



Department  
for Education



Institute for Apprenticeships  
& Technical Education

# Chair of the Institute for Apprenticeships & Technical Education Board Information pack



# WELCOME



## Thank you for your interest in becoming chair of the Institute for Apprenticeships and Technical Education.

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After five years as both shadow chair and then chair of the Institute, Antony Jenkins is standing down in 2021. Antony has played a crucial role in leading the Institute's employer led approach, with over 590 new high quality apprenticeship standards now approved for delivery.

We are seeking a new chair with exemplary leadership skills and a passion for apprenticeships and technical education who can guide the Institute in its next phase of development. I am looking for a leader who shares my commitment to empowering employers to develop world leading apprenticeships and technical education that can unlock everyone's potential across the economy.

The chair will help me deliver the Government's long-term programme of reform to raise the quality of apprenticeships and technical education. The Institute plays a key role in these reforms, using its mandate to assure quality and provide objective, independent advice to Government on future funding provision for apprenticeship training. In 2020, the first T Levels, with technical qualifications developed by the Institute, began to be delivered in schools and colleges.

Building on these achievements, the Government is entrusting the Institute with new responsibilities for ensuring that a wider range of technical qualifications are high quality and meet employers' needs.

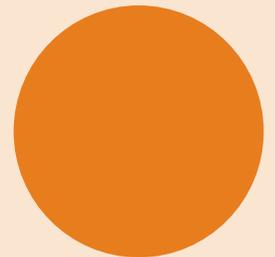
To deliver this ambitious agenda the chair will have the very high profile and credibility needed to champion the Institute's mission with employers and engage them in the work of the Institute.

My Department is focused on equality of opportunity and I am committed to ensuring that public appointments better represent the views of the communities which they serve. I particularly encourage applicants from under-represented groups, those based outside London and the South East and applicants who have achieved success through non-traditional educational routes.

If you want to lead 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 and improve social mobility. 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 are being 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, T Levels and Higher Technical Qualifications in England. The Institute enables apprentices or learners to be confident that their apprenticeship or technical qualification 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.
- Is approving Higher Technical Qualifications which are aligned to the employer-designed standards, and will extend this role to other technical qualifications in future.

The Institute's board has a diverse range of experience and is primarily made up of employers, education and business leaders. The Institute currently employs 200 people, based primarily across two sites in London and Coventry.



# ABOUT THE ROLE

**The chair will take up their role at a key point in the Institute's development and will need to be able to give outstanding leadership as its board membership evolves, making the most of individual members' strengths and skills.**

The board's effectiveness will be crucial to ensuring the Institute fulfils its vital role in continuing the apprenticeship and technical education reform process, and that it continues to be employer led, supporting the delivery of high quality apprenticeships and T Levels in England while extending its responsibilities for approving technical qualifications.

The successful candidate will need to demonstrate the skills required to lead a growing organisation with an annual budget of some £25m which employs two hundred people, maintaining effective governance and robust financial management. The chair will need to ensure the Institute discharges its statutory functions in line with government policy, and guide it through the tension inherent in being employer led while being accountable to government. To achieve this the chair will need to offer both support and challenge to the Institute's chief executive and staff.

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.

The chair is responsible to the Secretary of State for ensuring that the Institute fulfils its statutory functions as set out in legislation. Communications between the Institute's board and Ministers should normally be through the chair. He or she is responsible for ensuring that the Institute's affairs are conducted with probity. Where appropriate, these policies and actions should be clearly communicated and disseminated throughout the Institute. In addition, the chair has the following leadership responsibilities:

- formulating the Institute's board's strategy;
- ensuring that the Institute's board, in reaching decisions, takes proper account of guidance provided by Ministers or the Department;
- promoting the efficient and effective use of staff and other resources;
- delivering high standards of regularity and propriety;
- representing the views of the Institute to external stakeholders and the general public; and
- annually reviewing the performance of the Institute's board, committees and individual Institute board members.



# 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 including employers in the private and public sectors, Ministers and leaders of employer representative groups, seeking to bring them on board and win their commitment to the functions of the Institute.

Candidates will need the personal strength and integrity to maintain the independence of the Institute whilst at the same time ensuring it delivers the Government's aims and holding it to account for delivery.

Applications are particularly welcome from senior business or public sector figures whose organisations recruit through a range of entry routes and who employ a significant number of apprentices. Candidates will have a good understanding of the Government's apprenticeship and technical education reforms, and the challenges and opportunities faced by businesses following the technical education reforms. Candidates will also be committed to diversity and social mobility and helping people from all backgrounds to get the skills they need.

We particularly welcome applications from under-represented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes.

## ESSENTIAL CRITERIA

A successful candidate will have the following essential criteria:

- Exceptional leadership and non-executive chairing skills, with significant experience of providing strategic direction, effective decision making, driving delivery and governance oversight at senior board level in a complex and high-profile environment.
- A current or very recent employer with an ability to offer an employer perspective at all times on the Institute's priorities, as well as the personal reputation, public profile, broad experience and gravitas that would command the confidence and respect of employers, both large and small, at a senior level.
- The ability to influence and build effective relationships with stakeholders, and to communicate decisions and complex issues clearly and persuasively, both privately and on the public stage.
- A sound understanding of the central role in apprenticeships and technical education that the Government expects the Institute to play, and a passion and determination for it to succeed in this role, and for delivering for employers and learners.

