

Annual Report and Accounts

for the Year Ended
31 March 2024

HC 183

Institute for Apprenticeships and Technical Education

Annual Report and Accounts 2023-24

For the period 1st April 2023 to 31st March 2024

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Schedule A1 to the Apprenticeships, Skills, Children and Learning Act 2009

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Chair's Statement

Apprenticeships and technical qualifications are vital for boosting our nation's productivity and supporting economic growth.



They must be shaped by employers' needs if they are to serve businesses across England and give learners from all backgrounds the skills they need to get a great job and realise their potential.

IfATE has excelled at delivering this, since our launch in 2017, through harnessing the insights and guidance of thousands of employers who have supported us to build the most rigorous, high quality, and market driven system ever seen in this country.

I am proud to have reached this point in 2024 where our employer-defined occupational standards, which set out what must be learned for jobs right across the economy, form the foundation of the English skills system.

All apprenticeships, T Levels, and HTQs are now shaped by employers and we have over the past year extended the employer-led approval system for other level 2 and 3 technical qualifications to ensure they too give learners the skills businesses and the public sector need. Added to this, the Department for Education has asked IfATE to apply the same principles to technical qualifications

set to be funded by the Lifelong Learning Entitlement, to train, retrain and upskill people flexibly throughout their working lives.

Employers are reaping the benefits. There were around 750,000 people on apprenticeships in England last year and 78% of businesses employing them say this has boosted their productivity.

Large and small companies are using IfATE apprenticeships to tackle labour market shortages, train people for hard to fill roles, like nursing and laboratory scientists, and increase the diversity of their workforces. For example, BT has been using the Digital and Technology Solutions Professional apprenticeship to improve the gender balance of its digital employees.

Apprenticeships are also opening professions, such as teaching, law, and accountancy, to more disadvantaged people through allowing them to gain their degree and professional qualification while earning.

T Levels have raised the quality bar for 16 to 19 technical education. While many students go on to university or other study after completing these courses, we are seeing a welcome trend of businesses refreshing their skills pipelines by permanently recruiting students who complete T Level industry placements with them.

Businesses and learners have said consistently that they find the skills system confusing. We have now got to the point where in the next two years, employers' standards will underpin all government funded apprenticeships and technical qualifications. Overall, there will be fewer, higher quality qualifications to choose

between and learners and employers can be confident that employers back them.

Career pathways through every sector are now set out in IfATE's occupational maps which are increasingly underpinning careers advice across the country.

IfATE is also reviewing how we work with trailblazer employers to support more efficient development of occupational standards, speed up reviews, and make the most of the wealth of data now available on what employers are seeking. We want to make even better use of their expertise, insight, and engagement.

We published our Future Facing Innovation Strategy to focus minds on how we keep pace with changing workforce demographics.

Building from this, IfATE is setting up a network of foresighting organisations to get ahead with tracking and delivering on emerging skills. This is set to include the likes of Innovate UK, Catapult Network, Department for Science, Innovation and Technology, and the Mayoral Combined Authorities.

We are also developing a new tool, called the Skills Compass, which will allow us to pick up signals earlier of emerging needs from innovators, employers, labour market datasets, and job advert data. The overall aim is to make sure IfATE's products can respond appropriately and rapidly to changing demand for skills based on enhanced insight and evidence. There will be a particular focus initially on digital and engineering, complementing progress made already with meeting the need for sustainability training.

Over 200 green apprenticeships are now in place to train and retrain this country's workforce to hit net zero by 2050, including six marked with the King's Coronation

emblem due to their high-profile sustainability credentials.

IfATE is answerable to the Department for Education, but our employer-led work is greatly enhanced by the oversight of our independent Board. My Board colleagues and I have years of experience and knowledge of the business and education worlds, and I was delighted to welcome two new Board members in November. Jane Hadfield and Mark McClennon both have impressive track records with IfATE reforms.

Jane previously chaired our Health and Science Trailblazer Groups, which continue to design and update apprenticeships, along with the T Level Employer Panel for the health sector. She is the national lead for apprenticeships and talent for care with NHS England.

Mark is Chief Information Officer at Burberry and before joining our Board, he chaired IfATE's digital route panel, which approves apprenticeships and technical qualifications. He also played leading roles developing our Equity, Diversity and Inclusion Strategy and Digital Framework which promote inclusivity and digital know-how across the skills landscape.

Their expertise leaves us in an even stronger position to capitalise on huge progress made over the past 12 months and drive further employer-led innovation and success.

Baroness Ruby McGregor-Smith CBE

Chief Executive's Statement

I'm delighted to present the 2023/24 Annual Report and Accounts (ARA) at the close of an unprecedented year of delivery.



IfATE's core purpose is to work with employers to shape apprenticeships and technical qualifications in England.

At the time of writing, we have worked with thousands of large and small employers on trailblazers groups who set the training standards. There are around 120 employers on our route panels, which approve resulting qualifications, and over 100 members of our Directory of Professional Employer Led Bodies, who advise on behalf of tens of thousands of employers. This all provides IfATE with a unique understanding of the economy's current and emerging training requirements.

We have also forged strategic partnerships with employer group Movement to Work, which tackles youth unemployment through quality employment and work placement opportunities; UCAS, supporting their focus on improving information and guidance for prospective apprentices through using our occupational maps; WorldSkills UK, drawing on their international skills and training expertise, and Ofqual, as a key partner in the delivery of high-quality technical qualifications and apprenticeships.

We have created more than 690 apprenticeships, 174 Higher Technical Qualifications (HTQs), 20 T Levels, and are currently reforming 1,200 different level 2 and 3 technical qualifications.

Focusing on the past 12 months, while over 50 new apprenticeships were approved for use, the bulk of our work has gone into ensuring existing programmes keep pace with fast evolving, business-driven, skills needs.

The Government set us a stretching target of reviewing 100 priority apprenticeships with employers between April and December 2023. I am proud to say we over-delivered by updating almost 130 apprenticeships across the spectrum.

T Levels remain the gold standard for post-16 skills training and a further two were launched for Legal Services and Agriculture, Land Management and Production in September 2023. These will be followed by T Levels in Animal Care and Management, Craft and Design, along with Media, Broadcast and Production in September 2024, with a T Level in marketing starting September 2025. Alongside these developments, IfATE has launched procurement for generation 2 T Levels as the contracts for the first generation come to their scheduled end.

Results for the second full year of T Levels were published last summer. Students did a fantastic job completing their assessments with a 90.5% pass rate overall. Just over 1,800 students with predicted T Levels applied to higher education and 97% have received at least one offer.

IfATE has been given a vital role supporting development of the skills-focused element of the Advanced British Standard. We plan to build on everything we have learned from T Levels to put technical and academic education on an equal footing.

We are also moving at pace with HTQs, which sit at that vital higher level above T Levels. 25 new digital qualifications were launched from September 2023, in addition to the existing 31 digital qualifications. 18 construction and 32 health and science qualifications were also launched from September 2023.

Making sure our products drive up productivity across the regions is also a priority. It is why we have held talks with mayors all over the country, who are making apprenticeships and technical education key to their plans. These discussions clarified to us how localised implementation of national standards can support better engagement with small businesses and level 4 and 5 training.

IfATE's occupational maps are increasingly forming the basis of simpler and better skills guidance across schools, colleges, and everyone else involved with helping learners and businesses make the right choices. They were launched, in radically updated form, over the summer and we are delighted with the positive feedback received so far.

They are easy to use on mobile phones and tablets and provide up to date workforce and career-planning information, including salaries and green jobs. The data and digital architecture is freely available for partners and we have seen a 150% increase in take up. Key users include the Department for Education, National Careers Service, and UCAS. In addition, Mayoral Combined Authorities are capitalising on our occupational maps to underpin their careers offers.

Over the past six years, IfATE has been building the foundations of a coherent and simple skills system. We know there is more to do to raise awareness and understanding, but the essential building blocks are in place. None of that would have been possible without numerous employers giving their time freely to provide vital guidance and insight. So, it was with huge gratitude that we introduced the first ever National Apprenticeship Award in November to recognise their fantastic work.

I am delighted that SJD Associates, a small business which has shown outstanding dedication to addressing the skills shortage in the electrotechnical industry, was declared the winner. They are a powerful symbol of the force for positive change that IfATE and our diverse mix of employers has brought to the skills arena.

Thanks to them and thousands of other employers, we have the essential foundations in place to build a skills system that meets the requirements of our new Industrial strategy. Added to that, IfATE's reputation for updating qualifications at pace and staying ahead of the curve has been cemented over the past twelve months, while our occupational maps are doing a fantastic job of explaining all the opportunities out there. There is so much to be proud of and we look forward to responding rapidly to the Government's new priorities, dedicated to providing more opportunities to learners from all backgrounds and delivering outstanding skills for businesses of all shapes and sizes, right across the country.

Jennifer Coupland

Performance Report

Who we are

The Institute for Apprenticeships and Technical Education (IfATE) was established in April 2017. We work with employers to shape skills training in England. The Department for Education sponsors IfATE as a Crown non-departmental public body (NDPB).

IfATE has a statutory oversight duty to review technical education and training. We ensure that apprenticeships, technical qualifications, and other technical education offerings are appropriate and coherent. IfATE works in partnership with other statutory bodies with complementary and supporting functions.

IfATE's powers and duties arise from several Acts, including the Apprenticeships, Skills, Children and Learning Act 2009, (as amended by the Enterprise Act 2016), the Technical and Further Education Act 2017 and the Skills and Post-16 Education Act 2022.

How IfATE is organised

IfATE is overseen by a Board which consists of:

- An independent chair, Baroness McGregor-Smith CBE,
- The chief executive, Jennifer Coupland,
- Eleven non-executive members, drawn from sectors across the economy, who are appointed by the Secretary of State for Education.

The Board provides leadership and direction, and sets strategic aims, values, and standards for the organisation. It has a responsibility to make sure that IfATE complies with its statutory responsibilities, relevant legislation, and government accounting rules in relation to its use of public funds. The work of IfATE's Board is governed by IfATE's governance framework.

At the executive level, IfATE is led by the chief executive. There are two major groups within the organisation:

- the Delivery Group, which delivers the development, approval, and assurance of high-quality, employer-led apprenticeships and technical qualifications.
- the Insights and Transformation Group, which focuses on strategy, policy development, strategic engagement and communications, analysis, and digital services, as well as enabling functions such as portfolio management, legal and governance.

Corporate Services and Human Resources teams support these groups.

Vision, Mission and Strategy

Vision

IfATE's vision is for a world leading technical education and apprenticeships system that equips individuals with the skills that employers need.

Mission

IfATE's mission is to enable employers to co-create high quality, cost-effective apprenticeships, and technical qualifications, so that every employer and individual gets the skills they need to succeed.

Strategy

IfATE's strategic plan outlines three main strategic priorities for the period 2021-2024.

The Strategic Priorities are highlighted as follows:

Delivering for employers

IfATE works with thousands of different employers to develop occupational standards, and the apprenticeships and technical qualifications that arise from them. IfATE's technical qualifications include T Levels, Higher Technical Qualifications, and Post 16 technical qualifications. We create and maintain occupational maps which bring these together and show where technical education can lead.

In our work, we bring clear benefits to employers, engaging and empowering them to regear the skills system in ways that meet their evolving needs by involving them and embedding their views in occupational standards. These benefits flow through the delivery of apprenticeships and technical qualifications, to the advantage of learners and wider society. We ensure our products supply what employers tell us they need to fill skills gaps, keep pace with industrial change, and advance the skills required in the labour pool for national priorities, such as sustainability and tackling climate change.

Building a simpler skills system

Successful technical education systems unlock potential when they offer a coherent suite of technical qualifications and apprenticeships that have value in the eyes of employers and learners and grow productivity. IfATE's work with employers ensures that England's apprenticeships and technical qualifications meet all these aspirations. The system has been constructed to facilitate progression for learners within careers and through educational levels, open opportunity for the widest possible range of individuals and embed aspiration in the fabric of the wider education system.

Securing continuous improvement

IfATE's ongoing work is transforming the status and value of technical education in England through its work with employers. We have shown that we can adapt and deliver quickly, approving over 690 occupational standards, launching T Levels, HTQs and new technical qualifications at levels 2 and 3, ensuring they are also aligned with the occupational standards. Our commitment to continuous improvement is vital to ensure the skills system and our own organisation is responsive to the challenge of emerging opportunities and changing skills needs.

Annual strategic guidance from DfE

In April 2023, the Minister for Skills published strategic guidance setting out government priorities for IfATE's role in apprenticeships and technical education reform. The strategic priorities set by the Minister for the 2023-24 financial year were:

- create an employer-led, future-facing, and high-quality skills system based on occupational standards,
- to develop, review and update apprenticeships so that they are employer-led, streamlined, high quality, well-assessed and responsive to employer need,
- to develop, review and update all Technical Education products so that they are employer led, streamlined, high quality, support progression, well assessed, and responsive to employer need.

This strategic guidance from the Minister lies at the heart of IfATE's delivery plans, and we reported performance against that guidance to DfE in 2023-2024.

Accountability landscape

IfATE's role, and that of the Department for Education and other associated bodies, for delivering T Levels, other Technical Qualifications and Apprenticeships is defined in the Accountability Landscape table shown below.

	Occupational Standards	T Levels (Level 3)
DfE*	Overall accountability for occupational standards and the apprenticeships and technical qualifications that arise from them	Overall accountability and policy lead for T Level programme, including provision of industry placements
IfATE	<p>Ensuring quality of occupational standards</p> <p>Approve, review (and where necessary, remove approval from) occupational standards</p> <p>Maintenance and development of the occupational maps</p>	<p>Production of outline content, qualification development, review, and approval</p> <p>Managing quality through contract and procurement</p>
Ofsted**	-	Inspection and reporting of quality of teaching
Ofqual***	-	Provide advice and assistance in connection with the approval of T Level technical qualifications and exercise regulatory oversight
OfS****	-	-

* Department for Education ** Office for Standards in Education

*** Office of Qualifications and Examinations **** Office for Students

	Other Technical Qualifications (Levels 2, 3 and Higher Technical qualifications at levels 4 and 5)	Apprenticeships
DfE*	Overall accountability for technical qualifications policy including funding and raising quality of provision	Overall accountability for quality, including the occupational standard and the end point assessment
IfATE	<p>Ensuring quality of approved technical qualifications and their alignment with employer – developed occupational standards</p> <p>Specify categories of technical qualifications for approval and set approval criteria</p> <p>Approve, review (and where necessary, remove approval from) technical qualifications</p>	Standards development, review, and approval
Ofsted**	-	Inspection and reporting of quality of training provision
Ofqual***	Provide advice and assistance in connection with the approval of relevant technical qualifications and, where relevant, exercise regulatory oversight	Quality of qualifications in Register of Regulated Qualifications
OfS****	Provide advice and assistance in connection with the approval of relevant technical qualifications and, where relevant, exercise regulatory oversight	Standards of HE qualifications awarded by degree awarding bodies

* Department for Education

** Office for Standards in Education

*** Office of Qualifications and Examinations

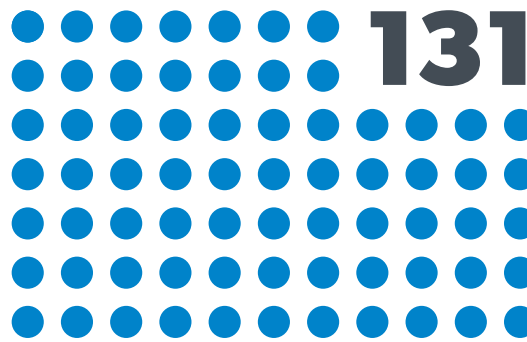
**** Office for Students

Our Year in Numbers

1,883,483

Total number of apprenticeships starts as of January 2024 is greater than 1.8 million

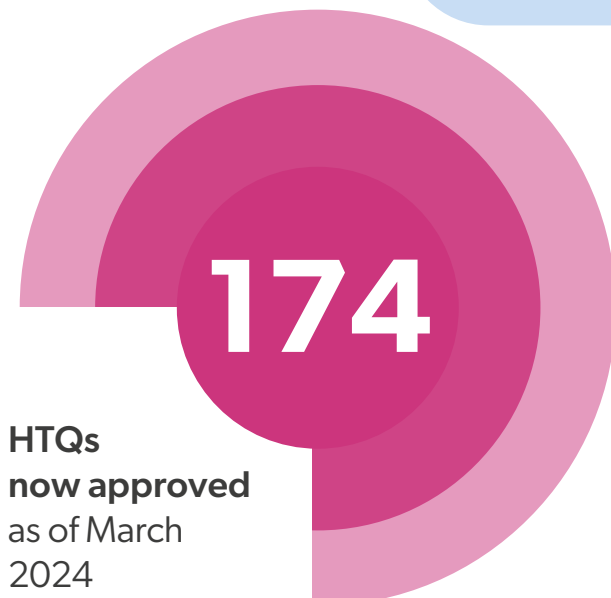
Apprenticeship starts (excluding frameworks) from the academic year of 2014/15 to January 2024.



Apprenticeships reviewed in full in the financial year 2023-24

30.44k

LinkedIn followers as at 31st March 2024

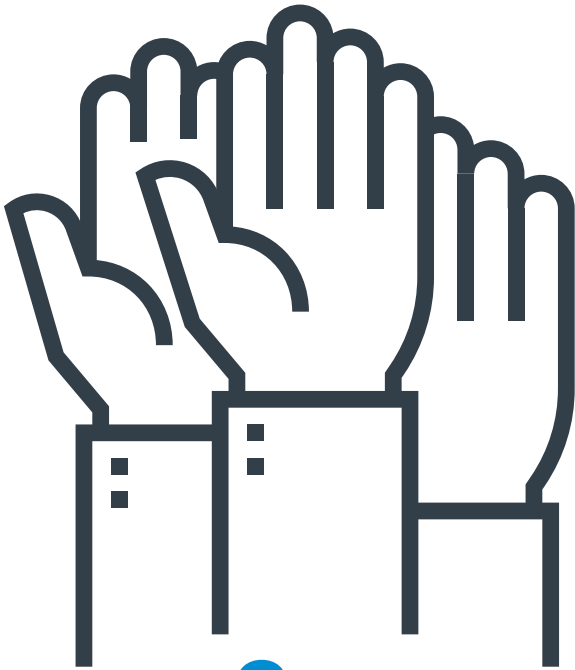


HTQs now approved as of March 2024

52

New apprenticeships approved for delivery in the financial year 2023-24





Over
16,000

New T Level entrants
in the academic year 2023-24



Over 250

Education providers
offering T Levels in the
academic year 2023-24

20

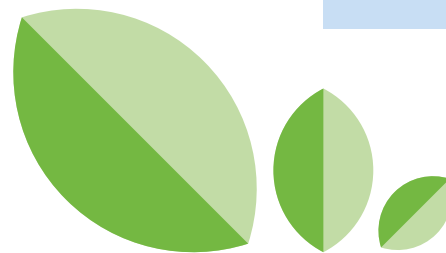
Approved
T Levels

as at 31st
March 2024



2

T Levels in
development
as at 31st
March 2024



Over 65%

Occupational standards
greened until Dec 2023

Performance overview

IfATE marked a significant moment in 2023-24 as we rolled out a substantial building block of the employer-led skills system with approvals for technical qualifications at level 2 and level 3.

We have begun approval of employer-developed technical qualifications level 2 to level 7 of the skills system. Each approved standard, and qualification helps to build a skills system that meets England's needs.

