

MINUTES

INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

Meeting Title-Institute for Apprenticeships & Technical Education Board

Meeting Date-18 September 2019

Protective marking-Official

Board members present-Antony Jenkins (Chair), Sir Gerry Berragan, Dame Fiona Kendrick, Bev Robinson, Paul Cadman, Robin Millar, Toby Peyton-Jones, Professor Malcolm Press, Jessica Leigh Jones

Institute officials present-Robert Nitsch, Peter Schild, Kristofer McGhee, James Matthews, Carmel Grant, Institute secretariat

Other officials present-Jonathan Childs (Department for Education)

Apologies-Kate Barclay

Welcome and Introductions/declarations of interest

1. Antony Jenkins (Chair) welcomed Board members and participating officials to the meeting. The Chair asked Board members whether they had any declarations of interest to make. No new declarations were made.

Minutes, actions from the last meeting, declarations of interest

2. The Board considered the minutes from the last Board meeting on 17 July 2019 and were content to approve them.

Transparency Audit

3. James Matthews, the Institute's Chief of Staff, led the Board into a discussion around the measures being taken to improve transparency across the Institute.
4. James reaffirmed the Institute's commitment to openness and transparency, highlighting some of the work that has taken place in building trusting relationships with our stakeholders and ensuring accountability.
5. The Institute undertook an internal audit of its approach to transparency, utilising the

key principles from the best practice guidance jointly produced by The Public Chairs' Forum, and Institute for Government.

6. The Board noted the findings from the audit, which demonstrated the Institute's adherence to the key criteria set out in the best practice guidance. It was noted there were some further steps that the Institute should take, including updating our privacy policy, consulting broadly on the delivery of a more transparent apprenticeship funding band process, and ensuring all procedures on board openness, public engagement and data availability are clear on the Institute website.
7. The Board welcomed the findings of the transparency audit and requested that the Institute continue to take the necessary steps to improve openness and transparency.

Funding Improvement Project

8. Robert Nitsch, Chief Operating Officer, provided the Board with an update on the project looking at improvements to the current funding process. The Board were reminded that the aims of this project were to redefine a funding process that is clear, easy to understand and draws upon the best available evidence.
9. In May, the Institute made several changes to improve the current funding process. The Board were keen to see improvements to two particular areas where they felt further improvement could be made – affordability and quote moderation. The next phase of the project is a fundamental redesign of the funding process and the Board will be kept abreast of progress over the coming months.
10. The Board expressed their desire for a more discursive paper to enable further debate at the next Board meeting in November. The Board stressed the need for a methodology that works, is clear and easy to understand.

Action 1: The Funding Team to develop a discussion paper on the new funding process for the November Board.

Action 2: Arrange a telecon with members of the Approval & Funding Committee to discuss the funding options in more detail.

Action 3: Share the IFF Report with the Approval & Funding Committee.

Technical Education update

11. Carmel Grant, Head of TE Implementation provided the Board with an update on the elements of the Technical Education Programme being led by the Institute.
- Wave 3 & 4 Pathways: An assessment of the remaining 15 pathways currently planned for T Levels has been undertaken. The DfE TE Reform Board will make a decision on how many of these will be allocated to Wave 3 or 4 pathways.
 - Wave 1 Interim Milestone: The Institute's TE (TQ) Programme Board approved the release of Milestone 1 payments to Awarding Organisations. Awarding Organisation have made good progress against the conditions and issues raised at Milestone 1.
 - Wave 2 Procurement: Following closure of the Wave 2 Invitation to Tender, the bid evaluation and moderation phases have been completed. The TE (TQ) Programme Board granted permission for contracts to now be awarded. The Institute is now seeking final approval from HM Treasury.
 - Wave 3 and 4 content and procurement timetable: Development of the outline content for the remaining pathways remain on track. The Institute is developing the procurement strategy and timetable and are expecting the procurement for Wave 3 to commence in late January 2020.
12. The Board highlighted that Industry Placements were an important component of the T Level Programme and invited a fuller discussion to better understand the risks for the Institute.
13. The Board were also shown a revised marketing film designed to promote T Levels.

Action 4: Invite the Department for Education to lead a session on Industry Placements at a future Institute Board meeting.

Training Quality

14. The Board previously requested a discussion on Apprenticeship provider capability.

Robert Nitsch talked the Board through an assessment undertaken by the Institute, highlighting that quality issues have beset previous initiatives to revitalise the skills system.

15. The PAC report published in May 2019 concluded that too many apprentices are being trained by sub-standard providers.
16. Rob highlighted that there are a number of organisations involved in ensuring that the training apprentices receive is of high quality, namely:
 - The Department for Education, who are accountable for the overall policy and the Register of Training Providers.
 - The Institute, who advise on the criteria applied to those on the Register, lead the Quality Alliance and assure EPA.
 - Ofsted and the Office for Students, who are responsible for inspecting provision.
 - The Quality Assurance Agency for Higher Education, the independent body that checks on standards and quality in UK higher education.
17. The Board discussed the steps training providers were willing to take to enhance quality, including peer observation teaching and regular review of module feedback. The Board queried whether there were any reputational metrics that the system could take advantage of to drive up quality, noting that Ofsted are now naming employers who aren't fulfilling their quality obligations.
18. Sir Gerry highlighted that the recent work of the Quality Alliance to align the departmental dashboard and Action Plan had been helpful, but more work was required on this. The Institute will focus on this with the Quality Alliance at its next meeting in October.

Membership Review

19. As part of the Institute's Membership Review, a project team consisting of volunteers across the Institute were tasked with refining the model for the development and approval of apprenticeships and T Levels. The Board were presented with this new model, which:

- Focuses on early interaction with employers, providing the opportunity for Route Panels to provide early guidance on the development of a product.
- Brings employers closer to the Institute, including a meeting with the Route Panel at the beginning of the development process.
- Focuses on quality and products being right first time.
- Supports the Institute's aim to move from a demand-led system to a position in which the Institute, through the work of the Route Panels on the occupational maps, identifies priority occupations for development.
- Sees the tempo of approvals submissions adjusted to 6 meetings during the year from the current 8/9 meetings, to allow more time to assist the development of products.
- Ensures Route Panels and the Approval and Funding Committee will remain the empowered employer body.

20. The Board was asked to note that a communications and engagement plan is being developed to effectively communicate this new model across the Institute's membership and will focus on activities up to the end of the year.

AOB

21. The Board extended their condolence to the family and friends of David Hall, former Head of Communications at the Institute, following his recent passing.

Next Board meeting

22. The next meeting of the Board will take place on Wednesday 13th November 2019 at the Institute's London offices.

Author-Secretariat, Institute for Apprenticeships & Technical Education

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