Applicants will be assessed against these criteria in their application and at any subsequent interview. In the event that we receive a large number of applications, those which do not clearly demonstrate the first of these (Exceptional leadership and non-executive chairing skills) will be rejected at the first sift stage.



# EQUALITY AND DIVERSITY

**The Department is focused on equality of opportunity and is committed to ensuring that public appointments better represent the views of the communities which they serve. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes.**

The Department for Education has a strong culture of inclusion and diversity and it wants to encourage applications from people with a diverse range of backgrounds and educational routes. 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.

We want to ensure any appointee to the Department's arm's length bodies is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

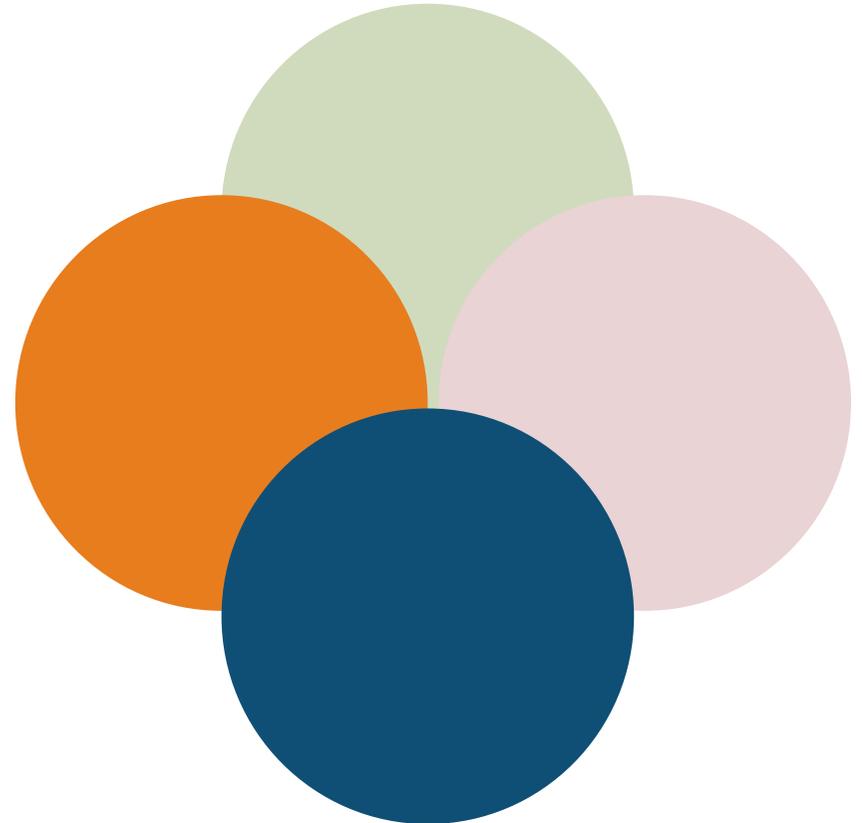
## **CHAMPIONING SOCIAL MOBILITY**

The Department champions social mobility in all of its policies and is committed to opening up opportunities for people from all backgrounds, all socio-economic classes and all regions of the UK. We are committed to embedding this principle into our recruitment and public appointments and expect all our leaders, including in arm's length bodies, to take action to attract and retain staff from all backgrounds, while also supporting them to progress within their careers.

## **DISABILITY CONFIDENT**

We are a member of the Government's Disability Confident scheme and have achieved Disability Confident Leader status, signifying our role as champions of the scheme. 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.

We ask that all applicants complete an anonymised Diversity Monitoring Form used for gathering data 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.



# HOW TO APPLY

The closing date for applications is: **Monday 1st February 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**

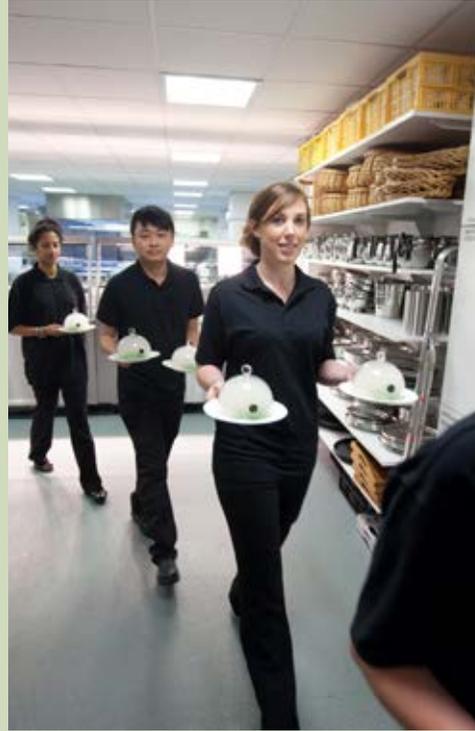
Please include the vacancy title in the subject box and submit each application document as a separate attachment.

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.

Due diligence will be undertaken on all candidates invited to interview and at various points up to appointment.



# TERMS OF APPOINTMENT

It is envisaged that candidates will take up their roles by Summer 2021.

## Location

London, Coventry, and other locations as required.

## Time requirement

The chair will be required to spend 1 day a week carrying out their duties, including attending board meetings and representing the Institute at meetings with Ministers and Senior Officials, and must be prepared to be flexible about how this day is used. For example, board activities and meetings the chair should attend may amount to more than 1 day in one week and less in another.

## Term

This appointment is for 5 years.

## Remuneration

A fee of £29,500 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 receipt 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)**