



Department
for Education



Institute for Apprenticeships
& Technical Education

Non-Executive Board Member 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 (IfATE). This is an important time to join the Board, as IfATE continues to empower employers to develop world leading apprenticeships and technical education.

The Government will provide a ladder of opportunity for everyone to get the education and skills they need for job security and prosperity. IfATE's work is central to achieving this: ensuring that technical qualifications are streamlined, high quality, and lead to good progression outcomes; and championing high-quality and responsive apprenticeships which offer opportunities to train or upskill in the roles employers need.

We want to recruit an individual who has exceptional leadership skills, and who can help IfATE drive forward this ambition, champion its work with other employers, and who commands the confidence of businesses of all sizes – including small and medium sized employers.

The Department is focused on equality of opportunity and I and the Secretary of State are committed to ensuring that public appointments better represent the views of the communities which they serve. We 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 support IfATE in delivering the Government's apprenticeship and technical education reforms and have the passion for apprenticeships and technical education and the skills and experience we are seeking, I hope that you will apply.

Yours sincerely,

Rt Hon Robert Halfon MP
Minister of State for Skills, Apprenticeships
and Higher Education



IfATE works directly with employers to develop, approve, review and revise apprenticeships and technical qualifications.

It was created in 2017 as an arm's length body of the Department for Education and its mission is to enable employers to co-create high quality, cost-effective apprenticeship standards and technical qualifications, so that every employer and individual gets the skills they need to succeed.

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 were awarded in summer 2022 to provide a high-quality technical option for young people aged 16 to 19.

IfATE was established as a Crown Non-Departmental Public Body, independent of Government and employer-led with a mandate set by Ministers. IfATE 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 technical education in England. IfATE enables apprentices and learners to be confident that their programme of study is of high quality, respected and will help them to build a career with a clear market value. It supports employers across the full range of the economy in every sector, from agriculture to digital, engineering and health.

IfATE:

- Acts as the ultimate decision maker on approving apprenticeships and technical qualifications 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 apprenticeship standards, so that they represent good value for money.
- Is responsible for Technical Qualifications, which is the main, classroom-based element of the T Level.
- Approves Higher Technical Qualifications which are aligned to the employer designed standards.
- Maintains the occupational maps which underpin all technical education.

IfATE will also be approving a broader range of technical education qualifications as set out in the Skills and Post-16 Education Act 2022, ensuring that the majority of technical education is linked to employer-led standards by 2030.

IfATE's Board is led by Baroness Ruby McGregor-Smith CBE and has a diverse range of experience and is primarily made up of employers, education and business leaders. IfATE currently employs 330 people, across England.



ABOUT THE ROLE

As a Board Member, you will contribute your knowledge and expertise to the Board's debate and to its collective decision-making, formulating strategy, providing direction and assessing performance.

You will act as a critical friend for the Chief Executive and the Executive Team, providing constructive support and offering effective challenge when necessary. You will read reports and seek out information from other sources in preparation for Board and Committee meetings. You will also be expected to attend events, as needed, during the year, representing IfATE in an official capacity.

IfATE'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 IfATE, having regard to the **Strategic Guidance** which is issued to IfATE by the Government each year to ensure that IfATE is meeting its objectives effectively.

As an IfATE Board member, you will bring significant knowledge, on a macro scale, of what employers need and want to maximise productivity in their business.

There is an expectation that Board members will serve on at least one **Board Committee**. Membership of Committees will be proposed by the Chair of the Committee and agreed by the Board.

If you have any questions about the role please email Tom.Errington@education.gov.uk or Fozorun.Boshir@education.gov.uk



Candidates will be proven strategic thinkers able to contribute across a range of governance and policy matters relating to apprenticeships, skills and technical education.

Board members are required to draw on their knowledge, skills and expertise, to play a full part in the board's deliberations on issues relating to the skills and employment landscape; and be strong champions and public advocates for IfATE's role and place in the skills landscape. Where necessary, they will champion specific priorities as needed to drive its work forward.

IfATE works directly with employers to create products, such as apprenticeships and T Levels, which will give individuals the skills employers need and so it is important that its board membership is supportive of its approach, whilst using their knowledge and experience to challenge the Executive when necessary.

Given its employer-led work, applications are particularly welcome from current senior business or public sector employers whose organisations recruit through a range of entry routes and who employ a significant number of apprentices or students who have undertaken technical qualifications; and we are particularly interested in hearing from candidates who will command the confidence of a range of employers, including small and medium sized employers.

Candidates will need the personal strength and integrity to maintain IfATE's independence whilst at the same time setting its strategic direction to ensure it delivers the government's aims and holding its Executive to account for delivery.

