AAG

## Minutes of Meeting

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| **Date** | **06/07/2023** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | **Ruth Jennings – Sainsbury’s (Chair), Sheila Dunn – The SCQF Partnership, Diane Mitchell – West Lothian College, Nicola Crawford – Education Scotland, Tommy Breslin - STUC, Alison Bailey-Bucknell – FISSS, Bethany Welsh – Balfour Beatty, Terry Dillon – SDS, Nicola Conner – SDS (Secretariat)** |

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|  | **Apologies & Guests** |  |
|  | Apologies  Stevie Lynn – Scottish Power, John Cairns – Balfour Beatty, Stuart McKenna – STF, George Brown – SQA Accreditation, Alison Eales – QAA, Matthew Barr – Glasgow University, Catherine Ferry – Scottish Government, Gaynor Cook – BT  Guests  Liz Hyslop – Skills Development Scotland, Elaine Herd – Scottish Government |  |
| **1.** | **Welcome & Previous Minutes** |  |
|  | Smaller attendance today, group agreed for decisions to be circulated online in order to achieve quorum  Actions   * Carry over action on MA in Digital Marketing – bring back to next meeting * Upload SAAB dates on Extranet * Agreement to pull FAQs action from the outstanding actions. Can be revisited if needed in future. * ToR updated centrally – circulate these on Extranet |  |
| **2.** | **Development Manager Update** |  |
|  | TD introduced new risks profile to the development manager update.  NCo to circulate updated slides after meeting for members to read through in more detail and provide feedback on the new risk statements.  LH presented Development Manager update to group.  Construction: Carpentry & Joinery  Pick up with GB on potential SVQ in C&J instead of CBQ as NOS are being used  Land-use  Discussions ongoing surrounding naming and recognition of occupations within the pathways i.e. Greenkeeping within Horticulture, and what these will look like in the qualification. LH expects this to be resolved following agreement on qualification titles. SD added that it’s important to ensure the qualification title accurately represents what the apprentice is learning/doing.  Recognition of the work that has been done to reduce time between approval in principle and final approval for delivery, using Aquaculture and Engineering as examples of continuous improvement.  Positive response to additions to slides, members felt it would be beneficial to ensure TEGs are numbered in the update to help further demonstrate where the developments are in the process. |  |
| **3.** | **Digital Technology (Stage Gate 4 approval)** |  |
|  | Digital Technology  Queries over the amount of off-the job training within the framework – is the wording surrounding this correct to allow Training Providers to fully understand what off-the job training is required. Potential to agree standardised statements similar to Core Skills for this section.  NCo put in time with DM, TD and SM to discuss amending this section.  SD highlighted a mistake on SCQF terminology  NCo to ensure language surrounding SCQF Levels is accurate across both framework documents.  Full approval for this will be achieved online as meeting quorum not achieved. 7 day agreed for online approval once updated documentation has been uploaded.  Stage Gate 4 Template (Digital Technology example)  Presented proposed template for Stage Gate 4 – members positive on the approach to present previous action and next steps, information provided for next steps was endorsed. AB raised that it would be useful to get an idea of uptake for new developments, TD confirmed that SDS can upload quarterly figures on the Extranet.  NCo and TD to bring back a completed Digital Technology Stage Gate 4 document.  TD highlighted that Stage Gate 0 for Plumbing will be ready to be presented at next month’s meeting. |  |
| **4.** | **Core Skills Statements** |  |
|  | Feedback received in advance from group, minor amends will be made to language and phrasing.  NCo will make these amendments and re-upload to Extranet.  Members queried whether all 5 Core Skills need to be included in the framework. SM added that in the old frameworks all 5 are required – however the newer frameworks are not held to this same expectation. Group agree it’s important to ensure statements provide clarity on what is included.  TD and NCo to come back with some analysis on the conversations on Core Skills inclusion – TD to meet with EH and GB to agree on the sequencing of bringing this back.  Members overall happy to sign off and start using these statements. |  |
| **5.** | **F2F Outputs** |  |
|  | RJ thanked everyone who attended and signposted to the outputs from the final session on the Extranet, RJ highlighted that these will be taken forward to the EoY report.  RJ updated on position so far with the new minister who met with the SAAB chairs. Positive direction and shared view on importance of apprenticeships, however no further updates.  The group will pick up progressing actions on ways of working in September when the landscape is clearer. RJ praised good scene setting for Fair Work and NOS, and discussions on these will be progressed in future meetings.  RJ asked the group on frequency of in-person meetings, group felt that the face-to-face meeting was very beneficial, the regularity of meetings to be agreed, 6 months tentatively agreed. |  |
| **6.** | **AOB** |  |
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| **Outstanding Actions from Previous Meetings** | |
| **Action** | **Owner** |
| AAG Members to attend TEGs in an observatory role. | MG |
| Report back to AAG on uptake in OPS Framework in May 2023. | GW |
| ~~Review FAQ Document in~~ **~~June 2023~~** | MG |
| ~~Review ToR Document in~~ **~~June 2023~~** | MG |
| Continuous Improvement Activity Update **September 2023** | TD |
| TD to pick up with NCr offline to discuss how the progression and learner pathways for Engineering can be made clearer for apprentices and employers | TD/NCr |
| MA Digital Marketing update **August 2023** | NCo |

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| **Apprenticeships Approved in Principle (Stage Gate 3)** | |
| **Name of Apprenticeship** | **Date Approved** |
| Hairdressing & Barbering SCQF Levels 5 and 6 | 06/10/2022 |
| Aquaculture SCQF Levels 5 and 7 | 06/10/2022 |
| Digital Technology SCQF Level 6 | 12/01/2023 |
| Digital Technology SCQF Level 8 (Additional three pathways) | 12/01/2023 |
| Engineering SCQF Level 7 | 06/04/2023 |