



Department  
for Education



Institute for Apprenticeships  
& Technical Education

# Non-Executive Board Members for the Institute for Apprenticeships & Technical Education

Information pack



# WELCOME



## Thank you for your interest in becoming a non-executive member of the Board of the Institute for Apprenticeships and Technical Education (the Institute).

This is a unique opportunity to support the Institute at an exciting stage in its development as it empowers employers to develop world leading apprenticeships and technical education to unlock everyone's potential across the economy.

The Government has set out a long-term programme of reform to raise the quality of apprenticeships and technical education, giving employers more control over content and assessment. The Institute was established in April 2017, and represented a key milestone in implementing these reforms.

The Institute plays a key role in the reform of the apprenticeships system, using its mandate to assure quality and provide objective, independent advice to Government on future funding provision for apprenticeship training. In 2019, the Institute extended its role by taking on responsibility for developing the technical qualifications within T Levels.

All Board members contribute to the Institute's successful pursuit of its mission: to help employers deliver high quality and cost effective apprenticeships and technical education so people from all backgrounds get the skills they need. I want to recruit employers who have exceptional leadership skills, and who can help the Institute drive forward this ambition and champion its work with other employers.

My Department is focused on equality of opportunity and I particularly welcome applications from women, people with disabilities, LGBT candidates and those from black, Asian and minority ethnic backgrounds.

If you want to support the Institute in delivering the Government's apprenticeship and technical education reforms, and have the skills and experience I am seeking, I hope that you will apply.

Yours sincerely,

**Rt Hon Gavin Williamson CBE MP**  
Secretary of State for Education



**The Government has set itself an ambitious agenda to improve the quality of apprenticeships and technical education, to drive an increase in productivity. To achieve these goals, we need employers to invest more in training their workforce and for people to be trained to fill skills gaps.**

The Government's apprenticeships reform programme is now established and has seen employers take ownership of determining the skills and competencies that they need their apprentices to achieve to best serve their business. The first T Levels will be delivered from September 2020 to provide a high-quality technical option for young people aged 16 to 19.

The Institute was established as a Crown Non-Departmental Public Body, independent of Government and employer-led with a mandate set by Ministers. The Institute is playing a vital role in continuing the apprenticeship and technical education reform process and works on behalf of employers to support the delivery of high quality apprenticeships and T Levels in England. The Institute enables apprentices or learners to be confident that their apprenticeship or T Level is of high quality, respected and will help them to build a career with a clear market value.

The Institute:

- Acts as the ultimate decision maker on approving apprenticeship standards and assessment plans to ensure they are of high quality, sufficiently stretching and kept occupationally relevant, with employer backing.
- Advises on the maximum level of government funding available for those standards, so that they represent good value for money.
- Is responsible for Technical Qualifications, which are the main, classroom-based element of the T Level.
- Will play a role in the reform of Higher Technical Qualifications.

The Institute's Board has a diverse range of experience and is primarily made up of employers, education and business leaders. The Institute currently has around 200 staff, based on two sites in London and Coventry.



# ABOUT THE ROLE

## The Institute's Board ensures that effective arrangements are in place to provide assurance on risk management, governance and internal control.

In particular, the Board has collective responsibility for establishing and taking forward the strategic direction of the Institute, having regard to the Strategic Guidance issued to the Institute by the Government each year.

- Board members must assure that the Institute develops high-quality apprenticeships and technical qualifications, so they are viewed and respected as highly as other education routes. In driving forward this ambition, Board members will develop and manage effective relationships with senior stakeholders, be a visible authoritative presence on the public stage when necessary, be a credible figure with employers and a champion for apprentices and technical education.
- Board members must always observe the highest standards of probity, impartiality, integrity and objectivity in relation to management of the organisation and when making strategic decisions, ensuring that high standards of corporate governance are always observed.
- Board members operate on the principles of collective responsibility, support and respect. Members are provided with all information necessary to ensure vigorous debate and effective decision-making. Members may request any additional information they deem necessary to ensure that the decision-making process is sufficiently well informed and robust.
- Board members should speak with one voice in public on Institute matters. Board members should not make press or public statements in respect of the Institute's affairs without the permission of the Chair (or, in the absence of the Chair, the Chief Executive). Briefing and assistance for Board members making public statements is provided.
- Decisions of the Board are normally reached by consensus and only in exceptional circumstances should a formal vote be necessary. All decisions of the Board are recorded. Minority views are not normally be made public although, if a vote is necessary, the outcome of that vote is be recorded in the Board minutes.
- If a Board member resigns because of a disagreement with a Board decision, they may state the basis for the disagreement but may not publicly disclose the views of other Board members.
- There is an expectation that Board members will serve on at least one Board Committee.