By working with thousands of employers across England we have empowered them to create a skills system based on over 690 occupational standards. They describe the skills that businesses value and need to boost productivity and competitiveness.

In 2023-24 we have approved 52 new apprenticeships. We reviewed 131 apprenticeships in full for the financial year 2023-24. This work ensures apprenticeships provide the skills that learners, businesses and the economy need. Nearly 70% of occupations in the economy are now accessible through an apprenticeship route.

We have now launched T Levels in 18 subject areas with over 16,000 students starting a T Level course from September 2023. We have awarded quality marks to Higher Technical Qualifications with 174 now available. Working with Awarding Organisations we recommended for approval 50 qualifications at level 3.

Our ambition is for a simpler skills system that is easy to understand and where it is clear how training options fit together for learners, and easier for employers to find the right training. Occupational maps are the guide to the skills system which allow learners and businesses to make informed decisions about what skills training they need. This year, we refreshed and relaunched the maps and they were accessed by 75,000 users since their launch and 44 organisations requested access to their publicly available data.

We continued to put the building blocks in place to deliver an integrated skills system that reflects the very latest skills needs. This year we launched frameworks for incorporating green and digital skills into standards, additionally we initiated a new project with support from the Gatsby Foundation to pilot the use of Artificial Intelligence (AI) in developing occupational standards and technical qualifications ensuring they reflect the latest emerging skills. We established the principles for our oversight duty ensuring that the reforms we deliver are providing the skills the economy needs. The digital delivery plan we developed during 2023-24 is ensuring our systems will support our ambitions to simplify the system.

Employers are more likely to get involved in designing apprenticeships and technical qualifications when they understand IfATE's role in the skills system. This boosts their confidence in our products, which is crucial for encouraging their use. The implementation of our revised brand of "shaping the skills system" supported this effort.

During 2023-24, we collaborated with DfE on the Lifelong Learning Entitlement and the Advanced British Standard, using the foundations we have created. We know there is more work to be done and expect this collaboration to continue in future years.

Performance analysis

1. Delivering for Employers

1.1 Occupational standards

Occupational standards are the foundation of a simple skills system. Working with employers, we create and maintain these standards. IfATE ensures that apprenticeships and technical qualifications built from over 690 occupational standards provide up-to-date skills for businesses and learners.

IfATE needs to efficiently review occupational standards to keep them relevant. This year, we produced cross route frameworks in digital and green. Used by trailblazers, these will enable faster revision of occupational standards to reflect developments in digital technology and environmental sustainability.

Digital skills are fundamental to occupations across all sectors. We know not everyone is picking up the digital basics. In June 2023, we published a digital skills and characteristics framework. This described how to support the inclusion of digital content at all levels of skills training. This will support the next generation of employees in gaining digital skills.

To meet net-zero targets, businesses will need employees with the right skills. Our Green toolkit (released in November 2023) gives guidance on how green content can be added to occupational standards, ensuring employees have the essential green skills needed by businesses.

We have worked with employers to create sets of common Knowledge, Skills and Behaviours for their routes, speeding up development time for new occupational standards. We created five statements this year. We will produce the statements for the remaining routes by March 2025.

The way IfATE reviews and maintains occupational standards was developed at our foundation in 2017. We have begun a project to review how we engage employers and wider stakeholders in the development of these standards with the aim of ensuring that the development process is agile, flexible, and sustainable. It will maximise the benefits since our foundation of the availability of new data and employer insights. In March 2023, we began implementation of a series of pilots to test new ways of working and provide an opportunity to make further improvements.

1.2 Technical qualification reform

1.2.1 T Levels

Our T Level reform programme is creating high quality pathways to skilled occupations. Every bit as rigorous as A levels, they empower students to thrive in the workplace through combining classroom study with hands on work experience where they apply these skills to the world of work.

Thousands of learners are now studying these qualifications. Summer 2023 saw the second year of T Level students completing their course. A further seven pathways were available adding to the three already in use.

The three T Level pathways that have now been available to two cohorts saw large increases in student numbers. Design, Surveying and Planning for Construction increased by 122%, an increase from 199 students in 2021/22 to 441 students in 2022/23. Digital Production, Design and Development saw a 108% increase from 330 students in 2021/22 to 687 students in 2022/23 whilst Education and Early Years saw a 114% increase from 462 in 2021/22 to 989 in 2022/23.

Across all subjects combined, the percentage of students achieving a pass or above was 90.5% rate and 69% received a merit or above. There were over 250 education providers teaching over 16,000 students T Levels from September 2023. The final assessment grades for wave one and wave two were successfully validated by IfATE.

In September 2023, a further two T Levels were taught for the first time to learners bringing the total in delivery to 18 T Levels across eight different occupational routes. IfATE approved a further three T Levels for delivery for the first time in September 2024, in Media, Broadcast and Production, Craft and Design, and Animal Care and Management. One further T Level, in Marketing, is currently in development and is expected to be available in September 2025.

In January 2024, the Department for Education announced it would separate plans for a combined T Level in Hair and Beauty. Government will explore introducing a T Level which focuses on the beauty sector, with the expectation that this could be introduced after 2025. Additionally, in July 2023 it was announced by the Department for Education that the Catering T Level would be delayed until at least 2025.

T Levels are created by employers who define the outline content for each T Level. To ensure that they remain up to date delivering the latest skills, IfATE has procured new contracts for the seven T Levels which formed the first wave of qualifications available for delivery. We expect successful bidders to refresh and update these qualifications to maintain their focus on providing skills employers need.

The bidding lots are for the following T Levels:

1. Building Services Engineering for Construction
2. Design, Surveying and Planning for Construction
3. Onsite Construction
4. Digital Business Services
5. Digital Support Services
6. Digital Production, Design and Development
7. Education and Early Years (formerly Education and Childcare)

T Levels will underpin the technical options within the Government's long-term plans for the new Advanced British Standard (ABS) qualification.

1.2.2 HTQs

Higher Technical Qualifications (HTQs) sit between A Level or T Levels and degrees. They are level 4 or 5 qualifications that have been quality marked by IfATE. This shows their alignment to our employer-led occupational standards. Employers have told us they want better training at this higher level.

Working with employers IfATE has approved 174 Higher Technical Qualifications (HTQs). A further 75 HTQs were available for first teach

in September 2023. These cover occupations in Digital, Health and Science and Construction routes. 2023-24 saw 68 applications approved in the third cycle. These will be available for first teach in September 2024. Cycle four saw 24 applications approved by April 2024, with the remaining 66 to be approved by July 2024, these will be available for teaching from September 2025. At this point, HTQs will be available in all routes in scope of the reforms. We will then conduct approvals on all routes on a rolling basis.

The Lifelong Learning Entitlement (LLE) will be a transformational change to the funding of post-18 learning. It will deliver a single funding system allowing individuals to take training, retraining, and upskilling throughout their careers. The LLE will promote a flexible, unified, and high-quality education system and help achieve parity between the technical and academic. It will promote social mobility and equality of opportunity throughout the country. During 2023-24, we consulted on IfATE's role in extending our employer led approvals system to the technical qualifications which will be subject to LLE funding. The consultation closed in March 2024 and we will respond to the consultation in 2024-25.

1.2.3 Level 2 and 3 qualification

Level 2 and 3 technical qualifications play a vital role in the skills system as they service many valuable jobs in the economy. They provide a gateway for young learners into the labour market, and a basis to further upskill. Businesses and learners need to have full confidence that these qualifications are high quality. They need to be sure that they deliver the skills they will need.

In July 2023, IfATE launched its employer-led approvals system for level 3 qualifications with level 2 qualifications joining the system in November 2023. Awarding bodies must prove there is genuine employer demand for these qualifications. This ensures IfATE approval is only given to qualifications that follow our existing employer-defined occupational standards.

This has been a major step towards a world class, simpler skills system where employers and learners can be confident in the currency and quality of technical qualifications at every level.

Cycle one of the approvals process for both levels of qualifications covered: construction and the built environment; digital; engineering and manufacturing; education and early years; and health sciences. We approved 50 qualifications at level 3 for first teach from September

2025 and are working through an approvals process for the 80 qualifications submitted at level 2. In October 2023 we began cycle two for both level 2 and 3 covering a further eight routes with submissions to be received by October 2024.

1.3 Apprenticeships reform

There were around 750,000 learners on apprenticeships in England last year with nearly 70% of occupations in the economy accessible through an apprenticeship.

1.3.1 Apprenticeships reviews and revisions

We develop new and revise existing apprenticeships by working with employers. By delivering our approval mechanisms effectively we ensure apprenticeships, and their assessment plans are relevant and available in the right occupations.

The Department for Education set a target for IfATE to review 100 apprenticeships by December 2023. Last year, IfATE updated over 125 apprenticeships, including funding uplifts for around 80 standards across the year at an average of 35% in key sectors such as social care, transport and logistics and engineering. These accounted for apprenticeships used by over 60,000 learners. Over the full performance year, we completed 131 full reviews.

1.3.2 Green occupations

To meet the UK's net zero targets, the Government has set an ambition for two million green jobs by 2030. Updating the existing skills offer is crucial to ensuring individuals and employers have the skills they need so that the UK can meet its statutory environmental and emissions targets. IfATE's work on green skills encompasses not only occupations directly delivering carbon reduction (such as installation of electric vehicles) but areas such as digital, construction and finance which will need new knowledge, skills, and behaviours to deliver sustainable growth. We have identified over 200 occupational standards where green content could be strengthened to support employers in developing the green skills the economy needs and to date have greened two thirds (as at 31 Dec 2023) of these (144 in total) with the remaining to be completed by the end of 2024.

A highlight this year is the introduction of dedicated training provision for heat pump engineers through the Low Carbon Heating Technician apprenticeship, which will equip a new generation of workers to help reach Government targets for the installation of heat pumps.

Industry experts hand picked this and five other apprenticeships with significant sustainability credentials to receive a special emblem to mark the King's Coronation.

1. Countryside Worker (level 2)
2. Forest Craftsperson (level 3)
3. Low Carbon Heating Technician (level 3)
4. Installation Electrician and Maintenance Electrician (level 3)
5. Sustainability Business Specialist (level 7)
6. Corporate Responsibility and Sustainability Practitioner (level 4)

1.3.3 Mandatory Qualifications and Funding Bands

To ensure the delivery of high-quality apprenticeship standards for employers, we implemented two significant improvements this year to funding bands and mandatory qualifications.

The quotes-based system of funding band recommendations was retired. A research-based system of fixed rates and employer input replaced it. This increases transparency for employers of how funding recommendations are made. It allows greater influence for employers through their being allowed to provide additional evidence to support the funding recommendations.

In total, 186 funding bands have been allocated with this new model and as of writing, there have been no procedural reviews against it.

Following the consultation on the use of mandatory qualifications in apprenticeships, in September 2023 we issued new guidance on how these qualifications work with apprenticeships. This includes a new requirement to integrate the mandated qualification with the end point assessment where practical. There have been 41 apprenticeships where the qualifications have been integrated (32) or the mandatory qualifications removed entirely (9). These changes will support apprentices to complete their apprenticeship.

1.4 External Quality Assurance of apprenticeship end point assessment.

External Quality Assurance (EQA) monitors the end-point assessment that apprentices undertake at the end of their apprenticeship. IfATE oversaw EQA delivery to ensure that it is robust and carried out consistently. EQA for an apprenticeship standard will be delivered by the Office for Students (OfS) for all integrated higher and degree apprenticeships; and, by the Office of Qualifications and Examinations Regulation (Ofqual) for most other apprenticeships.

We ensured that EPA can still be undertaken when an End Point Awarding Organisation (EPAO) is unavailable by sourcing new organisations or providing a temporary solution. In April 2023, there were 14 apprenticeships without an EPAO who were due to take their EPA by March 2024. This was reduced to three by March 2024. For these three solutions were found by use of dispensations to ensure the apprentices had the opportunity to complete their end point assessment. In November 2023 we paused starts to 18 apprentice standards without apprentices until an EPAO could be sourced.

IfATE has implemented the recommendations of the 2022 EQA report and produced the 2023 EQA report to time.

2. Building a simpler skills system

Our [Strategic Plan 2021-2024](#) commits us to building a more integrated skills system – a simpler skills system – that follows the lead of employers and makes it easier for people from all backgrounds to maximise their potential.

This year, we combined insights gathered from engagements with over 2,000 stakeholders under the banner of the ‘Big Conversation’ with research exploring employers’ experiences of the skills system. Based on our expertise in skills reform, we have outlined plans to simplify the system. In June 2023, we launched the “A Simpler Skills System” report. This outlined IfATE’s role in working with employers to simplify the skills systems to deliver on the ambition of the Government’s Skills for Jobs white paper. We will deliver this through three guiding principles for a skills system that:

- a) delivers what employers need now and for the future. We want to unite employers’ insights and learner needs, striking the ideal balance of improvement and stability in the system;
- b) is clear and user-friendly. We want to promote informed choices about the opportunities and support available to access training for all levels of skilled roles;
- c) is joined up. Working together, we want to build on the Government’s reforms to strengthen and simplify the skills system.

2.1 Occupational maps

IfATE launched new occupational maps as a public beta in May 2023. The occupational maps are a simple interface to our occupational standards and are freely available to all through an Application Programming Interface (API). These show how training options fit together. Since launch, there have been 75,000 users, and 44 organisations have requested use of the API. The performance year 2023/24 will act as our baseline against which IfATE will measure the future success of our refreshed occupational maps service.

2.2 Communications and branding

Increased awareness that apprenticeships and technical qualifications have been developed by employers leads to better confidence in these products by employers. Businesses are more likely to take on an apprentice and say that the qualifications better meet their skills needs.

In 2023-24, we developed a new brand strategy. This brand strategy will support our efforts to increase employer awareness of IfATE's role in delivering skills reform. We launched our new brand proposition "Shaping skills training" which, alongside this refreshed brand strategy, will increase IfATE's reach and penetration through digital and media channels. This year, we secured coverage in 80 pieces of national media and secured over 800 pieces of coverage of IfATE's work in trade and regional media.

2.3 Skills compass

Technology is changing at an unparalleled pace. AI (Artificial Intelligence), automation, and climate change demand a transformation in skills. A study published by the CBI in October 2020 found that by 2030 nine in ten employees will need to acquire new skills¹.

IfATE worked with the Gatsby foundation on an 18-month project to develop a new AI based tool, Skills Compass. This project started in October 2023 and will use advances in AI, Large Language Models, and big data to deepen and extend the employer intelligence we use for our skills products. The Skills Compass will also make it easier to detect the new skills the economy needs. As part of the project, we will trial how we can use the information flow from the Skills Compass to develop system level actions and responses to meet emerging needs of the labour market.

¹ CBI skills for life report. [learning-for-life-report.pdf \(cbi.org.uk\)](https://www.cbi.org.uk/learning-for-life-report.pdf)

3. Securing continuous improvement

3.1 Oversight and quality systems

The Skills and Post-16 Education Act 2022 granted IfATE a duty to keep technical education and training within its remit under review (referred to in legislation as the 'oversight' power).

IfATE established the principles against which oversight of the technical education products within its remit will be monitored.

These are:

Labour market impact: measuring progression from study/apprenticeships into and through the labour market where possible

Coverage: measuring the scale and scope of products available and reviewing how well these meet employer needs.

We are developing data analysis tools and dashboards that will enable an annual report to be produced that monitors progress over time, as well as providing an accessible way of reviewing route level data on demand.

As part of oversight, we also continue to run the Quality Alliance, which met five times in the past year and has covered issues including apprenticeship end point assessment, the lifelong learning entitlement, technical qualifications reform and the development of our Simpler Skills System report.

3.2 Equity, Diversity, and Inclusion (EDI)

Apprenticeships and technical education must work for everyone. Our EDI strategy sets out IfATE's role in widening opportunity through technical education. We have published a toolkit to help employers put EDI at the heart of the creation of occupational standards and apprenticeships, this was used by at least 90% of new product submissions in the two cycles checked for compliance in 2023-24 and is helping employers use apprenticeships to increase the diversity of their workforces.

We supplied all 15 of our route panels with diversity data specific to their sectors to enable the creation of EDI statements. These enable trailblazers to highlight specific EDI issues to be considered when revising occupational standards so barriers to access and progression in occupations can be removed, enabling a more competitive economy and fairer society.

3.3 Employer directory

The directory of professional and employer-led bodies provides employer-based insights and occupational expertise. This helps inform the reliability of our assessments and supports Ofqual and the Office for Students in delivering quality assurance. We have continued to grow this directory which now has over 100 members in it, up from more than 60 in 2022-23 and 44 in 2021-22.

3.4 Digital and data

As our remit grows, the volumes of technical education products we approve, along with the occupational standards we maintain, continues to increase. IfATE needs to ensure that our digital systems keep pace with the ambition to simplify the skills system.

This year we have developed and launched a digital delivery plan where we will use data and digital collaboration to enable a more dynamic and high-quality simpler skills system. We will simplify and enhance our technology to take advantage of AI, automation and “big data” solutions to work faster, more simply and with increased productivity.

The first phase has seen the procurement of a new customer relationship management tool (CRM) and future phases, subject to funding, will seek to deliver efficiency, improve the customer experience, maximise data innovation and increase our digital capability.

3.5 Our people

We are focused on building an effective and brilliant IfATE that is fully equipped to achieve our ambitious outcomes. We have developed and published a new people strategy and introduced a new set of cultures, values, and behaviours. This will encourage and drive innovation in the way we work.

Shaping Skills - Learner Stories



Alexandra Leah Long

T Level: Planning, Surveying and Design

Training provider: York College

Employer: TRU East Alliance (Volker Rail)

After completing her GCSEs in 2020, Alexandra Leah Long opted to do a T Level in Planning, Surveying and Design at York College. It was the only qualification that offered work experience while also providing a broader overview of career options. She said: "I was stuck at the time between doing quantity surveying or civil engineering and I didn't want to commit to a quantity surveying course at Leeds college if I didn't like it. So, I thought by doing the T Level it would provide me with a well-rounded perspective and knowledge of construction and its career routes to help me decide what I wanted to do."

The idea of college made her slightly anxious as she was the only one from her friendship group taking that route, but her mum was supportive, and her older sister studying on a mechanical engineer apprenticeship is her role model, so she took the plunge and went on to make new friends and receive an award for all her hard work.

Ultimately it was the work experience as part of the T Level that convinced Alexandra to go on to do a degree apprenticeship in civil engineering with Murphy & Sons. She said: "The work placement is so important as it can provide you with the real-life experience of that career path you wanted to take which I don't think the academic side can really show. It is also a great thing to put on your CV."

Since completing the T Level, Alexandra looks forward to seeing more T Level students accepted onto university courses.

She said: "If someone is considering the T Level and wants to go to university full time, I would check that the universities you want to go to will support the T Level and what requirements are needed... for me I found that the university process for a degree apprenticeship was a lot easier than full time."

She also recommends researching companies before or even during the T Level to ensure that you get the work placement sorted before the summer break of your first year. She said: "This will allow people to do work experiences at places they are passionate about while having enough time to complete the 315 hours."

Financial Review of the Year

Introduction

Our financial priority for this year has been to ensure that IfATE uses its resources efficiently, economically and effectively to achieve our three strategic priorities of delivering for employers, building a more integrated skills system and securing continuous improvement.

This review focuses on IfATE's financial performance in 2023-24 and provides commentary on notable changes compared to the prior year.