Candidates will have a good understanding of the government's apprenticeship and technical education reforms and skills agenda, as well as challenges and opportunities faced by businesses of all sizes. Candidates will have a proven commitment to maintaining high standards, as well as being 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

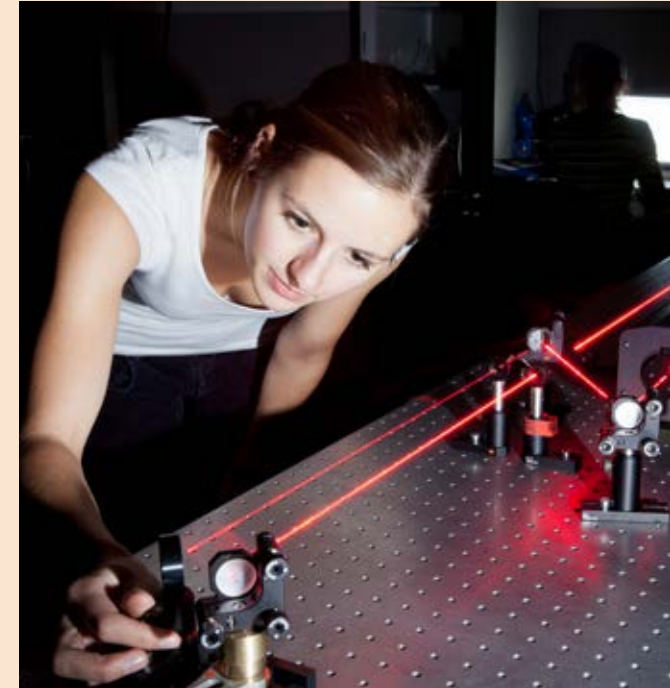
A successful candidate will meet the following essential criteria:

- Exceptional leadership skills, with recent experience as a senior decision maker, bringing independence, external perspectives, skills and challenge to strategy development;
- A proven track record of commanding respect from employers, both large and small, and an understanding of the challenges that employers face;
- A sound understanding of the central role apprenticeships and technical education will play as part of the Government's skills agenda;
- A good understanding of IfATE's mission to enable employers to co-create high quality, cost-effective apprenticeship standards and technical qualifications, so that every employer and individual gets the skills they need to succeed; and
- A strong commitment to ensuring that everyone, no matter what their background, is able to access the education and skills opportunities which lead to good job outcomes.

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 the first two of the essential criteria (replicated below) will be rejected at the first stage:

- Exceptional leadership skills, with recent experience as a senior decision maker, bringing independence, external perspectives, skills and challenge to strategy development; and
- A proven track record of commanding respect from employers, both large and small, and an understanding of the challenges that employers face.



The Department for Education is committed to ensuring equality of opportunity .

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. We 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.

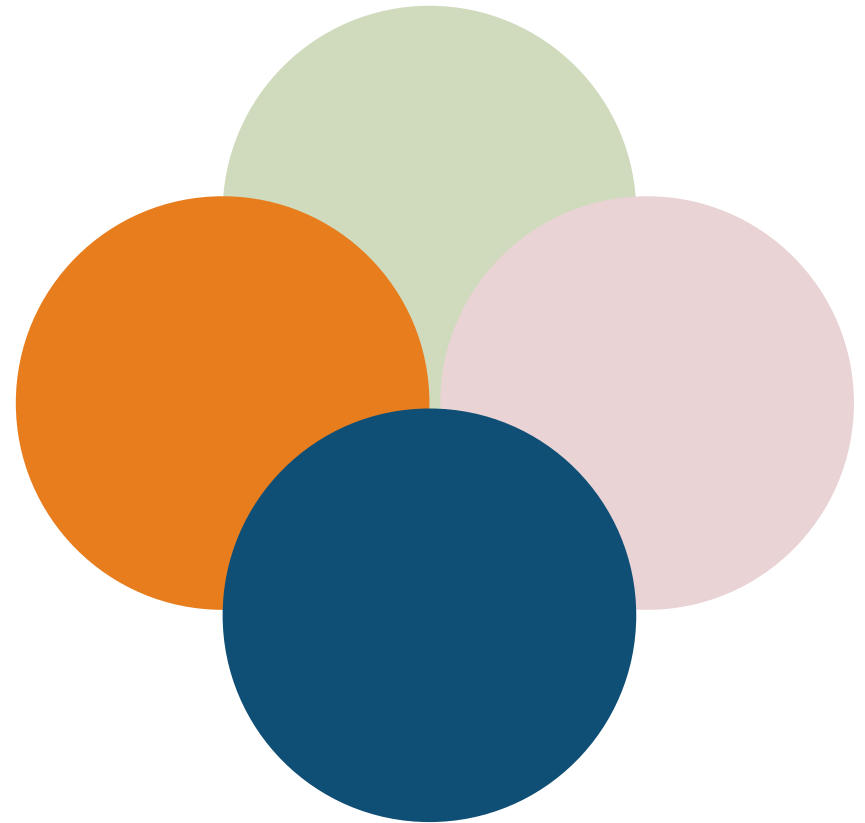
The Department wants to ensure that any appointee to Arm's Length Bodies is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation. This commitment helps to 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 England. 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