# WHO WE'RE LOOKING FOR

Candidates will be proven strategic thinkers able to contribute across a range of governance, policy and financial matters relating to apprenticeships, skills and technical education. The role involves developing and managing effective relationships with senior stakeholders, seeking to bring them on board and win their commitment to the functions of the Institute.

Applications are sought from senior business or public sector figures whose organisations recruit through a range of entry routes, who employ a significant number of apprentices and who understand the challenges and opportunities faced by businesses following the technical education reforms. Members must have the time and skills to contribute across a range of the Institute's strategic and governance issues.

## ESSENTIAL CRITERIA

A successful candidate will have the following essential criteria:

- Exceptional leadership skills, with experience of working at board level;
- Proven ability to drive cultural change, with a track record of delivering outstanding results;
- A proven track record of commanding respect from employers, both big and small, at a senior level;
- Excellent analytical skills, with the ability to communicate complex issues clearly, both privately and on the public stage;
- An understanding of the Government's vision for apprenticeships, skills and technical education, and a passion and determination for it to succeed;
- An understanding of the challenges and opportunities faced by employers;
- A commitment to maintaining the independence of the Institute whilst at the same time ensuring it delivers the Government's aims.

For one of the two posts, a successful candidate will have:

- Proven financial skills that will support the Institute's financial capability at board level and its work on securing value for money in the apprenticeships programme;
- A strong background in regulatory work, with the ability to provide sufficient challenge on regulatory effectiveness and compliance.

## DESIRABLE CRITERIA

For one of the two posts, we are particularly interested in appointing a candidate from the digital industries.

Applicants will be assessed against these criteria in their application form and at any subsequent interview. In the event that we receive a large number of applications, those which do not clearly demonstrate an understanding of the challenges and opportunities faced by employers, and exceptional leadership skills with experience of working at board level, will be rejected at the first sift stage.



# EQUALITY AND DIVERSITY

**The Department for Education is focused on equality of opportunity and particularly welcomes applications from women, people with disabilities, LGBT candidates and those from black, Asian and minority ethnic backgrounds. Both UK nationals and international candidates are encouraged to apply.**

We ask that all applicants complete an anonymised Diversity Monitoring Form used for data gathering information only in order to ensure departments are recruiting from the widest possible pool. The information you provide is held by the Public Appointments team and not shared with the selection panel.

We have a strong culture of inclusion and diversity and support this through our 11 staff networks, including the BAME, LGBT+, Carers and EU/EEA Nationals networks. In 2018 we launched a five year strategy to create a department where everyone is able to bring their whole self to work and where honesty, challenge and innovation are encouraged and valued. We are recognised by leading diversity organisations for promoting diversity in the workplace.

## **LEADERS IN BEING POSITIVE ABOUT DISABILITY**

We're positive about disability and proud to achieve Disability Confident Leader status, signifying our role as champions of the scheme and demonstrating that we're leading the way in getting every business to become Disability Confident.

We use the Disability Confident symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability.

It also means people with a disability know which employers will be positive about their abilities.

## **SOCIAL MOBILITY EMPLOYER INDEX**

The Department has been recognised, being ranked 22nd in the top 75 organisations in the Social Mobility Employer Index 2019 .

The Index, published by the Social Mobility Foundation, recognises organisations across the country that are taking action to attract and retain staff from all backgrounds, while also supporting them to progress within their careers. DfE is the second highest ranked government department listed in the Index, following Ministry of Justice.

## **BUSINESS IN THE COMMUNITY**

We have been recognised by Business in the Community for our work on engaging senior leaders on race and are signatories to the Race at Work Charter. This means we are taking practical steps to tackle barriers that ethnic minority people face in recruitment and progression and to ensure our workforce is representative of British society today.