Operating income

Our operating income of £0.1m in 2023-24 relates to grant income from the Gatsby Foundation. The aim of the grants is to develop policy and a data strategy that will enable the development or reviewing of IfATE products in response to new technologies and/or business innovation.

Our operating income excludes the Grant in Aid of £28.2m that we received from our sponsor department and which is shown in the Statement of Changes in Taxpayers' Equity.

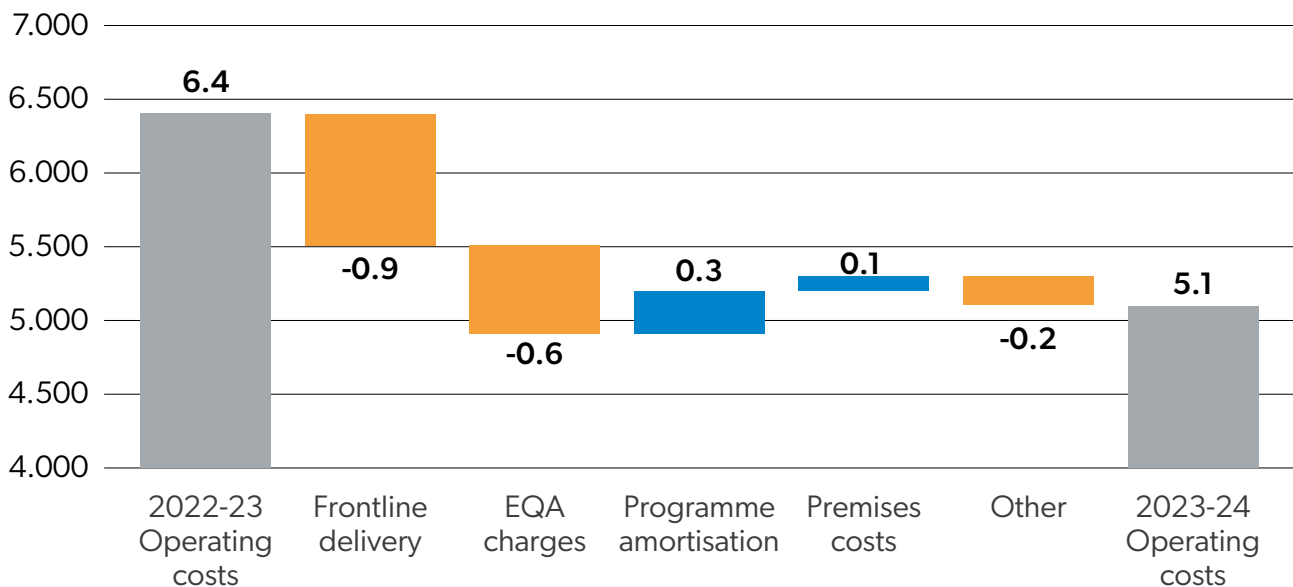
Staff costs

In 2023-24, our average number of full-time equivalent employees was 332, a 11% increase compared to 2022-23. This increase in our average number of employees was the most significant driver underlying the 15% increase in staff costs to £24.2m (2022-23: £21.1m). To assist our staff with cost of living pressures, we spent £0.5m in 2023-24 on a non-recurring £1500 payment to eligible members of staff. Similar payments were made across the Civil Service. Further detail on our staff costs can be found in the Remuneration and Staff Report and note 3 to the financial statements.

Operating costs

Our operating expenditure decreased by 21% to £5.1m (2022-23: £6.4m). The key movements in our operating costs are shown in Figure 1 below.

Figure 1: Movement in operating expenditure compared to 2022-23



Our frontline delivery costs relate to T Level contracts. These costs decreased by £0.9m to £1.2m in 2023-24 due to Wave 5 of the T Level programme being smaller in scope than earlier waves. Wave 5 was in delivery during 2023-24 and consisted of a single T Level in Marketing.

In 2022-23, we incurred External Quality Assurance (EQA) expenditure of £0.4m. The transfer of the External Quality Assurance (EQA) service to Ofqual in June 2022 meant that we did not incur any EQA expenditure in 2023-24 and released an accrual for EQA services which resulted in a decrease in EQA expenditure of £0.6m compared to 2023-24.

Programme amortisation increased by £0.3m to £0.7m due to additions to our intangible assets. Further detail is shown in note 6 to the financial statements.

The increase in our premises costs of £0.1m is attributable to changes in the costs from the Government Property Agency for the office space that we occupy in Coventry and London.

Assets and liabilities

Our continued investment in our digital assets is reflected in the carrying value of intangible assets increasing by £0.9m to £2.9m. Further detail is shown in note 6 to the financial statements.

Our cash balance at 31 March 2024 was £1.4m (2023: £2.8m). This decrease compared to the prior year is primarily attributable to our cash balance at 31 March 2023 including cash held for anticipated payments to T Level suppliers where invoices were not received prior to the year end.

Our accruals of £4.4m (2023: £4.6m) primarily relate to work undertaken by T Level suppliers not invoiced prior to the year end, accrued premises costs and accrued remuneration for holiday pay and performance related pay.

The increase in our negative balance for taxpayers' equity to £1.1m (2023: £0.4m) is due to our net expenditure in 2023-24 being higher than the Grant in Aid funding received from our sponsoring department, DfE. The movements in taxpayers' equity between financial years are largely driven by timing differences between our Grant in Aid funding from DfE and the associated expenditure.

Going Concern

IfATE is expected to continue as a going concern for a period of at least 12 months from the approval of the annual accounts and is not aware of any information or events, either during 2023-24 or following the year end, which may affect this status. In addition, IfATE is expected to continue as a going concern for the foreseeable future.

IfATE is a non-departmental public body sponsored by the Department for Education. The Department for Education has confirmed IfATE's budget for the 2024-25 financial year.

Budgets for central government departments are collectively agreed in Spending Review exercises overseen by HM Treasury. The most recent Spending Review, SR21, set departmental budgets for the 3 years to 2024-25. The Spending Review settlement for the Department for Education covered funding for the department's arm's length bodies, including IfATE.

It has accordingly been considered appropriate to adopt a going concern basis for the preparation of these financial statements.

Sustainability Report

As part of DfE Group, IfATE uses office space in six buildings that are part of the DfE Corporate Estate.

We rely on the expertise of DfE and the Government Property Agency to manage and reduce the environmental impact of these buildings.

The below is a statement provided to IfATE by the Department for Education (IfATE's sponsoring body).



Department
for Education

Greening Government Commitments (GGC) reporting

The Group is committed to a number of targets including the mandatory GGCs for reducing energy, water, paper, travel emissions and waste management. These targets were updated during 2021-22 with a new target period to 2025. The greenhouse gas emissions target for the Group is a reduction of 56% in total emissions, 36% in direct emissions and to reduce water consumption by 8% compared to the 2017-18 baseline. Waste targets are less than 5% sent to landfill and at least 70% sent to be recycled.

Scope

The data below shows the Group's present position for 2023-24 against a 2017-18 baseline (unless otherwise stated). Environmental data is for a 12-month reporting period from April 2023 to March 2024.

Governance and data validation

The Government Property Agency (GPA) was responsible for managing the property portfolio for the Department and its NDPBs in 2022-23. However, overall responsibility for sustainability remains with the Department. Internal data validation checks have been carried out by the Department. In order to report the greenhouse gas emissions associated with activities, 'activity' data such as distance travelled, litres of fuel used, or tonnes of waste disposed has been converted into carbon emissions. The greenhouse gas conversion factors used in this report can be found in the government environmental impact reporting requirements for business.²

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

Governance

The Department undertakes a stringent monitoring regime in relation to GGC performance management, working closely with GPA as property asset managers and our NDPBs. For the purposes of this document these entities will be referred to as “The Group”. This is supplemented by periodic audits conducted by the GIAA, reported to the Accounting Officer via the Department’s finance function. Internal and cross-governance arrangements are also in place for the phases of development and delivery of initiatives set out within the Department’s Sustainability and Climate Change Strategy. These are regularly reviewed by the GIAA. In addition to the internal governance process, external audits are also undertaken to assure processes and systems including methodologies for recording, analysing, and verifying data, as well as the calculations for quarterly GGC returns. These external validation audits are carried out on DEFRA’s behalf by Carbon Smart. The vast majority of this report has been compiled using accurately measured data, verified through internal controls. This includes checking samples of automatically generated meter-reading data with manual meter reads. Where complete data sets have not been available, (for example through lack of detail, or due to landlord service charges), internal benchmark figures have been applied based on known parameters and data sets.

Exemption from GCC reporting

No new exemptions have been identified in 2023-24.

Summary of GGC performance

Below is a summary of performance against the GGC quantitative targets which largely relate to office estate-based activities. The years between 2017-18 and 2022-23 are not part of the current target. Performance indicators for these years relate to the [previous GGC targets](#).³

Overall GGC performance

Requirement	Actual Performance Against Baseline						
	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18 Baseline
Reduce overall greenhouse gas emissions by 56% (tCO ₂ e)	43%	43%	44%	48%	11%	4%	11,436
Reduce direct greenhouse gas emissions by 36% (tCO ₂ e)	8%	4%	(13%)	(20%)	(16%)	(30%)	1,702
Reduce the overall amount of waste generated by 15% (tonnes)	35%	36%	41%	54%	(32%)	(38%)	725
Reduce the amount of waste going to landfill to less than 5% of overall waste (tonnes)	0%	3%	6%	1%	5%	6%	22%
Increase the proportion of waste which is recycled to at least 70% of overall waste (tonnes)	78%	74%	72%	70%	82%	83%	59%
Reduce water consumption by at least 8% (m ³)	54%	60%	45%	19%	(5%)	(20%)	71,154

Annual performance is measured against the baseline year

³ <https://www.gov.uk/government/publications/greening-government-commitments-2016-to-2020>

Achievement against target

In 2023-24, the Group:

- reduced, gas and water use compared to the baseline year.
- is yet to meet the GGC targets for greenhouse gas (GHG) reduction but has seen a 43% decrease for in-scope overall emissions and 8% decrease for in-scope direct emissions compared to the 2017-18 baseline year.
- exceeded all targets related to waste reduction, waste management and water consumption.

The GHG emissions target for overall emissions by 2025 is a reduction of 56% compared to a 2017-18 baseline year.

Emission scopes

The emission scopes can be explained as⁴:

- Scope 1 (direct GHG emissions) – these occur from sources owned or controlled by an organisation. Examples include emissions as a result of combustion in boilers owned or controlled by the organisation and emissions from organisation-owned fleet vehicles.
- Scope 2 (energy indirect emissions) – these are emissions a body makes indirectly, like when the electricity or energy it buys for heating and cooling buildings, as a result of electricity consumed which is supplied by another party. For example, electricity supply in buildings or outstations; also includes other purchased indirect emission source such as heat, steam, and cooling.
- Scope 3 (other indirect GHG emissions) – all other emissions which occur as a consequence of activity, but which are not owned or controlled by the accounting entity, this is primarily business travel emissions.

Group operational activities:

The Group has decreased its total in-scope gross GHG emissions (total emissions – Scope 1, 2 and 3) by 43% since the 2017-18 baseline year.

4 <https://www.gov.uk/government/publications/environmental-reporting-guidelines-including-mandatory-greenhouse-gas-emissions-reporting-guidance>

Non Financial indicators in Tonnes

	Actual Performance Against Baseline						
	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
	Baseline						
Total gross Scope 1 emissions	1,559	1,602	1,917	2,043	1,981	2,206	1,702
Total gross Scope 2 emissions	2,900	3,142	3,316	3,460	5,049	5,684	6,132
Total gross Scope 3 emissions	2,049	1,725	1,125	461	3,164	3,060	3,602
Total emissions	6,508	6,469	6,358	5,964	10,194	10,950	11,436

Non Financial indicators in (KWh)

	Actual Performance Against Baseline						
	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
	Baseline						
Electricity:							
non renewable	13,391,092	14,612,000	13,989,000	13,708,000	18,560,000	19,530,000	16,708,000
renewable	38,267	904,000	903,000	615,000	710,000	84,000	283,000
Gas	8,327,908	8,575,000	10,318,000	11,080,000	10,436,000	11,708,000	8,993,000
Gas Oil	-	-	-	-	-	-	2,000
Steam	660,298	829,000	899,000	702,000	702,000	702,000	802,000
Diesel	-	-	-	-	-	15,000	13,000
Total energy	22,417,565	24,920,000	26,109,000	26,105,000	30,408,000	32,039,000	26,801,000

The reduction in renewable electricity figure is due to changes in procured energy suppliers under the Crown Commercial Service (CCS) contracts.

Minimising waste and promoting resource efficiency

Non Financial indicators (tonnes)

	Actual Performance Against Baseline						
	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
	Baseline						
Hazardous waste	-	-	-	-	-	-	-
Non-hazardous waste:							
landfill	0	13	23	5	44	66	146
reused/recycled	382	347	311	231	787	832	444
composted	17	21	18	33	15	21	8
ICT waste:							
reused	-	-	-	-	-	-	-
recycled	Unknown	Unknown	29	3	4	27	13
Waste incinerated with energy from waste	75	86	79	62	112	83	127
Total energy	474	467	460	334	962	1,029	738

The volume of waste has decreased by 35% since the 2017-18 baseline year, with 0% of waste being sent to landfill and 78% of waste being recycled.

The Group was required to measure and report on food waste from 2022 (for office estate with over 50FTE or over 500m² of floor area offering a food services).

The Group has been unable to collect and apportion financial information for the sustainability disclosures for 2023-24. The Group continues to work with the third-party suppliers who manage the Group's sustainability activities with the aim to provide the disclosures for 2024-25.

Water consumption

	Actual Performance Against Baseline						
	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
	Baseline						
Total water consumption (m ³)	32,772	28,277	22,674	57,324	74,393	85,588	71,154

Since the 2017-18 baseline year, the Group has decreased water use by 54%.

Paper usage

	Actual Performance						
	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
							Baseline
Reams	7,138	11,816	12,385	12,369	22,348	34,374	27,250
(Reduction)/ increase on baseline	(74%)	(57%)	(55%)	(55%)	(18%)	26%	N/A

Since the 2017-18 baseline year, the Group has decreased paper use by 74% against a target of 50%.

Consumer single use plastics

Due to data performance collection challenges within the supply chain the Group is unable to disclose single use plastic data for this reporting period. However, new restrictions introduced in September 2023 by DEFRA that have eliminated procurement of single use plastics within the catering industry.⁵

⁵ <https://www.gov.uk/government/news/far-reaching-ban-on-single-use-plastics-in-england>

Travel

	Actual Performance						
	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
	(restated)						Baseline
Distance travelled (000s km)							
Domestic flights	246	429.9	19.4	N/A	N/A	N/A	N/A
International flights	1,210	475.7	27.3	N/A	N/A	N/A	N/A
Trains	23,655	11,898.8	N/A	N/A	N/A	N/A	N/A
Emissions (tCO₂e)							
Domestic flights	40	55.9	6.8	1.0	88.0	136.0	130.0
International flights	186	65.6	6.8	N/A	N/A	N/A	N/A
Trains	838	426.0	N/A	N/A	N/A	N/A	N/A

The Group does not operate a fleet with the exception of Student Loans Company (SLC).

The emissions (tCO₂e) figures for 22-23 have been restated.

Distance travelled on international flights, is further analysed as follows:

	Actual Performance						
	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
							Baseline
Haul (000s km)							
Short-haul flights	189	46.0	13.7	N/A	N/A	N/A	N/A
Long-haul flights	1,021	429.7	13.6	N/A	N/A	N/A	N/A
Class (000s km)							
Economy class	979	390.5	27.3	N/A	N/A	N/A	N/A
Premium economy class	42	19.3	-	N/A	N/A	N/A	N/A
Business class	189	55.6	-	N/A	N/A	N/A	N/A
First class	N/A	10.3	-	N/A	N/A	N/A	N/A

Distance data was only collected from 2021-22. The Group's policy on air travel is to restrict it to instances where overall there is value for money compared to other forms of travel when the full cost of travel and subsistence is assessed.

Accounting for shared, offset, renewable and sequestered carbon

The Group does not purchase or utilise carbon credits at all across the office estate.

Mitigating and Adapting to climate change

The Department's own offices will be adapted to the effects of climate change. The GPA has commissioned a climate risk assessment of the Department's office estate. The outcomes of the report will inform and prioritise climate change mitigation and adaptation requirements as well as create a risk register. As a tenant of the GPA the Department will be consulted on the outcomes of this report and will support the climate mitigation and adaptation process going forward.

Nature Recovery

As well as the sustainability reporting included here, The Group also reports through the central sustainability reporting undertaken by DEFRA. All public authorities are subject to the general duty to consider action they can take to conserve and enhance biodiversity, and then take that action. The DfE has partnered with the GPA to create a nature recovery plan for the Department's office estate. The key drivers of this plan are to enhance biodiversity within the office estate by adapting the landscape and introducing pollinating plants, green walls and insect and bird habitats.

————— END OF DfE STATEMENT —————

Sustainability Strategy

In January 2023, IfATE launched its Climate Change and Environmental Skills Strategy setting out IfATE's aim is to work with employers so that apprenticeships and technical education can help the country to achieve sustainable growth and meet net zero targets.

The Climate Change and Environmental Skills Strategy includes the following three principles:

- Apprenticeships and technical qualifications should be ready to fill the very latest environmental and climate change skills needs.
- T Levels and Higher Technical Qualifications should play their part in helping learners prepare for and find green jobs and apprenticeships. Employers, providers, and others in the sector should be supported to make apprenticeships and technical education products more sustainable.
- Everyone, including IfATE, should embed a sustainable culture across their own organisation.

Where appropriate, IfATE uses procurement frameworks from public sector buying organisations such as the Crown Commercial Service which include suppliers that have evidenced their commitment to sustainability and other important social matters as a condition of being included in the framework.

Green skills were added to occupational standards including the domestic electrician, forest craftsperson and building services engineering senior technician standards.

Over 200 green apprenticeships are now in place to train and retrain the country's workforce to hit net zero by 2050, including six marked with the King's Coronation emblem due to their high-profile sustainability credentials.

