with conditions	Agree with conditions

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Engineering and manufacturing	Standard	ST0899	L2: Material cutter	Agree with conditions	Agree with conditions
Engineering and manufacturing	Assessment	ST0899	L2: Material cutter	Agree with conditions	Agree with conditions
Health and science	Proposal	ST0945	L5: Outdoor learning specialist	Agree with conditions	Agree with conditions
Health and science	Assessment	ST0543	L5: Clinical Dental Technician	Agree with conditions	Agree with conditions
Health and science	Assessment	ST0568	L6: Psychological Wellbeing Practitioner (PWP)	Agree with conditions	Agree with conditions
Health and science	Assessment	ST0850	L6: Forensic Collision Investigator	Agree with conditions	Agree with conditions
Health and science	Standard	ST0893	L7: Clinical Scientist	Agree with conditions	Agree with conditions
Sales, marketing and procurement	Assessment	ST0887	L3: Fundraiser	Agree with conditions	Agree with conditions
Transport and logistics	Assessment	ST0257	L2: Large Goods Vehicle( LGV) Driver C+E	Agree with conditions	Agree with conditions
Transport and logistics	Standard	ST0907	L2: Aviation Customer Service	Agree with conditions	Agree with conditions
Transport and logistics	Standard	ST0908	L2: Aviation Ground Handling	Agree with conditions	Agree with conditions