## **STONEWALL DIVERSITY CHAMPION**

We're proud to be part of Stonewall Diversity Champions, Britain's leading employers' programme for ensuring all lesbian, gay, bi and trans staff are accepted without exception in the workplace.



# HOW TO APPLY

The closing date for applications is: **Friday 15th May at 9.00am**

Diversity and application forms along with Information on the timetable for this campaign, selection process, requisite security clearance, and the Assessment Panel can be found on the Centre for Public Appointments website [publicappointments.cabinetoffice.gov.uk](http://publicappointments.cabinetoffice.gov.uk)

Please submit the following documents by email to:

[PublicAppointments.APPLICATIONS@education.gov.uk](mailto:PublicAppointments.APPLICATIONS@education.gov.uk)

**1. A covering letter not exceeding two sides of A4 paper. (Arial size 12).**

**2. A CV**

**3. Candidate application form**

**4. Diversity form**

Please include the vacancy title in the subject box and submit each application document as a separate attachment.

We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard form. If you would like to have a chat with us about reasonable adjustments please contact us at: [PublicAppointments.APPLICATIONS@education.gov.uk](mailto:PublicAppointments.APPLICATIONS@education.gov.uk)

Please note the following:

- we cannot accept applications submitted after the closing date;
- applications will be assessed solely on the documentation provided; please refer to the advert and checklist above to ensure you have provided everything requested;
- applications will be acknowledged upon receipt;
- feedback will only be given to candidates unsuccessful following interview.



# TERMS OF APPOINTMENT

It is envisaged that candidates will take up their roles by July 2020.

## Location

London, Coventry, and other locations as required.

## Time requirement

Members spend 2 days a month carrying out board duties, including attending board meetings, and must be prepared to be flexible about how these 2 days are used. For example, board activities may amount to more than 2 days in one month and less in another.

## Term

Appointments are for 3 years, with the option to seek reappointment for an additional 2 years.

## Remuneration

A fee of £15,000 a year is payable.

## Expenses

Reasonable expenses properly and necessarily incurred will be reimbursed in line with the Institute's expenses policy

## Pension

The post is not pensionable.

## Conduct and Standards in Public Life

Members are expected to demonstrate high standards of corporate and personal conduct and are required to adhere to the code of conduct for board members and demonstrate a sound understanding of and commitment to the principles of public life, both of which can be found here:

[www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies](http://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies)

[www.gov.uk/government/publications/the-7-principles-of-public-life](http://www.gov.uk/government/publications/the-7-principles-of-public-life)

## Eligibility

This is a non-executive public appointment by the Secretary of State for Education and is subject to routine security clearance.

## Disqualification for appointment

There are circumstances in which an individual will not be considered for appointment. They include:

- People who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- People who are the subject of a bankruptcy restrictions order or interim order;
- In certain circumstances, those who have had an earlier term of appointment to another public body terminated;
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986;
- Anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Commission on: [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk) or 020 7271 8938.

## Conflicts of interest

You should note particularly the requirement to declare any conflict of interest that arises in the course of Institute business and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of the Institute. If the selection panel is concerned that such interests may impact on the independence or perceived independence required for this role, they will discuss their concerns with you if you are invited for interview.

## Political activity

In accordance with the recommendations of the Committee on Standards in Public Life (the Nolan Committee), candidates must declare any significant political activity in the past five years. This information will be used for monitoring purposes. However, if your application is successful the information may be released into the public domain.



# PRINCIPLES OF PUBLIC LIFE

## **SELFLESSNESS**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

## **INTEGRITY**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

## **OBJECTIVITY**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

## **ACCOUNTABILITY**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

## **OPENNESS**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

## **HONESTY**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

## **LEADERSHIP**

Holders of public office should promote and support these principles by leadership and example.



## **HOW TO COMPLAIN**

Please contact the Department for Education's Public Appointments team if you would like to make a complaint regarding your application at **[PublicAppointments.DFE@education.gov.uk](mailto:PublicAppointments.DFE@education.gov.uk)**

We will acknowledge your complaint upon receive and respond within 15 working days.

If you are not content with our response please contact the Commissioner for Public Appointments at **[publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk)**

Further information on complaints can be found on the Commissioner for Public Appointment's website **[publicappointmentscommissioner.independent.gov.uk](http://publicappointmentscommissioner.independent.gov.uk)**