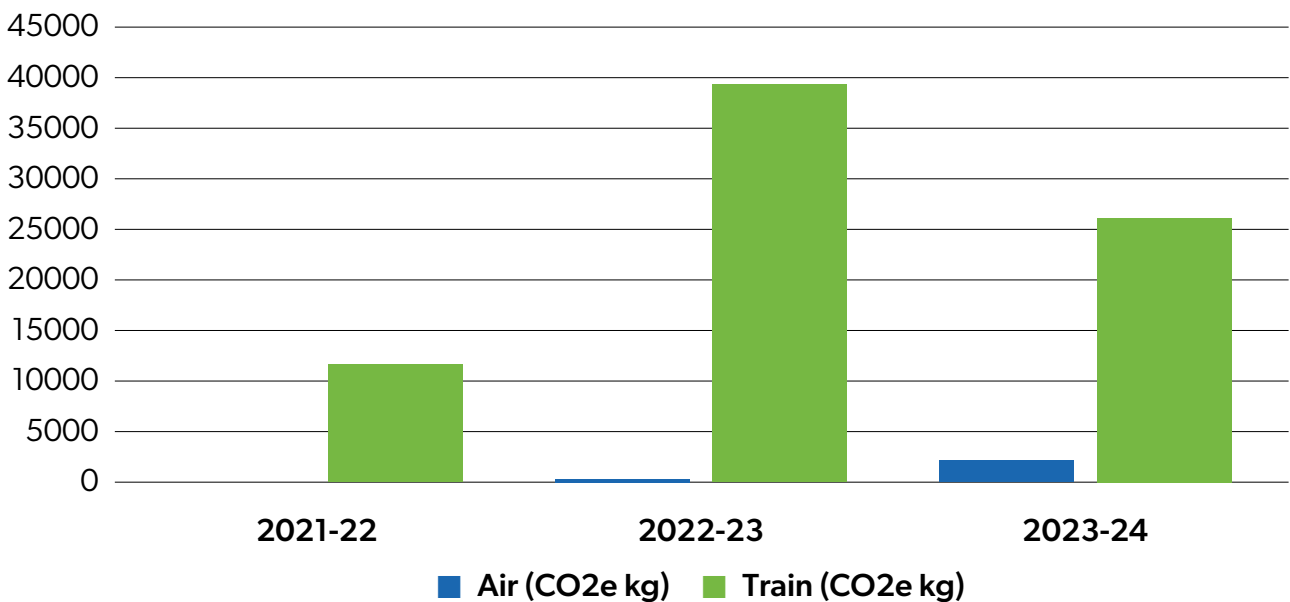
Our Green Action and Innovation Network (GAIN) is working across IfATE to increase awareness of environmental and sustainability issues locally, whilst promoting positive actions for reducing our organisational and personal carbon footprint. GAIN's activities over the past year have included the development of guidance on sustainable travel and events, running webinars on sustainability and volunteering for conservation work in our local communities. GAIN has also promoted themed events, such as 'plastic-free July', which included encouraging the use of reusable cups, and 'sustainable Christmas', which included ideas on recycling, reusing, and reducing food waste.

Measurement of Emissions

IfATE has made progress in monitoring and reporting its environmental impact. In 2023-24, the emissions measured as carbon dioxide equivalent in kilograms (CO₂e kg) from business trips by IfATE employees travelling by air and rail were 28,542 CO₂e kg (2022-23: 39,903 CO₂e kg).

Our emissions in 2023-24 included 2,263 CO₂e kg from air travel (2022-23: 428 CO₂e kg). We will continue to monitor and report our emissions in 2024-25.

IfATE Travel Emissions



Performance on other matters

Procedural Review

As the key developer of apprenticeships, trailblazers put in considerable work in developing the proposals considered by IfATE route panels and Approvals Committee. Trailblazers can seek a procedural review of the decisions and recommendations made by IfATE under specific criteria set out in IfATE's published guidance on procedural review. This means procedural review can be sought in respect of any of the final decisions or recommendations IfATE makes in relation to occupation proposals, occupational standards, and assessment plans (including funding band recommendations).

Awarding bodies can also seek procedural review of final decisions made by IfATE in connection with applications for approval of technical qualifications. All requests for procedural review must meet the requirements set out in IfATE's guidance⁶. The following table sets out details of procedural reviews in 2023-24 compared to previous years.

Procedural review requests	2023-24	2022-23	2021-22
Requests received	0	0	5
Granted	0	0	1
Not granted	0	0	0
Not in scope	0	0	4

Customer Experience, Correspondence, and Complaints

IfATE remains committed to being a customer-focused organisation by expanding and acting upon customer insights, developing our staff, and celebrating when we provide excellent customer journeys.

We have a designated enquiries email route into IfATE and a process for ensuring that all enquiries are dealt within an effective and timely manner. During the year 1 April 2023 to 31 March 2024, we received and dealt with 3,193 enquiries, (3,154 general enquiries; 26 freedom of information requests; nine parliamentary questions; no complaints and four subject access requests). Correspondence outside the remit of IfATE was re-directed to other agencies such as the ESFA.

We responded to 3,147 (99.78%) enquiries within 20 working days. 96.92% (3,057) of enquiries were answered within five working days and under. The Parliamentary and Health Service Ombudsman received no complaints about IfATE in 2023-24. IfATE's complaints policy and guidance on how to make a complaint can be found on IfATE's website.

6 <https://www.instituteforapprenticeships.org/about/procedural-review/>

Freedom of Information

As a non-departmental public body, we are required to comply with freedom of information legislation and respond in an appropriate and timely manner to any requests for information made. Between 1 April 2023 and 31 March 2024, IfATE received and responded to 26 requests made under the Freedom of Information Act (compared to 34 requests in 2022-23 and 29 in 2021-22). We responded to all requests within the statutory timeframe of 20 working days.

Whistleblowing

There were no reports of fraud or whistleblowing in 2023-24.

Principal Risks and Forward Look

Risk Management

Management of our risks is integrated across the organisation's teams, projects, programmes, and portfolio of work. Risks that pose a significant impact to the delivery of our objectives are managed at a senior leadership level. We have mitigation plans to manage significant risks, together with an established reporting structure with reviews regularly undertaken by the Executive Leadership Team, our Sponsor Department, and the IfATE Board. Oversight and scrutiny of our risk management is provided by the Audit and Risk Assurance Committee of the Board which provides support and challenge the effectiveness of our risk framework and risk management plans.

Risk Position

When assigning a 'position' to each risk, the risk cause, and mitigating factors, are integral components of the risk assessment. Our risk positions are defined as follows:

RISK RATING	DEFINITION
SEVERE	Severe impact on objectives/plans and organisation. Escalation and immediate management action needed.
SUBSTANTIAL	Potential for a significant impact on business operations. Senior management to consider actions at an organisational level.
MODERATE	The consequences are not severe and can be managed by contingency actions at operational level. Action plans require development, and the risk should be subject to ongoing monitoring.
LOW	The risk status requires periodic review.

Risk Appetite

The work and activities we undertake to deliver our objectives present varying levels of inherent risk as well as reward. Our approach to managing risks is guided by our assessment of risk impact, balancing costs and benefits of each individual intervention, and willingness to pursue opportunities where positive gains could outweigh negative consequences. This means that we may not seek to intervene in all situations; we will prioritise with respect to risk, costs, and benefits choosing the best course of action from our knowledge and experience.

Our risk appetite statement outlines our approach to our principal risks, helping to guide us where we can be open to taking considered risk, areas where we may need to be more cautious, and where to adopt an averse stance.

APPETITE RATING	DESCRIPTION	PRINCIPAL RISKS
AVERSE	Avoid or ultra safe in taking risk that outweighs reward	Across all our principal risks we take an averse position to information loss, fraud, and cyber security. We pursue a safe and secure approach to handling of information and adherence to data sharing protocol and GDPR, fraud assurance controls, and preventative measures to maintain cyber security.
CAUTIOUS	Low trade-off between low risk and reward	<p>Risk 1 – Employer Engagement: We take a cautious approach to the volume of work placed on our trailblazer groups that help to deliver our occupational standards but welcome opportunities for digital consultation to support development activity.</p> <p>Risk 2 – People: We are cautious in relation to standard policies, practices, but remain open and innovative in our approach to the development of our people’s talent and skills and embrace working practices that enable our people to deliver their best work.</p> <p>Risk 3 – IfATE Products: We take a cautious stance to ensure we remain responsive to employers’ needs in the development of occupational standards and technical qualifications.</p>
OPEN	Innovation meets higher risk but higher reward	<p>Risk 4 – Awarding Markets: We are broadly open where innovation and collaboration with suppliers brings benefits for commercial delivery, but ensure we adhere with regulatory compliance and mandated commercial policy.</p> <p>Risk 5 – Digital Delivery: Whilst we take an ‘Open’ approach we would implement the systems with the appropriate Cyber measures and controls.</p> <p>Risk 6 – Strategic Priorities: We are open to innovation in how we deliver organisational priorities, but cautious to budget and resource constraints.</p>

Principal Risks and Forward Look

We have assessed risks against our strategic priorities, showing below those key risks we have actively managed during 2023-24. These risks have been managed with consideration of external environmental and economic developments.

Risk	Risk Management Activity
<p>RISK 1 – Employer Engagement The loss of employer confidence poses a risk to gaining input and insight required to deliver and maintain Apprenticeships, T Levels, HTQs and other Technical Qualifications (TQs)</p> <p>Risk Position: MODERATE</p>	<p>Progress</p> <ul style="list-style-type: none"> Continued optimisation of stakeholder experience and input to IfATE’s commissioning, approval, and maintenance of technical qualifications. <p>Planned – forward look Increase media visibility of IfATE to increase employers awareness and confidence within the skills system.</p> <p>Enhance employer partnerships through improved digital engagement and implementation of a Customer Relationship Management system.</p>
<p>RISK 2 – People Ensuring sufficient capacity, skills, and capabilities to effectively deliver an integrated skills system.</p> <p>Risk Position: LOW</p>	<p>Progress</p> <ul style="list-style-type: none"> Alignment of strategic workforce and resource planning to support planning, prioritisation, and delivery. Creating the conditions for colleagues to do their best work through delivery of the People Plan. <p>Planned - forward look Consider longer term workforce requirements, organisational capacity, design, and changes to ways of working.</p>
<p>RISK 3 - IfATE Products IfATE products do not meet stakeholders’ expectations leading to loss of employer confidence and engagement.</p> <p>Risk Position: MODERATE</p>	<p>Progress</p> <ul style="list-style-type: none"> Continued delivery of products as per intended waves of delivery, with core focus on quality of content and support to Awarding Bodies and other organisations involved. Developed a more proactive, risk-based approach to prioritising how apprenticeship standards are reviewed to meet employer needs. <p>Planned - forward look Detect emerging skills requirements and understand which skills needs are changing and how quickly they are changing.</p>

Risk	Risk Management Activity
<p>RISK 4 - Awarding Markets Contracting and delivery pressures impeding growth of new programmes arising from market conditions</p> <p>Risk Position: SUBSTANTIAL</p>	<p>Progress</p> <ul style="list-style-type: none"> • Develop and implement new supplier management approach, ensuring robust supplier management plans are in place, and processes are adding value. • Inclusion of adaptive pricing model to support procurement of T Level contracts. <p>Planned – forward look Continue to nurture and develop collaborative relationships with new and existing suppliers, engaging potential suppliers early in the procurement and delivery, and acting on supplier feedback.</p>
<p>RISK 5 - Digital Delivery Delay to delivery of IfATE’s Digital Strategy to enhance capability and improve the employer experience.</p> <p>Risk Position: SUBSTANTIAL</p>	<p>Progress</p> <ul style="list-style-type: none"> • Prioritisation of Digital Delivery Plan as a key programme. • Embedded controls and regular activity to manage Cyber Threats, with Cyber security assurance and data compliance feeding into our Digital Strategy. <p>Planned – forward look Embedding a Customer Relationship Management System to enhance the stakeholder experience, customer relationships, and increase organisational efficiency.</p>
<p>RISK 6 - Strategic Priorities Failure to deliver our strategic priorities within a complex delivery and regulatory landscape and maintain stakeholder confidence.</p> <p>Risk Position: SUBSTANTIAL</p>	<p>Progress</p> <ul style="list-style-type: none"> • Implementation of our brand strategy with a focus on communicating our role within the technical education system to stakeholders. • Build new strategic partnerships and strengthen existing relationships across the technical education and regulatory landscape. <p>Planned – forward look Take forward an organisational design process with a focus on how IfATE operates, making it easier for colleagues to deliver change at pace, and ensure we are as efficient and effective as possible to simplify the policy to delivery journey.</p>

Emerging Risks and Opportunities for 2024-25

Risk	Risk Management Activity
Budgetary pressures impacting our ability to transform our systems to meet increased demands.	Prioritisation of Digital Delivery Plan in allocating resources. Working with Department for Education to secure funding for continued transformation of our systems beyond 2024-25.
Opportunity – Agile foresight of changing labour market and skills needs.	A programme of work to enhance the detection and insight of skills to create and revise the products that employers need.



Jennifer Coupland
Chief Executive and Accounting Officer Institute for Apprenticeships and Technical Education
15th July 2024

Shaping Skills - Learner Stories



Theo Vasiloiu

Employer: AstraZeneca

Apprenticeship: Supply Chain Leadership (level 6)

Training provider: Aston University

Assigned route: Transport and logistics

Theo Vasiloiu joined the IfATE panel because he wants to foster equitable access to opportunities among diverse communities and authentically voice the opinions of apprentices to those in positions of influence. He said: "There's no denying that apprenticeships are gaining traction, fast. Yet, a substantial amount of misinformation persists concerning alternative educational pathways and their potential to pave the way for successful careers."

Born and bred in Newham, one of London's most deprived boroughs, Theo knows more than most the barriers to education and training young people currently face. Having attended a University Technical College (UTC) which offer a combination of academic and technical learning in partnership with local business and industry, he discovered first-hand how apprenticeship opportunities were viable alternatives to attending university. Set on becoming a medical doctor, Theo pursued and secured his place at a leading medical school and over the first year, developed an increasing interest in operational management after exposure to a variety of healthcare environments. Faced with a difficult decision to make, and peers who were adamant he would be making the wrong decision, Theo dropped out to pursue his current role as an Apprentice Study Manager working at global pharmaceutical company, AstraZeneca within their Biopharmaceutical Development clinical supply chain organisation and has never looked back.

The supply chain leadership professional apprenticeship Theo is on studies the complex journeys products take from their initial manufacture to reaching the hands of consumers. He said: "My day-to-day focus lies with formulating effective drug supply strategies needed to deliver clinical products to AstraZeneca's clinical trial locations globally. The work we do directly impacts our patients, and I am proud to be a part of the amazing science we do, that fosters access to innovative treatments."

Accountability Report

Corporate Governance Report

The corporate governance report explains how IfATE is governed in order to achieve its objectives.

The corporate governance report includes information about IfATE's directors, confirms the Chief Executive's responsibilities as Accounting Officer and how they have been assured, and outlines IfATE's governance framework including the work of the Board. It also assesses the risks to the organisation.

The corporate governance report has three sections:

- The Directors' report
- Statement of Accounting Officer's responsibilities; and
- Governance statement

Directors' report

How IfATE is organised

IfATE's Chair, Board and Chief Executive Officer have decision making authority at Board level as per the Framework Document between IfATE and the Department for Education, and IfATE's governance framework. They are supported by senior management and staff in discharging their duties.

Board and Board committee structure

IfATE's Board and its four committees lead the process and structures used to identify, evaluate, and manage the principal and emerging risks IfATE faces. The Chair of IfATE's Board is Baroness Ruby McGregor-Smith CBE, who was appointed by the Secretary of State for Education on 01 August 2021. IfATE's Chief Executive Officer is Jennifer Coupland. IfATE operates within a governance framework agreed with the Department for Education.

Figure 2 below shows the 4 Board committees in operation during 2023-24:



IfATE introduced the Board and committee structure above in April 2022 in response to our growing remit. In 2023-24 IfATE considered it timely to take stock of these changes, reflecting on the external Board evaluation that took place in 2022-23, and to ensure that the organisation was prepared to adapt to any changes in 2024 and beyond. This review incorporated work on IfATE's Governance Framework and Scheme of Delegation.

This review resulted in realigning the Approvals Policy and Assurance Committee, to become the Product Assurance Committee, to reflect terms of reference that are more tightly focussed on IfATE's products. The Equity, Diversity and Inclusion Committee has successfully overseen the development of IfATE's EDI strategy and toolkit products and that these practices are now embedded. The committee has therefore been discontinued as an enduring entity and responsibility for assuring progress against EDI objectives has transferred to other committees, overseen by the Board. Named Board members will also be appointed as champions for our digital delivery plan and for workforce and whistleblowing. These changes took effect from April 2024.

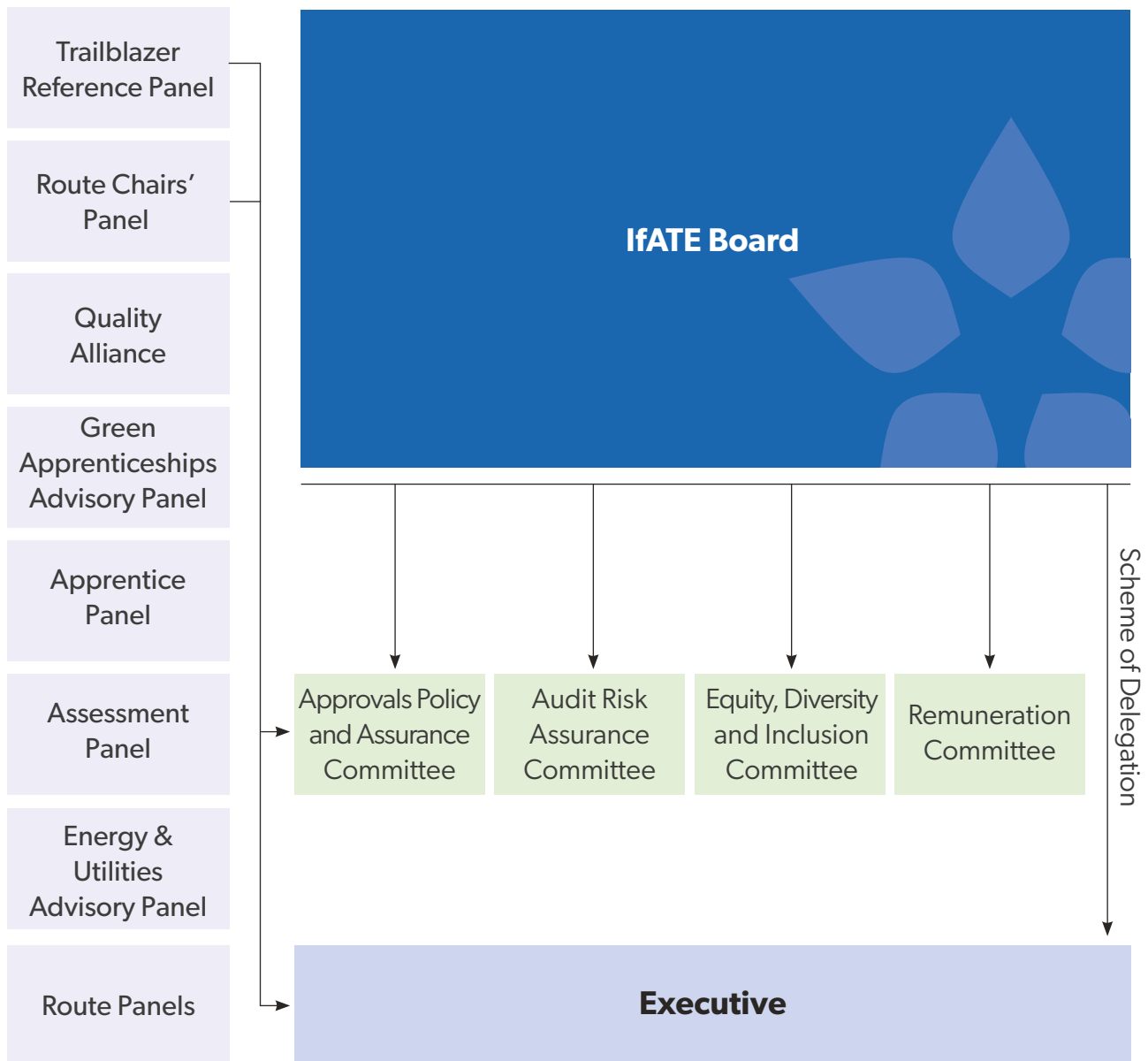
Board Committees



Board advisory panel structure

The diagram below provides an overview of the advisory groups reporting to the Board. Further information on the panels can be found on page 62.

