

INSTITUTE BOARD MINUTES

Date of issue-15th January 2019

Audience-Institute for Apprenticeships Board

Agenda item-2

Agenda reference-Minutes of last Board meeting – 14th November
2018

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. Board members confirmed that they had no interests to declare.

Minutes, actions from the last meeting, declarations of interest

2. The Board considered the minutes from the last Board meeting on 19th September 2018 and were content with approving them.

Stakeholder Perception Survey results 2018-19

3. Rob Nitsch, the Institute's Chief Operating Officer, led a session updating the Board on the results of the Institute's stakeholder perception survey.
4. The Institute invited a broad range of stakeholders to share their attitudes towards the Institute and its work between 13th August and 28th September 2018. The survey, which was structured around the Institute's three Strategic Principles, explored stakeholders' perceptions on:
 - Awareness and understanding of the work and role of the Institute;
 - The Institute's strategic role in delivering quality across the apprenticeship system;
 - Advocacy towards the organisation;
 - Strengths and weaknesses and suggestions for improvement; and

- Effective and preferred methods for communications.
5. Rob reported that a total of 159 responses had been received, of which, 111 were employers, 29 from Providers, 16 from Professional/Sector bodies, and 3 who had identified themselves as other stakeholders.
6. Rob highlighted that six core themes had come out strongly in the survey results before providing a headline summary against each.
- i) Overall Process Performance
 - The Institute's process performance has seen a broad improvement, particularly following the Implementation of our Faster & Better programme, although this has not been felt across all stakeholders.
 - ii) Quality Assurance
 - Employers feel that the Faster & Better programme has had a positive impact on quality, with employers generally pleased with the delivery of EQA where the Institute is the EQA provider.
 - iii) Funding Recommendations
 - Funding band allocation remains a source of strong views and some dissatisfaction.
 - iv) Stakeholders' experience of working with the Institute
 - Employers and providers responded favourably in relation to the Institute's role in effectively developing occupational standards with employers, with respondents least sure that the Institute lived up to its 'Independence Value'.
 - v) Communications
 - Employers were generally positive about the Institute's communications and operations, with the Institute broadly seen as a listening organisation.
 - vi) Traction and impact
 - Respondents described the Institute as 'still developing', indicating that there is an acknowledgement that we are a young organisation, with more work required on transparency and building trust.

7. The Board welcomed the findings from the survey results and were asked to discuss what they thought should be the priorities for next steps. The Board's comments included:

- We should be more transparent in funding band recommendation methodology where we can.
- We need to do more to bolster our relationship with providers.
- We need employers and apprentices to be the voice for the Institute in getting key communications out. It was noted that the Institute has recently upskilled its communications team and re-launched its external newsletter, which has since had a positive uptake.
- Some sectors still do not fully understand what the Institute is responsible for – we need to use our communications approach to address this, particularly as we take on our technical education responsibilities.

ACTION 1: Develop an action plan for taking forward the key issues from the stakeholder perception survey and circulate to the Board for comments.

Apprentice Panel presentation

8. Peter Schild, the Institute's Chief Financial Officer welcomed the Apprentice Panel who were invited to present the Board with an update on their work and priorities. The Panel introduced themselves before setting out their role in ensuring that the views of apprentices are represented across the work and governance of the Institute.
9. The Panel highlighted their priority project which is to develop an 'Apprenticeship Prospectus' much like a university prospectus to provide easily accessible information on apprenticeships. The Panel highlighted the need to raise better awareness of apprenticeships amongst students, parents and teachers, and promoting them as an equivalent to the academic route.
10. The Panel also shared their views on the recent Education Select Committee report on apprenticeship quality and skills training, and updated the Board on work taking place to create a social media presence for apprentices by launching the Apprentice Panel's dedicated Instagram page.
11. The Panel then flagged some areas of concern which they would welcome some

support on, these included raising awareness of apprenticeship with parents, clarifying the employment status of apprenticeships, apprenticeship wages, and employer commitment to 20% off the job training.

12. The Board welcomed this update and commended the Panel for their fantastic work in raising some very important issues.

T Level update

13. Carmel Grant, Deputy Director for Technical Education Implementation then provided the Board with an update on the Institute's preparations for assuming responsibility for the Technical Qualifications (TQ) element of T Levels.
14. Carmel highlighted that the joint Institute/DfE Commencement Group were currently focusing on conducting deep dives into four key themes, namely, Governance, T Level operations, Resourcing, and Support Services. A full readiness check is scheduled to take place in late November, ahead of a formal assessment by the Infrastructure and Projects Authority (IPA) in December.
15. The Board were asked to note that in relation to the Wave 1 procurement, the Institute and DfE were currently evaluating and moderating bids following the closure of the Invitation to Tender exercise in October. Recommendations on the preferred bidder(s) are expected to be cleared in the New Year with a view to awarding the contracts in February 2019.
16. The Board also noted that the Institute's Route Panels and Approval and Funding Committee considered Wave 2 outline content during the last approvals cycle. Officials are also developing the Procurement Strategy and Business Case for Wave 2 procurement.
17. The Board were asked to consider the draft T Level Accountability Statement that sets out roles and responsibilities for T Levels and will be published upon commencement of the Institute's TQ responsibilities in February 2019.
18. The Board noted the progress being made and provided comments on the Accountability Statement.

ACTION 2: Share overview slide of T Level responsibilities and list of Training

Providers with the Board.

Education Select Committee Response

19. Sir Gerry Berragan then talked the Board through the Institute's proposed response to the Education Select Committee's report '*The apprenticeships ladder of opportunity: quality not quantity*', following their inquiry into the quality of apprenticeships and skills training.
20. Sir Gerry highlighted that the Select Committee report made 27 specific recommendations, of which, three were directed at the Institute with a fourth indirectly related to us and upon which we have a view.
21. The Institute has been liaising closely with DfE to ensure that our collective responses address the Select Committee's concerns in a joined-up manner. We have agreed that the Institute's response should appear annexed alongside an overarching Departmental response.
22. The Board considered each of the recommendations and proposed response in detail and provided comments which will be addressed before a final response is submitted to DfE for publication.

ACTION 3: The Chief of Staff to incorporate the Board's comments to the Select Committee response and submit a final version for publication to DfE.

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23. The Board considered several business cases requiring collective sign-off which they were content to approve.
24. The next meeting of the Board will take place on Tuesday 22nd January 2019 at the Manchester Metropolitan University, Manchester, M15 6BH. This will be followed by the Board's Strategy Day on Wednesday 23rd January.

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Date created: 19th December 2018
Version: Final