The Department is a member of the Government's Disability Confident scheme and has 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. The Department asks 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 **9.00am on 12th June 2023**

Diversity and application forms along with information on the timetable for this campaign, selection process, requisite security clearance and due diligence requirements can be found on [Centre for Public Appointments website](#) In order to apply you will need to [create an account](#) or [sign in](#).

Once you are logged into your account, click on 'apply for this role' and follow the on-screen instructions. To apply, all candidates are required to provide:

- a Curriculum Vitae (CV)
- the candidate evidence template: please complete the evidence form attached at the bottom of this advert to provide your evidence against the essential criteria. When you are asked to upload your supporting statement please upload the completed form. In the event of a significant number of applications, an initial sift will be undertaken against the Lead Criteria, which are:
 - Exceptional leadership skills, with recent experience as a senior decision maker, bringing independence, external perspectives, skills and challenge to strategy development;
 - A proven track record of commanding respect from employers, both large and small, and an understanding of the challenges that employers face.
- equality information
- information relating to any outside interests or reputational issues.

We will ask you to check and confirm your personal details to ensure your application is accurate.

You will also have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.

Please submit your application by 9.00am on 12th June 2023 Interviews for shortlisted candidates are expected to be held in central London in July/August 2023. Feedback will only be given to candidates unsuccessful following interview.

Please note that:

- We cannot accept applications submitted after the deadline;
- Applications will be assessed solely on the documentation provided; please ensure you have provided everything requested;
- Due diligence will be undertaken on all candidates invited to interview and at various points up to appointment.



It is envisaged that the candidate will take up their role on **1st November 2023**.

Location

London, Coventry, and other locations as required.

Time requirement

Members spend 2 days a month carrying out their duties, including attending board and committee 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

Appointment is for 5 years.

Remuneration

A fee of £15,000 a year is payable.

Expenses

Reasonable expenses properly and necessarily incurred will be reimbursed in line with IfATE'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:

[Code of Conduct for Board Members of Public Bodies June 2019 - GOV.UK \(www.gov.uk\)](#)

[The Seven Principles of Public Life – GOV.UK \(www.gov.uk\)](#)

Board members must always observe the highest standards of probity, impartiality, integrity and objectivity, ensuring that high standards of corporate governance are always observed.

Board members should speak with one voice in public on IfATE matters. Board members should not make press or public statements in respect of IfATE'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 made public although, if a vote is necessary, the outcome of that vote is 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.

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

In general, you should have the right to work in the UK to be eligible to apply for a public appointment.

The Government expects all holders of public office to work to the highest personal and professional standards.

You cannot be considered for a public appointment if:

- you are disqualified from acting as a company director (under the Company Directors Disqualification Act 1986);
- you have an unspent conviction on your criminal record;
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors.

When you apply, you should declare if:

- you are, or have been, bankrupt or you have made an arrangement with a creditor at any point, including the dates of this;
- you are subject to a current police investigation.

You must inform the sponsor department if, during the application process, your circumstances change in respect of any of the above points.

When you apply you should also declare any relevant interests, highlighting any that you think may call into question your ability to discharge the responsibilities of the role you are applying for properly. You should also declare any other matters which may mean you may not be able to meet the requirements of the [Code of Conduct of Board Members](#).

Conflicts of interest

You should note particularly the requirement to declare any conflict of interest that arises in the course of IfATE business and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of IfATE. If the assessment 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.

INTEGRITY

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

OBJECTIVITY

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

ACCOUNTABILITY

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

OPENNESS

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

HONESTY

Holders of public office should be truthful.

LEADERSHIP

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



HOW TO COMPLAIN

Please contact Tom.Errington@education.gov.uk or Fozorun.Boshir@education.gov.uk in the Department's IfATE sponsorship team if you would like to make a complaint regarding your application.

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

Further information on complaints can be found on the [Commissioner for Public Appointment's website](#)