Advisory Panels



Register of interests

IfATE maintains a [register of Board and committee members' disclosable interests](#) and regularly reviews this to ensure that it is accurate and up to date. The register is published on IfATE's website.

Board members and senior civil servants are required to confirm on at least an annual basis that their declarations of interest are accurate and up to date, and to declare immediately any changes as they arise. Additionally, declarations of interest are a standing item of business at the beginning of every Board and Board committee meeting and all declarations are minuted.

Personal data management

Personal data breaches, fraud and whistleblowing are monitored through IfATE's Audit and Risk Assurance Committee.

There were no personal data incidents in 2023-24 that fell within the criteria for reporting to the Information Commissioner's Office. There was one report in 2022-23, and the ICO closed the report with a finding of no further action. There were no reports of fraud or whistleblowing in 2023-24.

In light of the reported incident in 2022-23, IfATE has continued its commitment to strengthen its approach to personal data security. We provide training on Security and Data Protection for new and existing staff and have introduced additional measures to ensure staff have the necessary tools to ensure they manage personal data appropriately. All staff will continue to be required to undertake relevant training annually.

IfATE Board members



Baroness Ruby McGregor-Smith CBE
Chair



Dame Fiona Kendrick
Deputy Chair
Chair, PwC Public Interest Body



Jennifer Coupland
Executive Board Member
Chief Executive and Accounting Officer



Dr Kate Barclay
Kate Barclay Consulting Ltd
Skills Strategy Consultant at the BioIndustry Association (BIA)



Bev Robinson CBE
Principal and Chief Executive
Blackpool and The Fylde College until August 2023



Professor Malcolm Press CBE
Vice-Chancellor of Manchester Metropolitan University



Sir Robin Millar CBE
Chairperson, Blue Raincoat Chrysalis Group



Sir Peter Estlin
Non-Executive Director, Rothschild & Co
Chair, FutureDotNow

IfATE Board members



Neil Morrison
HR and Communications Director,
Severn Trent



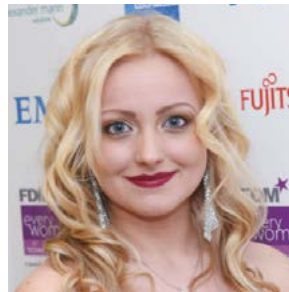
Jane Hadfield
National Lead, Talent for Care and NHS
Apprenticeships Workforce, Training and Education at
NHS England. (appointed to the Board
on 1st November 2023)



Mark McClennon
Chief Information Officer, Burberry
(appointed to the Board on 1st November 2023)



Dayle Bayliss
Director, Dayle Bayliss Ltd
(Board member until 31st October 2023)



Jessica Leigh Jones MBE
Founder, iungo Solutions
(Board member until 1st September 2023)



John Cope
Strategy and Policy Director, UCAS
(Board member until 23rd May 2024)

The Statement of Accounting Officer's responsibilities

Under the Apprenticeships, Skills, Children and Learning Act 2009 (ASCLA), the Secretary of State has directed the Institute for Apprenticeships and Technical Education (IfATE) to prepare accounts. The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of IfATE and of its income and expenditure, Statement of Financial Position, and cash flows for the financial year.

In preparing the accounts, the Accounting Officer is required to comply with the requirements of the Government Financial Reporting Manual and in particular to:

- observe the Accounts Direction issued by the Treasury, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards as set out in the Government Financial Reporting Manual have been followed, and disclose and explain any material departures in the accounts;
- prepare the accounts on a going concern basis; and
- confirm that the Annual Report and Accounts as a whole is fair, balanced, and understandable and take personal responsibility for the Annual Report and Accounts and the judgements required for determining that it is fair, balanced, and understandable.

The Permanent Secretary, as Principal Accounting Officer of the Department for Education, has appointed IfATE's Chief Executive as its Accounting Officer.

The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding IfATE's assets, are set out in *Managing Public Money* published by the HM Treasury.

As the Accounting Officer, I have taken all the steps that I ought to have taken to make myself aware of any relevant audit information and to establish that IfATE auditors are aware of that information. So far as I am aware, there is no relevant audit information of which the auditors are unaware.

I have reviewed the assurances provided by IfATE's management team and can confirm that the annual report and accounts as a whole is fair, balanced, and understandable, and that I take personal responsibility for the annual report and accounts and the judgements required for determining that it is fair, balanced, and understandable.

Governance statement

This governance statement sets out the governance arrangements and assurances I have received as Accounting Officer. It identifies our compliance with our responsibilities for risk management and internal control systems as set out in Corporate Governance in *Central Government Departments: Code of Good Practice* where relevant to IfATE and its remit and in reviewing the effectiveness of governance.

As Accounting Officer I have responsibility for maintaining a sound system of internal control, with regular monitoring, review, and assurance. IfATE has systems of control which have been in place for the year under review and up to the date of approval of the annual report and accounts.

Structure of the IfATE Board, Committees and Advisory Panels

At 31 March 2024, the Board consisted of a Chair, ten non-executive Board members (including a Deputy Chair), and the Chief Executive. Non-executive Board members are appointed by the Secretary of State for Education for terms no longer than five years. Jane Hadfield and Mark McClennon joined the Board on 1 November 2023, replacing Jessica Leigh Jones who resigned from the Board on 1 September and Dayle Bayliss, whose Board term expired on 31 October.

During 2023-24 Professor Martin Doel CBE has fulfilled the role of independent member for the Audit and Risk Assurance and Remuneration Committees.

Membership of the IfATE Board Committees in 2023-24

Committee	Membership 2023-24
Approvals Policy and Assurance Committee	<p>Non-executive Board members:</p> <ul style="list-style-type: none"> • Dr Kate Barclay (chair), • Jessica Leigh Jones MBE (until 01/09/2023), • Neil Morrison, • Professor Malcolm Press CBE (until 14/11/2023), • Bev Robinson CBE, • Jane Hadfield (from 01/02/2024) • Mark McClennon (from 01/02/2024)
Audit and Risk Assurance Committee	<p>Non-executive Board members:</p> <ul style="list-style-type: none"> • Sir Peter Estlin (chair), • Dame Fiona Kendrick <p>Chief Executive:</p> <ul style="list-style-type: none"> • Jennifer Coupland <p>Independent members:</p> <ul style="list-style-type: none"> • Professor Martin Doel CBE
Equity, Diversity, and Inclusion Committee	<p>Non-executive Board members:</p> <ul style="list-style-type: none"> • Sir Robin Millar CBE (chair), • Dayle Bayliss (until 31/10/2023), • John Cope, • Jessica Leigh Jones MBE (until 01/09/2023) • Mark McClennon MBE (from 01/11/2023. Until this point Mark was an independent member of EDIC, providing expertise in his capacity as a Route Panel Chair)
Remuneration Committee	<p>Non-executive Board members:</p> <ul style="list-style-type: none"> • Baroness Ruby McGregor-Smith CBE (chair), • Dame Fiona Kendrick <p>Independent members:</p> <ul style="list-style-type: none"> • Professor Martin Doel CBE <p>Chief Executive:</p> <ul style="list-style-type: none"> • Jennifer Coupland

Board advisory panels and groups

IfATE's Board engages with key stakeholders and industry participants through a number of advisory panels and groups providing insight to the Board.

The panels are not formal committees and do not undertake delegated functions, but instead enable the Board to access a broad range of expertise and insights from stakeholders across the apprenticeship and technical education landscape.

Trailblazer Reference Panel

The Trailblazer Reference Panel helps the Board access a broad range of views and expertise about the impact of IfATE's work on apprenticeship quality and take-up through the involvement of a wide group of sector representatives.

Quality Alliance

The Quality Alliance brings together the various bodies whose roles together ensure the quality of apprenticeships, to monitor quality across the sector and build effective coordination to improve quality where appropriate.

Green Apprenticeships Panel

The GATE-AP helps to provide focus in ensuring the right skills are in place for the future workforce to deliver the green technology shift the UK needs and played a key role in the development of IfATE's sustainability strategy. The panel advises IfATE on enhancing our current apprenticeships to ensure they meet the needs of the employers within the growing green economy and creating new apprenticeships to reflect new occupations to reach net zero carbon.

Apprentice Panel

The Apprentice Panel provides an apprentice perspective to the Board and helps to ensure that apprentice views are adequately considered and represented within IfATE's policy making process.

The panel currently consists of 40 apprentices from 14 of the 15 occupational routes, and at various stages of their apprenticeships.

The panel is chaired by an apprentice, and representatives report to Approvals Policy and Assurance Committee (APAC) annually and additionally as requested by APAC or the Board.

Assessment Panel

The Assessment Panel provides access to expert, leading edge, independent expertise as a means of ensuring that IfATE's apprenticeships and technical education products are high quality, meet the assessment needs of employers, embody best assessment practice, and are sustained through a culture of continuous improvement.

Energy and Utilities Advisory Panel (EUAP)

The purpose of this panel is to provide independent, employer-expertise that supports the development and maintenance of apprenticeships and technical qualifications within the energy and utilities sector. EUAP will consider the content and coverage of occupational standards so they reflect the current and future skills needs of the utilities sector.

Route Panels

There are also 15 sector-based Route panels of industry experts and assessment experts who:

- review and make recommendations on whether or not to approve apprenticeship standards and assessment plans
- make recommendations on funding bands for apprenticeship standards
- support and oversee the review of existing apprenticeship standards

The Route Panels' recommendations contribute to the decision-making process via the Executive.

IfATE Board and Board Committee Attendance 1 April 2023 to 31 March 2024

Member	IfATE Board	Approvals Policy and Assurance Committee	Audit and Risk Assurance Committee	Equity, Diversity, and Inclusion Committee	Remuneration Committee
Baroness Ruby McGregor-Smith CBE	5 / 6				2 / 2
Jennifer Coupland	6 / 6		4 / 4		2 / 2
Dame Fiona Kendrick	6 / 6		3 / 4		2 / 2
Sir Peter Estlin	4 / 6		4 / 4		
Dr Kate Barclay	6 / 6	6 / 6			
John Cope	5 / 6			4 / 4	
Dayle Bayliss*	3 / 3			3 / 3	
Sir Robin Millar CBE	6 / 6			4 / 4	
Bev Robinson CBE	6 / 6	5 / 6			
Jessica Leigh Jones MBE**	2 / 2	2 / 2		2 / 2	
Professor Malcolm Press CBE***	5 / 6	2 / 4			
Neil Morrison	6 / 6	6 / 6			
Jane Hadfield****	3 / 3				
Mark McClennon MBE*****	3 / 3	1 / 2		3 / 4	

Independents

Professor Martin Doel CBE			4 / 4		2 / 2
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* Dayle Bayliss' term of office expired at 31 October 2023. Attendance figures are shown for those meetings she was eligible to attend.

** Jessica Leigh Jones resigned from the IfATE Board on 01 September 2023. Attendance figures are shown for those meetings she was eligible to attend.

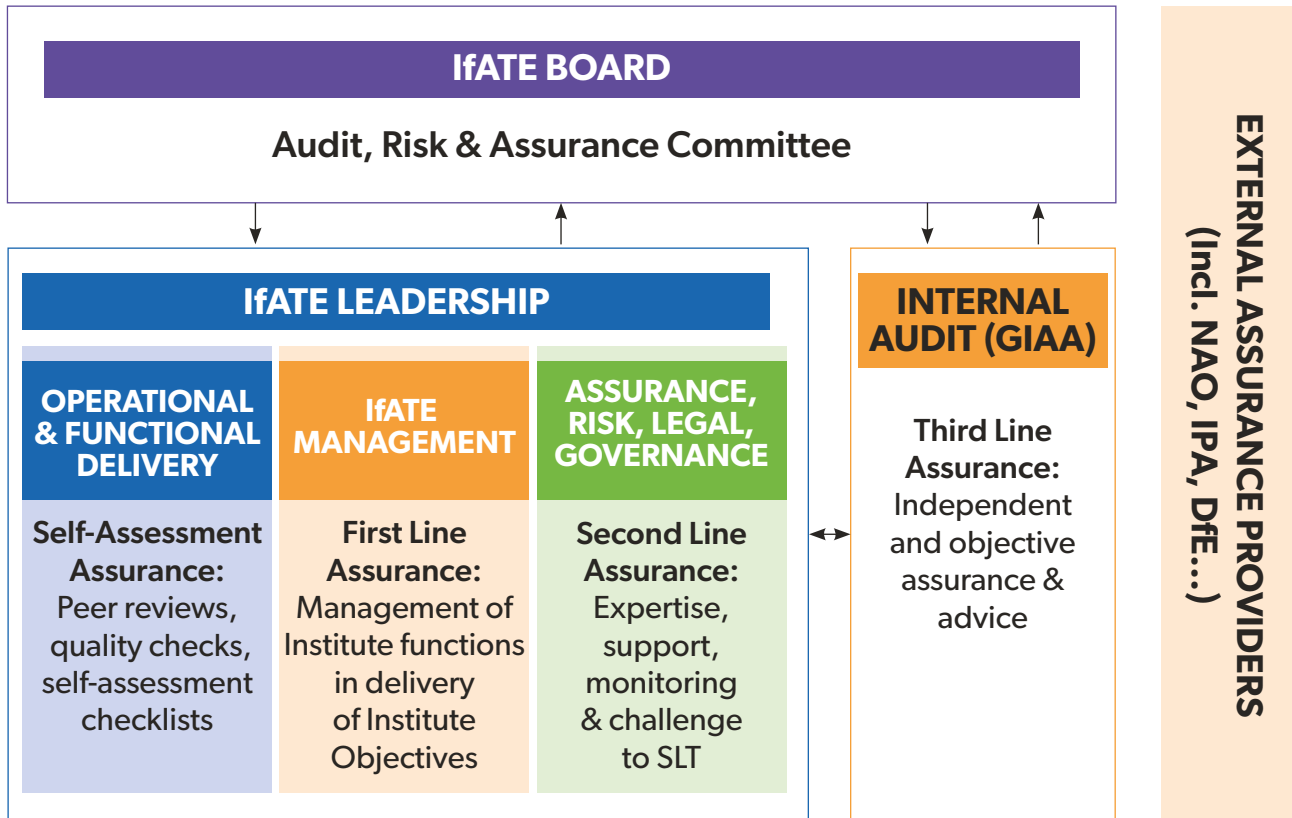
*** Malcolm Press stepped down from APAC in November 2023

**** Jane Hadfield's term of office commenced on 01 November 2023. Attendance figures are shown for those meetings she was eligible to attend.

***** Mark McClennon's term of office commenced on 01 November 2023. Prior to this, Mark was an independent member of EDIC, providing expertise in his capacity as a Route Panel Chair.

Processes for Maintaining and Reviewing the System of Internal Control

IfATE's Assurance Framework



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The Board

The Board and its committees have met regularly and kept the effectiveness of the system of risk management and internal control under review. The Board and its committees receive regular reports on performance and scrutinise actions which have been or are being taken to remedy any significant failings or weaknesses.

Board and committee members are required to declare potential conflicts of interest on appointment and at the beginning of each meeting they attend. They must confirm twice yearly that the register of their interests is up to date. Where actual or potential conflicts of interests are identified, Board members take no part in any discussion and are not involved in any decisions that relate to those interests.

Audit and Risk Assurance Committee

The Audit and Risk Assurance Committee provides advice and assurance to the Board, and to me as Accounting Officer, on the effectiveness of internal controls, risk management processes and governance arrangements, and ensuring value for money. It also oversees internal and external audit arrangements covering both financial and non-financial systems. The committee normally meets four times a year.

As Accounting Officer, I attend meetings of the committee together with the Chief Financial Officer. The internal and external auditors also attend as do other members of IfATE's staff, where appropriate.

The committee considers all aspects of internal control including risk management (strategic and systemic), financial management and assurance, information security and counter fraud. It is supported by reports from the internal and external auditors. Reports have included assessment of IfATE's counter fraud arrangements.

During 2023-24, the committee reviewed audit reports on a range of IfATE's operations. Specific audits undertaken during the year looked at employer engagement, cyber security preparedness, resource resilience and the apprenticeships funding band strategy.

Statement from Sir Peter Estlin, Chair of Audit and Risk Assurance Committee

I am satisfied that during 2023-24 the Audit and Risk Assurance Committee has functioned effectively and discharged its responsibilities on behalf of the Board.

Our membership includes me, as Chair, and the deputy Board chair, Dame Fiona Kendrick, Jennifer Coupland as Chief Executive Officer and Professor Martin Doel CBE, our independent non-executive member. DfE, as a partner with whom we share some key risks, is also invited to the meetings.

The committee undertook the annual review of accounts. It has considered the agreed programmes of internal and external audits carried out by the Government Internal Audit Agency, and the National Audit Office throughout the year. The committee was particularly pleased to note the GIAA's Substantial opinion following its audit on cyber security (incident management). The committee undertook a self-assessment following the good practice principles of HM Treasury's Audit and Risk Assurance Committee Handbook.

IfATE has shown its commitment to ensure and improve appropriate risk management processes during this last year. We have continued to make good progress in better embedding and aligning our control environment and risk management approaches with both strategy and programme implementation, and the committee has undertaken deep dives to better understand and seek assurance on delivery risks, T Level risks, HTQ programme risks, and risks related to product agility. Support from professional auditors and advisors have helped us pursue best practice. I am satisfied that the Audit and Risk Assurance Committee has operated well and provided assurance to the Board.

Management control activities

The Board has delegated to me as Accounting Officer responsibility for leading the organisation on a day-to-day basis. Duties are discharged by members of the executive team through line management arrangements. Management control is governed through Senior Leadership Team.

Board performance

IfATE adheres to the Corporate Governance Code for central government bodies. In line with Cabinet Office guidance for the review of effectiveness of ALB Boards, an externally facilitated evaluation of the effectiveness of IfATE's Board took place during 2022-23 and highlighted several areas of strength. During 2023-24 the executive has taken forward an action plan to address areas proposed for development.

Key Matters Considered by the Board in 2023-24

Strategic and Reporting	
Stakeholder voice	6/6
Reports/minutes from committees	6/6
IfATE's profile, brand strategy and external engagements	6/6
Consultations	2/6
Strategic risks	6/6
Digital strategy	4/6
Simpler Skills System and the Big Conversation	3/6
Governance	3/6
DfE/Strategic guidance	4/6

Operational Matters	
Delivery update/performance scorecard	6/6
T Levels	6/6
Finance	6/6
Board data pack	6/6
HR and people	6/6
Estates and office occupancy	2/6
HTQs/Levels 2 and 3	6/6
Trailblazer review	5/6
Advanced British Standard	2/6
Apprenticeships	4/6
Skills Compass	2/6

Information risk and GDPR

We are developing our approach to information so that we can maximise our data and digital capabilities and use the information we do have more effectively and efficiently in supporting the mission of IfATE and the wider skills system reform programme. We are working to implement a CRM system to streamline our processes and increase efficiency in relation to GDPR compliance as well as delivery of our other core business functions.

The key principles underpinning IfATE's approach are openness and transparency, whilst ensuring that the standards for data and information capture, storage and interchange are robust and effective. From a legislative perspective, IfATE complies with its legal and regulatory responsibilities for information handling, meeting information rights and other disclosure obligations, and supporting public and parliamentary accountability. The Data Protection Officer (DPO) will continue to ensure that we comply with our legal and regulatory responsibilities in respect of GDPR.

