

## TERMS of REFERENCE - The Apprentice Panel

### Purpose

1. The Board has established the Apprentice Panel (AP) to receive feedback on the performance of apprenticeships in England and recommendations for their improvement, and particularly for those aspects for which the Institute has responsibility
2. The Apprentice Panel will work closely with the Approvals Process and Assurance Committee (APAC), as well as the Institute's Communications and Engagement team to consider all aspects of the apprenticeship life cycle from an apprentice's perspective (Awareness, Selection, Participation, Outcomes).

### Membership

3. The panel will be composed of individuals who are currently apprentices. They will be appointed to the panel for two years. Membership will be reviewed after one year to consider the attendance record and participation of the apprentice.
4. Panel members will champion their expertise by representing the diverse perspectives of fellow apprentices in their designated route.
5. We aim to appoint a maximum of three apprentices per route, and to have equal representation where possible.
6. Appointment will be by public competition, including endorsement by the applicant's employer. Panel membership will be in accordance with the terms of appointment managed by the Communications and Engagement team.
7. On appointment panel members will be provided with appropriate and timely training in the form of an induction.
8. The Apprentice Panel, under the guidance of the chair and vice-chair, will collaborate closely with the Apprentice Panel lead at IfATE to shape the panel's direction and agenda. The positions of chair and vice-chair will be accessible to all panel members, promoting inclusivity, with a duration of one year and selection based on an expression of interest and an interview process conducted by the IfATE panel lead.

### Meetings

9. The Apprentice Panel, as a collective will convene every eight weeks on Thursdays from 10:00 to 12:00, affirming our commitment to regular collaboration and progress
10. Meetings will be led by the Apprentice Panel chair and they will actively work with panel members to shape the direction of discussions and decisions.

11. IfATE will provide a comprehensive calendar of meetings at least six months in advance, empowering panel members to take ownership of their involvement and contribute meaningfully to each session. The Apprentice Panel hold the power to convene additional meetings as needed to address emerging issues and opportunities.
12. The Apprentice Panel are encouraged to leverage their networks and invite relevant officials to meetings, ensuring that diverse perspectives enrich discussions.
13. The Apprentice Panel may ask all, or any of those who normally attend, but who are not members of the panel, to withdraw to facilitate open and frank discussion of a particular matter.
14. It is expected that panel members will attend all meetings where possible. Apologies for absence should be sent to the apprentice panel lead in good time. Where members fail to attend two consecutive meetings without good reason, their continued membership will be reviewed, and this may result in being requested to leave the Apprentice Panel.

## Accountability and reporting

15. The Apprentice Panel will report to APAC annually, providing a comprehensive update on activities, outlining future plans, and requesting support, ensuring transparency and accountability.
16. Occasionally, APAC may commission the Apprentice Panel to report on specific interests and the Panel should raise any issues of specific significance as they arise.

## Secretary

17. IfATE will provide secretarial support to the Apprentice Panel including taking clear and accurate minutes.

## Quorum

18. There is no minimum number of members required for quoracy. It is expected that members will attend meetings wherever possible.

## Responsibilities

19. Apprentices are appointed to:
  - share their thoughts, concerns, and views on apprenticeships
  - advise and challenge the Institute's board, Institute officials, and other government officials/departments
  - contribute to communications/media work to promote apprenticeships,
  - engage with media opportunities organised by the Institute's Communications Team, e.g. case studies, podcasts, and radio interviews
  - provide first-hand insights into everyday life as an apprentice
  - engage with the findings of the annual DfE learner survey, and build an understanding of, the experiences and needs of apprentices by way of targeted consultations and an IfATE Apprentice Panel survey when needed.

- generate thinking, ideas and evidence on issues that impact the apprentice experience and apprenticeship opportunities
- be an ambassador for the opportunities that apprenticeships offer

## Information requirements

20. For each meeting members will be provided with the agenda a minimum of one week in advance. Following each meeting minutes, taken by an IfATE member will be circulated for checking and approval.

## Other

21. On successful completion of their term of office, panel members will be provided with a testimonial by the panel lead on request.
22. The Apprentice Panel will review the terms of reference annually to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the board for approval.