

INSTITUTE BOARD MINUTES

[Date of issue](#)-7 November 2018

[Audience](#)-Institute for Apprenticeships Board

[Agenda item](#)-3

[Agenda reference](#)-Minutes of last Board meeting – 19th September 2018

Welcome and Introductions

1. Antony Jenkins (Chair) welcomed Board members and participating officials, including Keith Smith, Director for Apprenticeships at the Education and Skills Funding Agency who attended to present to the Board.
2. Apologies were noted from Board member, Malcolm Press.

Minutes, actions from the last meeting, declarations of interest

3. The Board considered the minutes from the last Board meeting on 18th July 2018 and were broadly content, subject to minor amends.
4. No new declarations of interest were made by the Board.

Nine-step process plan and changes to internal governance arrangements

5. Rob Nitsch, Chief Operating Officer for the Institute provided the Board with an overview of the on-going work taking place to ensure that the Institute remains ready to assume its responsibilities for T-Levels.
6. Rob presented the Board with his 9-step Programme for achieving this, and highlighted the 3 phases to this work. Namely, phase 1 confirmed the 2-year programme, which will be built from an understanding of the Framework in which the Institute operates. Phase 2 confirmed the internal process the Institute needs to

operate efficiently and effectively, whilst Phase 3 confirmed the detail of the structure we need to have in place for T-level commencement and our plan for getting there.

7. Rob highlighted the Institute's plans for adopting a more rigorous and structured approach to change. We have commissioned 7 change projects which will be delivered this calendar year/early next and they will focus on:

- Faster and Better Next Steps
- Management Information
- Digital Pathway
- Review of Membership Concept
- Statutory Reviews
- Quality Programme
- Determination of Funding Recommendations

8. The Board welcomed this update and suggested that 'communications' be considered as another potential priority project.

Technical Education readiness update

9. Carmel Grant, Deputy Director for Technical Education at the Institute provided the Board with a programme update on the Institute's position on readiness for Technical Education.

10. The Board were first updated on the latest developments around the Wave 1 procurement and were informed that the Invitation to Tender (ITT) for the first 3 T-Level Technical Qualifications went live on Monday 3rd September 2018. Awarding Organisations will have until the end of October to bid to develop and deliver Technical Qualifications (TQs). Once the deadline for bids has passed, the Institute alongside DfE will evaluate the bids before Christmas. The Institute will then aim to award the first contracts in late February 2019, with a view to the first T-Levels being delivered in colleges and schools from September 2020.

11. The Board asked about the level of employer engagement and involvement. Sir Gerry highlighted that employers were firmly involved in the development of robust T-level outline contents via T-Level Panels.

12. The Board were then informed of plans for the Wave 2 procurement.

Progress update on the digital apprenticeship service and recommendations to the Secretary of State on the Register of Apprenticeship Training Providers (RoATP)

13. Keith Smith, Director for Apprenticeships at the Education and Skills Funding Agency (ESFA) then talked the Board through the recent governance changes that took place in early September with DfE policy functions for apprenticeships and T-Levels transferring into the ESFA to create an improved end-to-end model for apprenticeship delivery.

14. Keith then talked the Board through the latest position on the review of the register of apprenticeship training providers (RoATP) and the progress that is being made with the digital apprenticeship service roadmap.

15. Keith highlighted that the ESFA were launching a new feedback tool where apprentices can rate their training providers via a 5 star rating. The Board flagged the need for an honest conversation around the aspirations for this to ensure that 'quality' is not affected.

Communications update from the Department for Education

16. Officials from the Department for Education then joined the meeting to update the Board on apprenticeship and T-Levels communications, engagement plans and activities to ensure appropriate alignment between DfE and the Institute's respective communication strategies.

17. The Board welcomed the opportunities for alignment and collaboration on key areas of interest. The Board made the following reflections:

- The Institute would welcome better sign-posting for apprentices, parents and employers.
- It would be helpful for the Department to contextualise what Technical Professional Education is, the choices and options available not just for apprentices, but for employers also.
- We should clarify the important issue of progression between an apprenticeship, T-Levels and academic qualifications.

- We should make clear that apprenticeships are not just for young people, but also for re-training and older people.

AOB

18. The next meeting of the Board will take place on Wednesday 14th November 2018 at the Institute for Apprenticeships, Room 1, 151 Buckingham Palace Road, London, SW1W 9SZ.

Author: Usama Edoo

Date created: 19th October 2018

Version: Final