Equity, Diversity, and Inclusion Committee

The Equity, Diversity, and Inclusion Committee (EDIC) was established to provide expertise, support, and challenge in fulfilling the Board's ambition to embed EDI as a mainstream of all our business. It met four times this year.

The EDIC was sponsored by the Strategy Directors and its remit spans IfATE's roles as a decision maker, an authority within the sector and as an employer of over 300 people. It was attended by a core team of IfATE staff including our Strategy Directors and the HR Director to report progress across the objectives of the EDI Strategy. There was also attendance by DfE colleagues to mutually share insights. We also host speakers from a range of interests and organisations; during 2023-24, this included Edge Foundation, Dudley College and IfATE apprentices telling of their experience of career progression through apprenticeships.

During 2023-24, the EDIC monitored progress against each of the three objectives within our EDI Strategy launched last year. The strategy has three core objectives, IfATE as: a decision-maker; as an authority and as an employer. There are then 10 aims (either one or two-year) and 20 actions, that set out how IfATE can build a skills system that supports everyone, no matter their background to access high quality technical education and skills opportunities which lead to good jobs and technical careers.

As a decision-maker, our EDI toolkit is a practical resource for employers that has been available to trailblazers since January 2023, and encourages EDI to be put at the heart of occupational standards and apprenticeships development.

In developing the strategy and toolkit, IfATE fostered a great number of new relationships with external partners, as an authority, we will continue to bring together different technical education users, researchers, think tanks and policy makers to enact effective and fair policy across technical education. We will also continue our research into key themes, to gain further insights into areas where there may be barriers to accessing and completing technical education, and how these may be removed.

Finally, as an employer, we have set ourselves a number of actions in four key areas. These are recruitment and workforce representation, workforce data, progression, and inclusion.

Statement from Sir Robin Millar CBE, Chair of the Equity, Diversity, and Inclusion Committee

My Board colleagues and I understand the importance of equity, diversity, and inclusion to employers, and established the EDIC to help fulfil the Board's ambition to embed EDI as a mainstream of all IfATE's business.

Our EDI Strategy sets out IfATE's role in widening opportunity through technical education. The aims and actions demonstrate our commitment to EDI and offer support in changing how apprenticeships and technical qualifications are developed so they are more inclusive from the outset. It has been widely supported since publication.

Our focus has been on the practical benefits to all. Apprenticeships and technical qualifications are a tried and tested means for employers to develop talent and for apprentices and students to begin and enhance their technical skills. They can be a powerful tool to increase a company's diversity and offer gateways into professions that were previously only accessible through academic routes.

EDIC has successfully fulfilled its initial objectives of ensuring that EDI considerations are built into every aspect of IfATE's business. As we discontinue EDIC as an enduring entity, responsibility for oversight of our EDI objectives will move to the Board's other committees to further the work of integrating EDI into the DNA of our core business operations.

Looking forward, IfATE will continue to monitor and challenge progress against our three EDI objectives, and engage with stakeholders from across the sector to continue our mission to ensure that people from all backgrounds have access to opportunities, and employers have access to the widest and deepest talent pool.

Approvals Policy and Assurance Committee

The Approvals Policy and Assurance Committee (APAC) was established to monitor, advise, and make recommendations to the Board and the Accounting Officer (Chief Executive) in respect of:

- the development and application of the operating parameters governing IfATE's approval processes for its apprenticeships and technical qualifications and their application,
- the performance of the technical qualifications and apprenticeships approved by IfATE, and
- the continuous improvement of IfATE's approval activities for technical qualifications and apprenticeships.

The committee also has oversight of the criteria that govern the quality of approvals, assessment and funding activities for apprenticeships and technical qualifications. The committee meets six times each year.

As the committee's Executive Leadership Team sponsor, IfATE's Delivery Director attends meetings of the committee alongside the Strategy Directors, as do other members of IfATE's staff, where appropriate.

In its considerations and recommendations, APAC considers IfATE's approval processes, assessment-related activities for technical qualifications and apprenticeships, and funding recommendations for apprenticeships. APAC has due regard to economic and employer priorities and ambition; quality; the delivery of an integrated skills system; promoting cross-sector working; and outcomes for learners in its work. Through its assurance activities, the committee has regard to IfATE's statutory responsibilities, including the oversight of External Quality Assurance.

The work of APAC is supported by a number of specialist advisory panels. APAC works closely with these panels, both to support the work of the APAC and as a forum to which the panels can bring issues.

Statement from Dr Kate Barclay, Chair of the Approvals Policy, and Assurance Committee

I am satisfied that during 2023-24 the Approvals Policy and Assurance Committee has functioned effectively and discharged its responsibilities on behalf of the Board, and that IfATE's approvals processes are sound. In determining this I am satisfied that the committee has successfully challenged officials and encouraged improvements that will further benefit learners, employers, and the economy overall.

During the year we were provided with specialist advice from the following Panels:

- Trailblazer Reference Panel,
- Green Apprenticeships and Technical Education Advisory Panel,
- Assessment Panel,
- Apprentice Panel, and
- Route Panel Chairs Panel.

Our membership includes me as Chair, Neil Morrison, and Bev Robinson CBE. Jessica Leigh Jones MBE and Professor Malcolm Press CBE were also members of the committee from its inception until Jessica's departure from the Board in September 2023 and Malcolm stepped down from the committee in November. I am pleased that we have been joined in January 2024 by Jane Hadfield and Mark McClennon MBE, which will further boost the employer representation to the committee.

During 2023-24, APAC focused on the following themes:

- funding and commercial, where we were particularly keen to understand how IfATE's revised funding recommendation process was performing;
- emerging skills and foresighting, and especially those associated with the green economy;
- assessment and quality, both for apprenticeships and for T Levels, including the impact on learners, completion rates and take-up;
- product performance and notably the impact with regard to employers and learners;
- employer engagement and satisfaction, including with regard to developing the Trailblazer model to ensure it remains sustainable and provides the best return on employers' time.

APAC has developed well under its revised Terms of Reference and will develop further as it evolves into the Product Assurance Committee. This will move the committee's focus from the assurance of our approvals process to assuring the quality and impact of IfATE's products. We intend to continue to challenge and encourage IfATE and will also be taking an active interest in the equity, diversity, and inclusion (EDI) performance of apprenticeships and technical qualifications.

This year APAC took a keen interest in the Department for Education's ambitious challenge for IfATE to review 100 apprenticeships between April and 31 December 2023. We have been impressed at the innovative ways in which officials have risen to this challenge, and were delighted when IfATE managed to review 127 apprenticeships in full, exceeding the Department for Education's target by some way. We have continued to pay close attention to T Levels and to the ways in which IfATE engages with employers to gain their vital input. We will continue to take a strong interest in any impact that the ABS is having on take up and commitment. Our discussions with trailblazer and route panel chairs have been productive and constructive, and their feedback has enabled officials to make improvements to the models by which trailblazers and route panels operate.

Looking ahead to next year, APAC has been refocused to centre on the impact of our products. This new Product Assurance Committee (PAC) will focus on:

- employers, in which we plan to consider employer satisfaction and engagement, the manner in which employer input informs our products and feedback from our trailblazers and route panels;
- impact, in which we plan to consider the overall impact of IfATE's products, including occupational maps and levels 2 and 3, for which approval has commenced;
- stakeholders, in which we plan to consider stakeholder satisfaction including that of learners, as well as feedback from providers and IfATE's Apprentice Panel;
- assessment, in which we plan to consider feedback from assessment organisations and IfATE's Assessment Panel, as well as the impact of impending system and operational adjustments.

Review of effectiveness

Internal Assurance

We have continued to develop and strengthen IfATE's internal assurance control framework during 2023-24.

During the year the Apprenticeships Programme Performance Board (APPB) has provided assurance over the performance and progress of all IfATE Occupational Standards and Apprenticeships. The APPB oversees internal delivery-related performance with regard to occupational standards and apprenticeships, confirms external apprenticeship delivery, and identifies and approves requirements for change and continuous improvement.

During the course of the year IfATE has continued to roll out a comprehensive standard operating procedure (SOP) approach to the development of new and the revision of existing apprenticeships.

Specialist products, assessment, and funding Communities of Practice (CoPs) have continued to provide in-depth quality assurance sample checks, prioritising checks in areas of greatest risk.

Throughout the year, IfATE's Assurance and Compliance Function has reviewed elements of IfATE's system of internal control, provided advice on continuous improvement activities, and has worked with our other assurance providers to ensure effective implementation of recommendations. The function has utilised the assurance framework model previously developed to ensure it provides a transparent and accountable assessment of the system of internal control. Work has included gathering and mapping assurances received across the system of internal control. This mapping shows that IfATE has an appropriate level of assurance over its internal controls, satisfying requirements for effective oversight and accountability.

Assurance and Compliance review activity during the year has concentrated on closing gaps in Government Functional Standards assurance (see below), and carrying out review work focussed on IfATE's key controls, with specific objective testing activity being carried out against our procurement card, payroll, and expense controls, providing a greater level of scrutiny and comfort over these areas.

Statement About the Use of Government Functional Standards

The Government Functional Standards (GovS) are a suite of management standards which have been created to provide a coherent, effective, and mutually understood way of doing business within government organisations and across organisational boundaries, and to provide a stable basis for assurance, risk management and capability improvement. Use of the standards is intended to be proportionate and flexible, with organisations free to decide how best to meet them to suit their business needs, people, and ambitions.

Whilst the more discretionary elements of the standards are positioned for use across larger scale central government departments, the mandatory requirements outline practices which should be applied via a pragmatic approach in any government organisation.

Within IfATE we have been proactive in seeking to address the requirements of the standards (the "shall" elements), assessing functional compliance, and building continuous improvement. A number of functional leads have completed self-assessments, and over the course of 2022-23 and 2023-24 our Assurance and Compliance function has delivered a programme of objective assessments of our compliance with the mandatory elements.

There are 15 different Government Functional Standards. One of these Standards is a scene setting standard which runs throughout all the other standards. Two standards (Debt and Grants) are not applicable to IfATE. Assurance has been completed against eight of the standards. As at the year end, assurance reviews were still to be completed against three standards.

Assurance indicates that IfATE's functional leaders understand their obligations under the standards, with mechanisms in place to monitor performance and safeguard compliance. Recommendations made during the course of assurance work has ensured that there is a diligent focus on continuous improvement.

Work plans for 2024-25 aim to maintain this focus, with reviews intended to address gaps in assurance, and self-assessment workshops planned to revisit recommendations raised over the course of 2022-23 and 2023-24, providing continuing reassurance over implementation activity.

Internal Audit

The Government Internal Audit Agency (GIAA) provide the internal audit service for IfATE. The internal audit plan is set at the beginning of the financial year, informed by a number of considerations including strategic priorities and key identified areas of risk. It is reviewed by the ARAC, and agreed with the Chief Executive and revisited as appropriate during the year to reflect changing circumstances.

For 2023-24, the Head of Internal Audit provided a "Substantial" opinion, which states that the framework of governance, risk management and control is adequate and effective.

The distribution of ratings for individual audit reports is improved from the previous year and in the judgement of the Head of Internal Audit, IfATE have an effective framework of governance, risk management and internal control.

GIAA issued two Substantial and two Moderate reports along with a limited number of recommendations. The opinion also takes into account the work from previous years and confidence in the implementation of actions to address weaknesses.

National Audit Office

The Comptroller and Auditor General is appointed as IfATE's external auditor. This year IfATE's accounts were audited by Ernst and Young LLP, operating on behalf of the National Audit Office.

Significant internal control issues

Accounting Officers are required to disclose actions taken or proposed in regard to any significant internal control issues, according to tests set out in Managing Public Money. IfATE has not suffered from any significant internal control failures during the 2023-24 reporting year.

Conclusion

I have considered the evidence that supports the Governance Statement and I am satisfied that IfATE has maintained sound systems of governance, internal control, and risk management to support our work. During the year IfATE has continued to consider and improve our arrangements to ensure we are able to deliver our aims and objectives.

Shaping Skills - Learner Stories



Dilraj Singh Bharj

Employer: Severn Trent

Apprenticeship: Commercial procurement and supply level 4

Training provider: Chartered Institute of Procurement and Supply

Dilraj Singh Bharj is currently taking a level 4 Commercial procurement and supply apprenticeship with Severn Trent alongside working for his CIPS qualification.

He said: "The procurement department essentially looks after everything an organisation purchases and any relationships that it has with suppliers. I really enjoy my role as it allows me to visit different sites and network with different people and organisations on a daily basis."

Dilraj joined the IfATE panel because he is keen to raise awareness of the benefits of doing an apprenticeship. He said: "I wanted to join the apprentice panel because since joining an apprenticeship scheme I have seen myself grow as an individual so much and I want to educate people around the real benefits that apprenticeship schemes can offer. I had initially taken the university route however decided mid-way through my degree to change my career pathway. As a panel member, I wanted to make sure that people who are thinking of making a similar choice to me feel represented and being a panel member allows me to do this!"



Remuneration and staff report

The remuneration and staff report sets out IfATE’s remuneration policy for all staff, including Board members and senior officials, and actual costs.

Remuneration policy

IfATE is made up of civil servants who are paid in accordance with the Civil Service pay structures.

Performance management and reward for members of IfATE’s Senior Civil Service (SCS) aligns with the framework set centrally by the Cabinet Office. It allows for annual base pay, agreed centrally each year following the Senior Salaries Review Body (SSRB) recommendations, and for non-consolidated performance awards.

SCS pay is determined by the Remuneration Committee in line with the central guidance. The Remuneration Committee is chaired by the Deputy Chair of IfATE’s Board and additionally includes the Chair of the Board, Chief Executive, one non-executive Board member, and an independent member.

Senior officials

The Constitutional Reform and Governance Act 2010 requires Civil Service appointments to be made on merit on the basis of fair and open competition. The recruitment principles published by the Civil Service Commission specify the circumstances when appointments may be made otherwise.

Unless otherwise stated below, the senior officials covered by this report hold appointments which are open-ended. Early termination, other than for misconduct, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme. Further information about the work of the Civil Service Commission can be found on their website.

Senior officials’ remuneration – subject to audit

Name	2023 - 24				2022 - 23			
	Salary	Accrued Performance Related Pay	Pension benefits	Total	Salary	Accrued Performance Related Pay	Pension benefits	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Jennifer Coupland	140-145	0-5	51	191 - 201	130-135	0-5	20	155-160

Salary includes gross salary and any other allowance to the extent that it is subject to UK taxation. This report is based on accrued payments made by IfATE and thus recorded in these financial statements. No benefits in kind were paid to any senior official in 2023-24 or 2022-23.

SCS bonuses are based on performance levels attained and are made as part of the appraisal process.

Board members

The following sections provide details of the salary entitlements of members of the IfATE Board for years ending 31 March 2024 and 31 March 2023.

Board members' remuneration – subject to audit

Name	2023-24	2022-23
	Fees	Fees
	£000	£000
Baroness Ruby McGregor-Smith	25-30	25-30
Dr Kate Barclay	10-15	10-15
Dame Fiona Kendrick	10-15	10-15
Sir Robin Millar	10-15	10-15
Bev Robinson CBE	10-15	10-15
John Cope	10-15	10-15
Jessica Leigh Jones MBE (reappointed 1 June 2023, resigned 1 September 2023)	05-10 (FY 10-15)	10-15
Professor Malcolm Press CBE (reappointed 1 June 2023)	10-15	10-15
Dayle Bayliss (term expired 31 October 2023)	05-10 (FY 10-15)	10-15
Neil Morrison	10-15	10-15
Sir Peter Estlin	10-15	10-15
Mark McClennon (appointed 1 November 2023)	05-10 (FY 10-15)	-
Jane Hadfield (appointed 1 November 2023)	05-10 (FY 10-15)	-

As members of the Board are statutory office holders, Board members are not entitled to any pension benefits.

Fair pay disclosure – subject to audit

Reporting bodies are required to disclose the relationship between the remuneration of the highest paid director in their organisation and the 25th, 50th and 75th percentile remuneration of the organisation’s workforce.

The banded remuneration of the highest paid director (including bonuses and allowances) in 2023-24 was £145,000 - £150,000 (2022-23: £135,000 - £140,000). This compares with the remuneration of other employees as below:

	Total pay and benefits 2023-24	Salary 2023-24	Total pay and benefits 2022-23	Salary 2022-23
Percentile	£'000	£'000	£'000	£'000
25	41	40	39	38
50	55	54	52	51
75	59	58	56	55

	25 th percentile	50 th percentile	75 th percentile
Year	Ratio	Ratio	Ratio
2023-24	3.6:1	2.7:1	2.5:1
2022-23	3.6:1	2.6:1	2.4:1

This means that when everyone in IfATE is put into order of who is paid (in terms of total pay and benefits) the highest and who is paid the least, then the person who is 25% from the lowest paid earns £1 for every £3.60 earned by the highest paid.

The individual 75% up from the lowest paid earns £1 for every £2.50 earned by the highest paid. These ratios are modest, reflecting that the relatively high level of people working at senior grades, as required for IfATE’s technically demanding work.

Remuneration ranged from £20,000 - £25,000 to £145,000 - £150,000 (2022-23: £20,000 – £25,000 to £135,000 - £140,000). Total remuneration includes salary, non-consolidated performance-related pay, and benefits-in-kind. It does not include severance payments, employer pension contributions and the cash equivalent transfer value of pensions. Between 2022-23 and 2023-24, average salary and allowances increased by 7% with average bonuses increasing by 22%. Over the same period, the salary and allowances of the highest paid director increased by 8% with no change to bonus remuneration.

Gender pay gap – not subject to audit

We are committed to transparency and equality in the workplace. We monitor our gender pay data to identify and reduce unfairness and use this data to inform our policies and practices. We continue to employ more women than men with 65% of our workforce being female in 2023-24. The gender pay gap for 2023-24 will be published in April 2025.

As IfATE's headcount is above the 250 threshold, our gender pay gap data is published on the gov.uk website.

	Median Hourly Pay Gap %	Median Hourly Pay - what a woman earns when a man earns £1	Mean Hourly Pay Gap %	Mean Hourly Pay - what a woman earns when a man earns £1
2022-23	0.0	£1	5.4	94.6 pence
2021-22	0.8	99.2 pence	7.4	92.6 pence

The figures are based on the 'snapshot' data of 5 April 2023 when IfATE employed 336 staff of which 65% were female and 35% were male.

Our hourly pay gap for 2022-23 compares favourably to the Civil Service hourly pay gap (median: 9.6% and mean: 8.1%), as calculated as part of the Annual Civil Service Employee Survey using a snapshot date of 31 March 2023.

Pension Benefits – subject to Audit

Officials	Accrued pension at pension age as at 31/03/24 £'000	Real increase in pension and related lump sum at pension age £'000	CETV at 31/03/2024 £'000	CETV at 31/03/2023 £'000	Real increase in CETV £'000
Jennifer Coupland	45-50 plus a lump sum of 115-120	2.5-5 plus a lump sum of 0	1,009	894	32

Civil Service Pensions

Pension benefits are provided through the Civil Service pension arrangements. Before 1 April 2015, the only scheme was the Principal Civil Service Pension Scheme (PCSPS), which is divided into a few different sections – **classic**, **premium**, and **classic plus** provide benefits on a final salary basis, whilst **nuvos** provides benefits on a career average basis. From 1 April 2015 a new pension scheme for civil servants was introduced – the Civil Servants and Others Pension Scheme or **alpha**, which provides benefits on a career average basis. All newly appointed civil servants, and the majority of those already in service, joined the new scheme.

