

# MINUTES

## INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

Meeting Title - Institute for Apprenticeships & Technical Education Board

Meeting Date - 29 July 2020

Protective marking - Official

Board members present-Antony Jenkins (The Chair), Jennifer Coupland (JC), Dame Fiona Kendrick (FK), Bev Robinson(BR), Paul Cadman (PC), Robin Millar (RM), Toby Peyton-Jones (TPJ), Jessica Leigh Jones(JLJ), Kate Barclay (KB), Malcolm Press (MP)

Institute officials present-Robert Nitsch (RN), Peter Schild (PSch), Ana Osbourne (AO), Anna West (AW) Kristofer McGhee (KMcG), Nikki Christie (NC), Jay Stoll (JS), Mohammed Ali (MA), Jonathan Mitchell (JoM), Phil Scullion (PS), Carl Purkins (CP), BrinLinsell (BL)

Other officials present-Susan Lovelock (SL) (DfE), Peter Mucklow (PM)(ESFA)

Apologies-None

### **Welcome and Introductions/declarations of interest**

1. Antony Jenkins (The Chair) welcomed Board members and participating officials to the meeting.
2. The Chair asked Board members whether they had any declarations of interest to make.
3. The Board was satisfied that there was no current conflict of interest arising from Jennifer's role at Roehampton University Council and her role on the Board, including in connection with the content of today's meeting. All Board members recognised that should a potential or actual conflict arise by virtue of their other interests (outlined in the declaration of interests) then it must be raised at the outset of the relevant meeting which deals with the issue giving rise to the actual or potential conflict.

## **Minutes, actions from the last meeting**

4. The Board approved the minutes from the last meeting, with no further comments.

## **Covid-19: Contingency and Recovery, Future of CROG**

5. TPJ provided a background on the formation of Covid Risk Oversight Group (CROG) and its workstream.
6. RN provided an overview of CROG's activity, including work to support end point assessment (EPA) flexibilities and development of a 'pulse survey' of employers.
7. The Board noted that CROG had been an efficient forum and noted the need for continuous employer engagement in relation to the COVID pandemic.
8. The Board approved the development of the CROG into a Risk Mitigation Advisory Group (RMAG) with the same membership, as a sub-committee of the Audit Risk and Assurance Committee (ARAC), to continue to monitor the Institute's response to COVID-19.

## **EQA Transition**

9. NC provided an update on the Institute's external quality assurance (EQA) consultation.
10. The Board noted the work of officials in preparing the Institute's response to the EQA Consultation, expressing thanks for their efforts.
11. The Board noted preparations for the EQA Transition Programme, including progress against the Milestones for EQA Transfer.
12. The Board stressed the importance of maintaining the employer voice in EQA and asked to be kept updated on progress in this regard.
13. The Board approved the proposed EQA transition programme.

## **Funding Project Update**

14. The Board noted the feedback received from the first consultation, the proposed refined model and the Institute's approach to further consultation, including timescales for the next steps in the project.

15. Board noted the need for careful consultation and expressed thanks to the funding team for their rigour in doing so

### **FE White Paper and HTQs Update**

16. There was discussion in connection with the FE White Paper and it was noted that the ongoing work was a good example of collaborative working between the Institute and Department.

17. The Board noted a proposed definition for an occupation, which may be subject to testing in connection with ongoing work surrounding the FE White Paper

18. The Board noted a draft of the higher technical education criteria which will form part of the technical education landscape.

19. AO will bring back a future paper to relay progress on this area.

### **Number of Apprenticeship Standards**

20. The Board considered the existing number of apprenticeship standards.

21. PM noted importance of navigability of the standards system.

22. The Board agreed that no substantive changes should be made to the approvals criteria at present.

23. Board members encouraged to look at thought leadership piece on ensuring that the UK has the right skills for the future.

### **AOB**

24. TPJ noted that the Institute has strengthened its culture to become a listening organisation, evidenced by serious progress across a range of items.

25. KB raised the All Party Parliamentary Group on Apprenticeships report, JC confirmed that the Institute is responding to the recommendations in writing.

### Next Board meeting

26. The next meeting of the Board will take place on 30 September 2020.