The PCSPS and **alpha** are unfunded statutory schemes. Employees and employers make contributions (employee contributions range between 4.6% and 8.05%, depending on salary). The balance of the cost of benefits in payment is met by monies voted by Parliament each year. Pensions in payment are increased annually in line with the Pensions Increase legislation. Instead of the defined benefit arrangements, employees may opt for a defined contribution pension with an employer contribution, the **partnership** pension account.

In **alpha**, pension builds up at a rate of 2.32% of pensionable earnings each year, and the total amount accrued is adjusted annually in line with a rate set by HM Treasury. Members may opt to give up (commute) pension for a lump sum up to the limits set by the Finance Act 2004. All members who switched to **alpha** from the PCSPS had their PCSPS benefits ‘banked’, with those with earlier benefits in one of the final salary sections of the PCSPS having those benefits based on their final salary when they leave **alpha**.

The accrued pensions shown in this report are the pension the member is entitled to receive when they reach normal pension age, or immediately on ceasing to be an active member of the scheme if they are already at or over normal pension age. Normal pension age is 60 for members of **classic**, **premium**, and **classic plus**, 65 for members of **nuvos**, and the higher of 65 or State Pension Age for members of **alpha**. The pension figures in this report show pension earned in PCSPS or **alpha** – as appropriate. Where a member has benefits in both the PCSPS and **alpha**, the figures show the combined value of their benefits in the two schemes but note that the constituent parts of that pension may be payable from different ages.

When the Government introduced new public service pension schemes in 2015, there were transitional arrangements which treated existing scheme members differently based on their age. Older members of the PCSPS remained in that scheme, rather than moving to **alpha**. In 2018, the Court of Appeal found that the transitional arrangements in the public service pension schemes unlawfully discriminated against younger members.

As a result, steps are being taken to remedy those 2015 reforms, making the pension scheme provisions fair to all members. The public service pensions remedy⁷ is made up of two parts. The first part closed the PCSPS on 31 March 2022, with all active members becoming members of **alpha** from 1 April 2022. The second part removes the age discrimination for the remedy period, between 1 April 2015 and 31 March 2022, by moving the membership of eligible members during this period back into the PCSPS on 1 October 2023. This is known as “rollback”.

7 www.gov.uk/government/collections/how-the-public-service-pension-remedy-affects-your-pension

For members who are in scope of the public service pension remedy, the calculation of their benefits for the purpose of calculating their Cash Equivalent Transfer Value and their single total figure of remuneration, as of 31 March 2023 and 31 March 2024, reflects the fact that membership between 1 April 2015 and 31 March 2022 has been rolled back into the PCSPS. Although members will in due course get an option to decide whether that period should count towards PCSPS or **alpha** benefits, the figures show the rolled back position i.e., PCSPS benefits for that period.

For 2023-24, employers' contributions of £4.6m were payable to the PCSPS (2022-23 £3.9m) at one of four rates in the range 26.6% to 30.3% of pensionable earnings, based on salary bands. The Scheme Actuary reviews employer contributions usually every four years following a full scheme valuation. The contribution rates are set to meet the cost of the benefits accruing during 2023-24 to be paid when the member retires and not the benefits paid during this period to existing pensioners.

The **partnership** pension account is an occupational defined contribution pension arrangement which is part of the Legal & General Mastertrust. The employer makes a basic contribution of between 8% and 14.75% (depending on the age of the member). The employee does not have to contribute but, where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.5% of pensionable salary to cover the cost of centrally provided risk benefit cover (death in service and ill health retirement).

Further details about the Civil Service pension arrangements can be found at the website www.civilservicepensionscheme.org.uk

Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies.

The figures include the value of any pension benefit in another scheme or arrangement which the member has transferred to the Civil Service pension arrangements. They also include any additional pension benefit accrued to the member as a result of their buying additional pension benefits at their own cost.

CETVs are worked out in accordance with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2008 and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

Real increase in CETV

This reflects the increase in CETV that is funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

Reporting of Civil Service and other compensation schemes – exit packages – subject to audit

During 2023-24 IfATE agreed three exit packages. Two of these were as a result of organisational restructure and the third was due to a small compensation payment.

Exit costs are accounted for in full in the year of departure.

Total number of exit packages by cost band

Exit Package Cost Band	2023-24	2022-23
£0 - £10,000	-	-
£10,001 to £25,000	2	-
£25,001 to £50,000	-	-
£50,001 - £100,000	-	1
£100,001 - £150,000	1	-
Total number of Exit Packages	3	1
Total Costs (£'000)	178	95

We have paid exit costs in accordance with the provisions of the Civil Service Compensation Scheme, a statutory scheme made under the Superannuation Act 1972.

Staff Report – subject to audit

Average number of full-time equivalent (FTE) persons employed by IfATE. This is a monthly average across the financial year.

	2023-24			2022-23		
	Permanently employed staff	Others	Total	Permanently employed staff	Others	Total
Average number of full-time equivalent staff	326	6	332	291	7	298

The staff costs for IfATE increased to £24.2m (2022-23: £21.1m) and staff numbers increased to an average full time equivalent of 332 (2022-23: 298).

Breakdown of staff costs – subject to audit

	2023-24			2022-23		
	Permanently employed staff	Others	Total	Permanently employed staff	Others	Total
	£000's	£000's	£000's	£000's	£000's	£000's
Wages and salaries	17,469	90	17,559	15,029	279	15,308
Social security costs	2,086	-	2,086	1,830	-	1,830
Pension costs	4,593	-	4,593	3,939	-	3,939
Total	24,148	90	24,238	20,798	279	21,077
Costs are split as follows:						
Programme staff costs	15,743	33	15,776	13,180	105	13,285
Admin staff costs	8,405	57	8,462	7,618	174	7,792

'Others' are staff engaged on the objectives of IfATE via short term contracts (e.g., agency/temporary workers). IfATE pays a flat fee for agency staff, which includes social security and holiday pay.

The staff turnover unaudited figure has remained at a similar level to the previous year at 12% (2022-23: 13%). This is indicative of a relatively normal cycle of people joining and leaving the organisation over the course of the year.

Analysis of staff policies and practice

Sickness absence

During the year ended 31 March 2024 we lost 962 days to sickness absence (2022-23: 1,106). This equates to approximately 2.9 days (2022-23: 3.3 days) sickness absence per employee per year. In comparison, the overall Average Working Days Lost (AWDL) per staff year metric for the Civil Service was 8.1 days for the year ending 31 March 2023 (the latest available data).

People

Our staff are mainly civil servants, with some contractors for specific activities of expertise. Our civil servants are employed by IfATE on terms and conditions as agreed by HM Treasury and varied with Ministerial approval.

Responsibility has been delegated to the Accounting Officer for the recruitment of IfATE staff.

Grade	2023-24*			2022-23		
	Male	Female	Total	Male	Female	Total
CEO	0	1	1	0	1	1
Directors	1	2	3	1	2	3
Senior Civil Servants (SCS Band 1/ Deputy Director)	5	7	12	4	6	10
Civil Servants grades EA to G6	108	203	311	111	211	322
Total	114	213	327	116	220	336

*2023-24 headcount as at 31st March 2024.

Expenditure on HR services and training

IfATE spent £192k (2022-23: £351k) on HR services and training in the year ended 31 March 2024.

Off-payroll engagements

The 'Others' category includes individuals who are not paid through IfATE's payroll.

In line with the Review of Tax Arrangements of Public Sector Appointees published by the Chief Secretary to the Treasury on 23 May 2012, we are required to publish the following details for all off payroll arrangements as of 31 March 2024: where the individual is paid more than £245 per day and the engagement has lasted for longer than six months; and any off-payroll engagements of Board members, and/or senior officials with significant financial responsibility, between 1 April 2023 and 31 March 2024.

All Off-Payroll Engagements as at 31 March 2024, for More Than £245 per Day and That Last for Longer Than 6 Months

Number of existing engagements as at 31 March 2024	6
Of which:	
Number that have existed for more than 6 months but less than 1 year	2
Number that have existed for between 1 and 2 years at time of reporting	0

All New Off-Payroll Engagements, or Those That Reached 6 Months in Duration, between 1 April 2023 and 31 March 2024, for More Than £245 per Day and That Last for Longer Than 6 Months

Number of new engagements, or those that reached 6 months in duration, between 1 April 2023 and 31 March 2024	4
Number assessed as caught by IR35	0
Number assessed as not caught by IR35	4

There were no off-payroll engagements of Board members and/or senior officials between 1 April 2023 and 31 March 2024.

Trade union facility time

The Trade Union (Facility Time Publication Requirements) Regulations 2017 requires relevant public sector organisations to report on trade union facility time in their organisations. None of IfATE’s employees were trade union representatives in 2023-24 (2022-23: none).

Consultancy

IfATE incurred no expenditure in respect of consultancy in 2023-24 (2022-23: none).

Estates

IfATE has two main office locations, one in Coventry and one in London, with a smaller presence in Manchester, Darlington, Sheffield and Bristol. 65% of our staff are based outside of London.

The table below shows a comparison between 2023-24 and 2022-23 indicating the office locations where IfATE staff are based.

Location (headcount)	2023-24*	2022-23
Bristol	8	11
Darlington	37	37
Manchester	31	25
Sheffield	14	17
Coventry	124	131
London	113	115
Total staff	327	336

*2023-24 headcount as at 31st March 2024.

Our People

Our workforce is essential to the successful delivery of our mission and strategic aims. IfATE aims to be an exemplar employer, where people are supported to do their best work and feel included, valued, and supported to develop.

Our workforce has reduced by 3% this year, starting with a figure of 327.9 FTE (336 headcount) permanently employed civil servants in April 2023 and ending the year at a figure of 318.5 FTE (327 headcount). This reflects our appropriate use of recruitment controls ahead of anticipated budgetary challenges in 2024 – 2025.

We are proud of the existing diversity of our workforce where:

- 22% were from an ethnic minority background.
- 65% identified as female and 35% as male.
- 9% self-identified as having a disability.
- 4% identified as LGBTQ+.

We continue to review our recruitment processes to ensure an inclusive approach, especially focusing on attracting and recruiting people from under-represented groups. We regularly produce demographic data to allow us to monitor the diversity of applicants, candidates, and appointments.

We have continued to build on our Disability Confident Leader accreditation by proactively providing flexibilities and reasonable adjustments, including trialing the provision of interview questions to candidates in advance.

We have continued to work on the set of equity, diversity, and inclusion priorities for IfATE which form part of the “employer” strand of our [EDI Strategy](#), which was published in March 2023.

Following the introduction of Civil Service-wide guidance on hybrid working we have developed an approach for IfATE that both optimises operational effectiveness and offers appropriate flexibility and support for our staff.

Diversity and Inclusion Network (DIN)

IfATE’s Diversity and Inclusion Network (DIN) is an internal staff network that aims to provide a safe and supportive environment to discuss and promote diversity. DIN colleagues meet regularly with IfATE’s CEO. The network has two senior Deputy Director sponsors and additional Board-level sponsorship.

Over the past year the DIN has continued to provide active support to colleagues across the organisation as well as valued input and insights to support updated people-related policies and guidance.

Staff Engagement

IfATE took part in the annual Civil Service People Survey achieving a 92% response rate, which was the eighth highest across the 103 separate Civil Service organisations that took part. Our headline engagement score was 65%; this was one percentage point higher than the Civil Service benchmark (median) but two percentage points lower than our engagement score in the previous survey.

Across the individual themes in the survey, we achieved a significant improvement of six percentage points in the 'resources and workload' theme compared to 2022. This had been a particular area of concern in the previous survey and one where we had focused our actions in response.

We will continue to strive to improve our score in 2024, in what will be a challenging period, through a comprehensive approach to action planning involving all of our people.

Apprentices

IfATE is committed to continuing to develop an excellent internal apprenticeship offer, joining the 5% club, a body for employers who have a goal to have at least 5% of their workforce either on an apprenticeship or who have completed one.

IfATE's current level of apprentices is 3.4% of our workforce. Colleagues are undertaking apprenticeships at levels 3–7 across areas including finance, business administration, management, human resources, commercial and legal.

Learning and development

IfATE has continued to develop its approach to learning and development during the year.

This is based on an ethos that all our colleagues should prioritise and take ownership of their own development, with the support of their line manager. As part of our performance management process, we expect all of our people to develop and maintain a personal development plan (PDP). At the mid-year point 78% of staff for whom a PDP was appropriate had one in place.

We continue to promote the 70/20/10 model of learning⁸, which recognises the value of both formal and informal learning approaches. To improve access to formal learning opportunities we have introduced a 'virtual' Learning and Development panel of Deputy Directors which reviews applications in near real-time, ensuring best value for both the learner and the organisation.

⁸ 70% 'learning by doing', 20% 'learning through others' (coaching, mentoring, shadowing etc.) and 10% formal learning, such as through training courses.

Parliamentary accountability report - subject to audit

Fees statement

	2023-24	2022-23
	£'000	£'000
Fee income	0	66
Direct cost of EQA	0	66

IfATE received fees from End Point Assessment Organisations (EPAOs) to recover the costs charged to IfATE in respect of External Quality Assurance (EQA). Fees were charged at the rate of £40 per apprenticeship certified. This arrangement ceased during 2022-23.

Losses statement

There were no cases of losses in 2023-24 (2022-23: None)

Special payments statements

There were no special payments greater than £300,000 in 2023-24 (2022-23: None)



Jennifer Coupland
Chief Executive and Accounting Officer Institute for Apprenticeships and Technical Education
15th July 2024

Shaping Skills - Learner Stories



Romilly Horner

T Level: Education and Childcare

Training provider: Thorpe St Andrew Sixth Form

Employer: City Primary School in Norwich

Romilly Horner has completed a T Level in Education and Childcare and is proud to have started a job as a Key Stage 1 Teaching Assistant with the school where she did her work placement. She said: "I was delighted to land this role and I'm looking forward to seeing what other responsibilities and opportunities arise. Being a teacher can shape lives. I think it's amazing to play a role in this and provide young learners with skills they will use for the rest of their lives, from telling the time to basic maths and counting."

Romilly has always been passionate about children's development and was inspired to take this route by her mum who is a teacher. As a kinaesthetic learner, she also knew she would benefit more a course that included an extended industry placement where you put your skills and knowledge into practice. The T Level has lived up to her expectations. She said: "The course is really well designed, it is broadly equivalent in size to three A levels and combines a mix of learning and on-the-job training, which really helped boost my confidence in the classroom. The employer input also helped. She said: "I chose a T Level as it was designed by employers, so I was confident it was a course that was going to get me ahead in the industry I wanted to join."

Anyone else considering a T Level should go for it Romilly says. "T Levels are new and exciting qualifications that allow you to get ahead in your chosen industry. A T Level has helped me kick-start my dream career in a field I love."

The Certificate and Report of the Comptroller and Auditor General to The Houses of Parliament

Opinion on financial statements

I certify that I have audited the financial statements of the Institute for Apprenticeships and Technical Education for the year ended 31 March 2024 under the Apprenticeships, Skills, Children and Learning Act 2009.

The financial statements comprise the Institute for Apprenticeships and Technical Education's

- Statement of Financial Position as at 31 March 2024;
- Statement of Comprehensive Net Expenditure, Statement of Cash Flows and Statement of Changes in Taxpayers' Equity for the year then ended; and
- the related notes including the significant accounting policies.

The financial reporting framework that has been applied in the preparation of the financial statements is applicable law and the Government Financial Reporting Manual.

In my opinion, the financial statements:

- give a true and fair view of the state of the Institute for Apprenticeships and Technical Education's affairs as at 31 March 2024 and its net expenditure for the year then ended; and
- have been properly prepared in accordance with the Apprenticeships, Skills, Children and Learning Act 2009 and Secretary of State's directions issued thereunder.

Opinion on regularity

In my opinion, in all material respects, the income and expenditure recorded in the financial statements have been applied to the purposes intended by Parliament and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Basis for opinions

I conducted my audit in accordance with International Standards on Auditing (UK) (ISAs UK), applicable law and Practice Note 10 *Audit of Financial Statements and Regularity of Public Sector Bodies in the United Kingdom (2022)*. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of my certificate.

Those standards require me and my staff to comply with the Financial Reporting Council's Revised Ethical Standard 2019.

I am independent of the Institute for Apprenticeships and Technical Education in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK. My staff and I have fulfilled our other ethical responsibilities in accordance with these requirements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern

In auditing the financial statements, I have concluded that the Institute for Apprenticeships and Technical Education's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Institute for Apprenticeships and Technical Education's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the Accounting Officer with respect to going concern are described in the relevant sections of this certificate.

The going concern basis of accounting for the Institute for Apprenticeships and Technical is adopted in consideration of the requirements set out in HM Treasury's Government Financial Reporting Manual, which requires entities to adopt the going concern basis of accounting in the preparation of the financial statements where it is anticipated that the services which they provide will continue into the future.

Other information

The other information comprises information included in the Annual Report, but does not include the financial statements and my auditor's certificate and report thereon. The Accounting Officer is responsible for the other information.

My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my certificate, I do not express any form of assurance conclusion thereon.

My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

Opinion on other matters

In my opinion the part of the Remuneration and Staff Report to be audited has been properly prepared in accordance with Secretary of State's directions issued under the Apprenticeships, Skills, Children and Learning Act 2009.

In my opinion, based on the work undertaken in the course of the audit:

- the parts of the Accountability Report subject to audit have been properly prepared in accordance with Secretary of State's directions made under the Apprenticeships, Skills, Children and Learning Act 2009; and
- the information given in the Performance and Accountability Reports for the financial year for which the financial statements are prepared is consistent with the financial statements and is in accordance with the applicable legal requirements.

Matters on which I report by exception

In the light of the knowledge and understanding of the Institute for Apprenticeships and Technical Education and its environment obtained in the course of the audit, I have not identified material misstatements in the Performance Report and Accountability Report.

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept by the Institute for Apprenticeships and Technical Education or returns adequate for my audit have not been received from branches not visited by my staff; or
- I have not received all of the information and explanations I require for my audit; or
- the financial statements and the parts of the Accountability Report subject to audit are not in agreement with the accounting records and returns; or
- certain disclosures of remuneration specified by HM Treasury's Government Financial Reporting Manual have not been made or parts of the Remuneration and Staff Report to be audited are not in agreement with the accounting records and returns; or
- the Governance Statement does not reflect compliance with HM Treasury's guidance.

Responsibilities of the Accounting Officer for the financial statements

As explained more fully in the Statement of Accounting Officer's Responsibilities, the Accounting Officer is responsible for:

- maintaining proper accounting records;
- providing the C&AG with access to all information of which management is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
- providing the C&AG with additional information and explanations needed for his audit;
- providing the C&AG with unrestricted access to persons within the Institute for Apprenticeships and Technical Education from whom the auditor determines it necessary to obtain audit evidence;
- ensuring such internal controls are in place as deemed necessary to enable the preparation of financial statements to be free from material misstatement, whether due to fraud or error;
- preparing financial statements which give a true and fair view in accordance with Secretary of State's directions issued under the Apprenticeships, Skills, Children and Learning Act 2009;
- preparing the annual report, which includes the Remuneration and Staff Report, in accordance with Secretary of State's directions issued under the Apprenticeships, Skills, Children and Learning Act 2009; and

- assessing the Institute for Apprenticeships and Technical Education's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Accounting Officer anticipates that the services provided by the Institute for Apprenticeships and Technical Education will not continue to be provided in the future.

Auditor's responsibilities for the audit of the financial statements

My responsibility is to audit, certify and report on the financial statements in accordance with the Apprenticeships, Skills, Children and Learning Act 2009.

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a certificate that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Extent to which the audit was considered capable of detecting non-compliance with laws and regulations including fraud

I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of non-compliance with laws and regulations, including fraud. The extent to which my procedures are capable of detecting non-compliance with laws and regulations, including fraud is detailed below.

Identifying and assessing potential risks related to non-compliance with laws and regulations, including fraud

In identifying and assessing risks of material misstatement in respect of non-compliance with laws and regulations, including fraud, I:

- considered the nature of the sector, control environment and operational performance including the design of the Institute for Apprenticeships and Technical Education's accounting policies.
- inquired of management, the Institute for Apprenticeships and Technical Education's head of internal audit and those charged with governance, including obtaining and reviewing supporting documentation relating to the Institute for Apprenticeships and Technical Education's policies and procedures on:
 - identifying, evaluating and complying with laws and regulations;
 - detecting and responding to the risks of fraud; and

- the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations including the Institute for Apprenticeships and Technical Education's controls relating to the Institute for Apprenticeships and Technical Education's compliance with the Apprenticeships, Skills, Children and Learning Act 2009 and Managing Public Money.
- inquired of management, the Institute for Apprenticeships and Technical Education's head of internal audit and those charged with governance whether:
 - they were aware of any instances of non-compliance with laws and regulations;
 - they had knowledge of any actual, suspected, or alleged fraud;
- discussed with the engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, I considered the opportunities and incentives that may exist within the Institute for Apprenticeships and Technical Education for fraud and identified the greatest potential for fraud in the following areas: revenue recognition, posting of unusual journals, complex transactions and bias in management estimates. In common with all audits under ISAs (UK), I am required to perform specific procedures to respond to the risk of management override.

I obtained an understanding of the Institute for Apprenticeships and Technical Education's framework of authority and other legal and regulatory frameworks in which the Institute for Apprenticeships and Technical Education operates. I focused on those laws and regulations that had a direct effect on material amounts and disclosures in the financial statements or that had a fundamental effect on the operations of the Institute for Apprenticeships and Technical Education. The key laws and regulations I considered in this context included the Apprenticeships, Skills, Children and Learning Act 2009, Managing Public Money, employment law, pensions and tax legislation.

Audit response to identified risk

To respond to the identified risks resulting from the above procedures:

- I reviewed the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described above as having direct effect on the financial statements;
- I enquired of management, the Audit and Risk Committee concerning actual and potential litigation and claims;
- I reviewed minutes of meetings of those charged with governance and the Board and internal audit reports and
- I addressed the risk of fraud through management override of controls by testing the appropriateness of journal entries and other adjustments; assessing whether the judgements on estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

I communicated relevant identified laws and regulations and potential risks of fraud to all engagement team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

A further description of my responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of my certificate.

Other auditor's responsibilities

I am required to obtain sufficient appropriate audit evidence to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by Parliament and the financial transactions recorded in the financial statements conform to the authorities which govern them.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control I identify during my audit.

Report

I have no observations to make on these financial statements.

Gareth Davies
Comptroller and Auditor General

16 July 2024

National Audit Office
157-197 Buckingham Palace Road
Victoria
London
SW1W 9SP

Financial Statements

Statement of Comprehensive Net Expenditure

For the year ended 31 March 2024

		2023-24	2022-23
	Note	£000	£000
Operating income	2	(131)	(146)
		(131)	(146)
Staff costs	3	24,238	21,077
Operating expenditure	4	5,084	6,398
Total operating expenditure		29,322	27,475
Net expenditure for the year		29,191	27,329
Comprehensive net expenditure for the year		29,191	27,329

There are no other recognised gains or losses. There are no discontinued operations.

The notes on page 101 to page 113 form part of these accounts.

Statement of Financial Position

As at 31 March 2024

		2023-24	2022-23
	Note	£000	£000
Non-current assets			
Property, plant, and equipment	5	113	213
Intangible assets	6	2,866	2,045
Total non-current assets		2,979	2,258
Current assets			
Receivables	7	211	103
Cash and cash equivalents	8	1,425	2,822
Total current assets		1,636	2,925
Total assets		4,615	5,183
Current liabilities			
Payables	9	(5,594)	(5,510)
Provisions	10	(117)	(117)
Total current liabilities		(5,711)	(5,627)
Total assets less current liabilities		(1,096)	(444)
Taxpayers' equity:			
General fund		(1,096)	(444)
Total taxpayers' equity		(1,096)	(444)

The notes on page 101 to page 113 form part of these accounts.



Jennifer Coupland
Chief Executive and Accounting Officer Institute for Apprenticeships and Technical Education
15th July 2024

Statement of Cash Flows

For the year ended 31 March 2024

	Note	2023-24 £000	2022-23 £000
Cash flows from operating activities			
Net expenditure for the year	SoCNE	(29,191)	(27,329)
Adjustments for non-cash transactions			
Notional expenditure: IT costs		330	300
Depreciation on property, plant, and equipment	5	100	64
Amortisation	6	715	417
(Increase)/decrease in receivables	7	(108)	12
Increase/(decrease) in payables	9	84	1,153
Increase/(decrease) in provisions for liabilities	10	-	51
Net cash outflow from operating activities		(28,070)	(25,332)
Cash flows from investing activities			
Purchase of intangible assets	6	(1,536)	(1,354)
Net cash outflow from investing activities		(1,536)	(1,354)
Cash flows from financing activities			
Grant in Aid from sponsor department	SoCTE	28,209	29,212
Net cash inflow from financing activities		28,209	29,212
Net increase / (decrease) in cash and cash equivalents		(1,397)	2,526
Cash and cash equivalents at 1 April	8	2,822	296
Cash and cash equivalents at 31 March		1,425	2,822

The notes on page 101 to page 113 form part of these accounts.

Statement of Changes in Taxpayers' Equity

For the year ended 31 March 2024

	Note	General Fund £000
Balance at 1 April 2022		(2,627)
Grant in Aid from sponsor department		29,212
Comprehensive net expenditure for the year	SoCNE	(27,329)
Notional IT costs		300
Balance at 31 March 2023		(444)
Grant in Aid from sponsor department		28,209
Comprehensive net expenditure for the year	SoCNE	(29,191)
Notional IT costs		330
Balance at 31 March 2024		(1,096)

The notes on page 101 to page 113 form part of these accounts.

Notes to the accounts

1. Statement of Accounting Policies

These accounts have been prepared in accordance with the 2023-24 Financial Reporting Manual (FReM) issued by HM Treasury (HMT). The accounting policies contained in the manual apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector.

IfATE has prepared these accounts under a direction issued by the Department for Education in accordance with paragraph 11(2) of schedule A1 to the Apprenticeships, Skills, Children and Learning Act 2009.

1.1 Accounting Convention

These accounts have been prepared on an accruals basis, under the historical cost convention.

1.2 Going Concern

IfATE is a non-departmental public body of the Department for Education. Funding from the Department for Education, taking into account the amount required to meet the Institute's liabilities falling due in the year, has already been included in the department's budgets for that year.

Parliament has approved these budgets and there is no reason to believe that the department's future sponsorship and future Parliamentary approval will not be forthcoming. IfATE is expected to continue as a going concern for a period of at least 12 months from approval of the annual accounts and is not aware of any information or events, either during 2023-24 or following the year end, which may affect this status. In addition,

IfATE is expected to continue as a going concern for the foreseeable future.

Whilst IfATE is in a negative equity position at the year end, in line with the FReM, this is solely due to supply funding being provided as cash is required rather than when liabilities are incurred. IfATE carries a number of accruals in respect of transactions outstanding at the year end. These will be settled, and cash provided for settlement in the following year. This will enable the Institute to continue its operations.

1.3 Critical Accounting Judgements and Key Sources of Estimation Uncertainty

The preparation of these accounts requires management to make judgements, estimates and assumptions that affect the application of policies and reported values of assets and liabilities, income, and expenditure.

IfATE has dedicated office space in Coventry and London. The Government Property Agency (GPA) has proposed a 'Licence to Occupy' for the London office space with a termination date of 31st December 2024. As at 31st March 2024, there was no formal agreement in place for the Coventry office.

Due to no lease being in place, IfATE is unable to capitalise its use of these office spaces in accordance with IFRS16.

1.4 Adoption of FReM Amendments

There were no significant FReM changes in 2023-24.

1.5 Early Adoption

IfATE has not early adopted any accounting standards in 2023-24.

1.6 IFRSs in Issue but not yet Effective

In order to comply with the requirements of IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors, must disclose where it has not applied a new IFRS that has been issued but is not yet effective. IfATE has carried out a review to assess their impact on its accounting policies and treatment.

1.7 Property, Plant, and Equipment

The minimum value of capitalisation for expenditure on property, plant and equipment is £2,500. In the case of ICT equipment and furniture, all items recorded as capital expenditure are capitalised and if they fall below the £2,500 threshold they are grouped together and recorded as bulk assets. The asset value on capitalisation is measured at cost plus direct costs, such as installation, attributable to bringing them into working condition.

1.8 Depreciation

The depreciation periods which best reflect the pattern of consumption of economic benefits and the periods over which such benefits are expected to be consumed by the Institute are summarised below:

- furniture: 5 years
- fixtures and fittings: lower of 10 years or the length of the building lease
- right use of asset: over the term of the lease
- computer equipment: 5 years

Depreciation is applied on a straight-line basis.

1.9 Intangible Assets

Intangible assets are initially valued at cost, then carried at fair value that is determined by reference to an active market where possible. Where there is no active market, we use depreciated replacement cost as a proxy fair value. Assets are capitalised as intangible assets where expenditure of £2,500 or more is incurred. Assets are amortised over their estimated useful economic lives. Assets under construction are not amortised but assessed for impairment annually.

Asset lives for IfATE's intangible assets are:

- IT systems: 5 years

Amortisation is applied on a straight-line basis.

1.10 Impairment of Non-Current Assets

IfATE reviews all non-current assets for impairment if circumstances indicate the carrying value may not be recoverable and recognises as a loss the sum that the asset's carrying value exceeds its recoverable value. The recoverable value is the higher of the asset's fair value less costs to sell and its value in use.

IfATE charges any impairment losses that result from a clear consumption of economic benefits to the Statement of Comprehensive Net Expenditure.

1.11 Financial Liabilities

Financial liabilities are mainly trade and other payables that are initially recognised at fair value and held at amortised cost. The cost is judged to be a reasonable approximation of fair value and amortised cost.

1.12 Grant in Aid

Grants from the Department are recognised as funding.

Grant in Aid is recorded by IfATE as financing in the Statement of Cash Flows and is recognised as a movement in the General Fund in the Statement of Changes in Taxpayers Equity.

1.13 Operating and Other Income

Operating and other income includes costs recovered by IfATE on its directly provided services, on a full-cost basis. Operating income is stated net of VAT. Further detail is provided in Note 2.

Income is recognised in accordance with IFRS 15 Revenue from Contracts with Customers, which is applied by HM Treasury in the Government Financial Reporting Manual (FRm). This states that revenue shall only be recognised once a performance obligation is met.

1.14 Administration and Programme Expenditure

The notes to the Statement of Comprehensive Net Expenditure are analysed between administration and programme expenditure. The classification of expenditure as 'administration' or as 'programme' reflects the determination of administration costs in HM Treasury's Consolidated Budgeting Guidance.

Administration costs reflect the costs of running IfATE and include staff costs such as wages, salaries, and other administrative costs, including travel, subsistence, IT maintenance and office expenditure.

Programme costs reflect the costs of programme delivery and may include staff and other costs where these relate to activities associated with frontline service delivery.

1.15 Employee Benefits

1.15.1 Pensions

IfATE has adopted IAS 19 Employee Benefits to account for its pension schemes.

IfATE's staff are members of the Principal Civil Service Pension Scheme (PCSPS). This is an unfunded multi-employer defined benefit pension scheme. For accounting purposes this is recognised as a defined contribution scheme in accordance with the FReM. IfATE recognises contributions payable in the Statement of Comprehensive Net Expenditure.

Pension benefits are provided through Civil Service pension arrangements, as detailed from page 81 on the Remuneration and Staff Report.

1.15.2 Other Employee Benefits

This includes the value of untaken holiday leave at the financial year-end, which is accrued as it is earned.

1.16 Value Added Tax

Irrecoverable value-added tax (VAT) is charged to the relevant expenditure category or included in the capitalised purchase cost of fixed assets.

1.17 Provisions

IfATE recognises provisions in accordance with IAS 37, 'Provisions, contingent liabilities, and contingent assets.

The amount recognised as a provision is the best estimate of the expenditure required to settle the present obligation at the statement of the financial position date.

1.18 Notional Charges

Certain costs are charged on a notional basis and included in the accounts.

The only notional costs in 2023-24 and 2022-23 were for IT provided by the Department for Education. Notional costs are recorded in the Statement of Comprehensive Net Expenditure and recorded as a movement in the General Fund.

2. Operating Income

	2023-24	2022-23
	£000	£000
Fee income	-	66
Other income	131	80
	131	146

Other income relates to grants received.

3. Staff Numbers and Related Costs

	Permanently employed staff	Others	2023-24 Total	Permanently employed staff	Others	2022-23 Total
	£000	£000	£000	£000	£000	£000
Wages and salaries	17,469	90	17,559	15,029	279	15,308
Social security costs	2,086	--	2,086	1,830	--	1,830
Pension costs	4,593	--	4,593	3,939	--	3,939
	24,148	90	24,238	20,798	279	21,077
Average full time equivalent number of persons employed	326	6	332	291	7	298

Full-time equivalent (FTE) is a monthly average across the financial year. More detailed disclosures relating to staff costs and numbers can be found in the Remuneration and Staff Report.

4. Operating Expenditure

	2023-24	2022-23
	£000	£000
Programme related expenditure:		
EQA charges	(286)	361
Frontline delivery	1,161	2,013
Programme travel costs	190	288
Programme amortisation	715	417
Other	650	433
Total Programme related expenditure	2,430	3,512
Administration expenditure:		
Staff related costs	193	266
Board costs	209	236
Professional fees	182	260
Premises costs including rates and service charges	919	864
IT and telecommunications costs	883	813
PR and Marketing	66	192
Travel and subsistence	124	183
External audit fees	76	69
Other expenditure	2	3
Total Administration expenditure	2,654	2,886
Total Operating expenditure	5,084	6,398

EQA charges were settled below the accrued value resulting in a release of £286k.

5. Property, Plant, and Equipment

	2023-24 Fixtures and Fittings £000	2023-24 Total £000
Cost or valuation		
At 1 April 2023	317	317
Additions	-	-
Disposals	-	-
At 31 March 2024	317	317
Depreciation		
At 1 April 2023	(104)	(104)
Charged in year	(100)	(100)
Disposals	-	-
At 31 March 2024	(204)	(204)
Carrying value at 31 March 2024	113	113

	2022-23 Fixtures and Fittings £000	2022-23 Total £000
Cost or valuation		
At 1 April 2022	317	317
Additions	-	-
Disposals	-	-
At 31 March 2023	317	317
Depreciation		
At 1 April 2022	(40)	(40)
Charged in year	(64)	(64)
Disposals	-	-
At 31 March 2023	(104)	(104)
Carrying value at 31 March 2023	213	213

6. Intangible Assets

	2023-24 Developed software £000	2023-24 IT development £000	2023-24 Total £000
Cost or Valuation			
At 1 April 2023	2,892	210	3,102
Additions	1,536	-	1,536
Transfers	210	(210)	-
At 31 March 2024	4,638	-	(4638)
Depreciation			
At 1 April 2023	(1,057)	-	(1,057)
Amortisation	(715)	-	(715)
At 31 March 2024	(1,772)	-	(1,772)
Carrying value at 31 March 2024	2,866	-	2,866

IfATE has continued to invest in digital solutions on a number of fronts, primarily on IDS - Institute Data Systems, Occupational Maps, and website products.

	2022-23 Developed software £000	2022-23 IT development £000	2022-23 Total £000
Cost or Valuation			
At 1 April 2022	1,700	48	1,748
Additions	1,144	210	1,354
Transfers	48	(48)	-
At 31 March 2023	2,892	210	3,102
Depreciation			
At 1 April 2022	(640)	-	(640)
Amortisation	(417)	-	(417)
At 31 March 2023	(1,057)	-	(1,057)
Carrying value at 31 March 2023	1,835	210	2,045

7. Receivables

	2023-24	2022-23
	£000	£000
Amounts falling due within one year:		
Sundry debtors	91	6
Prepayments and accrued income	50	44
VAT refund	70	53
Total receivables	211	103

8. Cash

	2023-24	2022-23
	£000	£000
Balance at 1 April	2,822	296
Net change in cash and cash equivalents	(1,397)	2,526
Balance at 31 March	1,425	2,822

All balances are held with the Government Banking Service

9. Payables

	2023-24	2022-23
	£000	£000
Amounts falling due within one year:		
Trade payables	239	8
Tax and Social Security costs	468	480
Pensions liability	466	443
Accruals and deferred income	4,421	4,579
Total Payables	5,594	5,510

10. Provisions for Liabilities and Charges

	2023-24	2022-23
	£000	£000
Amounts falling due within one year:		
Dilapidations on Coventry premises	117	117
Total provisions for liabilities and charges	117	117

IfATE bases its dilapidation provision on information received from the lessor. During 2023-24 there was nil movement to the dilapidation provision due to no further information provided.

11 Financial Instruments and Risk

IFRS 7: Financial Instruments (IFRS 7) disclosure requires IfATE to disclose information on the significance of financial instruments to its financial position and performance.

11.1 Liquidity Risk

IfATE is in a net deficit position due to significant accruals at the year end.

Cash will be drawn down as Grant in Aid when required to settle these liabilities.

Parliament votes annually on the financing of IfATE's net revenue resource requirements, as well as its capital expenditure. With no borrowings, IfATE does not consider itself exposed to any significant liquidity risks.

11.2 Interest Rate Risk

IfATE's financial liabilities carry a nil rate of interest and does not consider itself exposed to any interest rate risk.

11.3 Foreign Currency Risk

All material assets and liabilities are denominated in sterling. IfATE does not consider itself exposed to any significant currency risk.

12. Capital Commitments

IfATE had £710k of capital commitments as at 31 March 2024 (31 March 2023: £756k) in respect of IT development.

13. Related Party Transactions

IfATE regards the Departmental group as a related party. During the year, IfATE had a number of material transactions with the Departmental Group and with other entities for which the Department is the parent department.

IfATE had a number of transactions with other government departments and central bodies. Most of these transactions have been with HMRC, PCSPS and the Cabinet Office.

IfATE's non-executive directors, independent members and senior civil servants are required to complete declarations of interest to identify related parties.

The following declarations of interest have been identified:

Jennifer Coupland, CEO of IfATE and Trustee of Worldskills UK. During 2023-24, IfATE received £192 from Worldskills UK in relation to accommodation costs at the Euroskills Gdansk event.

14. Events after the Reporting Period

The Accounting Officer authorised these accounts for issue on the date they were certified by the Comptroller and Auditor General. After the reporting period, IfATE announced a restructuring to take place in 2024-25, resulting in 30 employees leaving via a Voluntary Exit Scheme (VES) between May 2024 and August 2024. The estimated cost of the VES is £1.8m which will be incurred in the 2024-25 financial year.



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