

**Delivering Meta Skills in Modern Apprenticeships**

Actions arising from a Community of Practice event for Modern Apprenticeship providers

October 2022



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**Introduction**

A Community of Practice session was held for learning providers who are delivering meta skills in Modern Apprenticeships or are planning for delivery for new frameworks that will come on board in the near future.

The purpose of the session was to:

1. Share experience and learning of delivery related to meta skills in Modern Apprenticeships.
2. Agree actions arising from the session to support learning providers in their delivery of meta skills.

Presentations from two Modern Apprenticeships providers - Limelight Careers and QA - formed the main content of the session, with opportunities for questions (see Appendix). A recording of the session is available [here](https://www.youtube.com/watch?v=k9WOfXJSAxk).

**Actions arising**

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| **Action** | **Owner** | **Timescale** |
| SDS will review the Meta Skills Delivery [Guidance](https://www.skillsdevelopmentscotland.co.uk/media/49005/meta-skills-delivery-for-modern-apprenticeship-providers.docx) for Modern Apprenticeship Providers. The review will clarify expectations on professional discussions and how these can be used to link on to Quarterly Apprentice Progress Reviews. | SDS-NTP Programme Enhancement Manager | By Mid November 2022 |
| SDS will review the meta skills profile and self-assessment tools. The review will consider ways to streamline the documents and the format of the document to make more accessible and/or usable on e-platforms | SDS-Head of Standards and Frameworks | By End March 2023 |
| SDS will consider further development of an existing [employer toolkit](https://rise.articulate.com/share/Yb8iW6beuD_i_aDmf8kCkZZfIW9EZCPD#/) to support employers’ understanding of meta skills. Providers who have already developed meta skills resources for employers are requested to contact [ProgrammeEnhancementNTP@sds.co.uk](mailto:ProgrammeEnhancementNTP@sds.co.uk) to share their information/ideas to support this action. | SDS- NTP Programme Enhancement Manager | By end March 2023 |
| SDS will seek clarification from the Awarding Bodies/FISS on what will be explicitly identified in relation to meta skills development regarding certification | SDS-Head of Standards and Frameworks | By end March 2023 |
| Providers to consider how they might develop the awareness of meta skills with their own staff, to support introduction to apprentices/employers. | Modern Apprenticeship Providers | By end March 2023 |

**Useful links to Meta Skills Resources**

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| **Document/Resource** | **Description** | **Link** |
| **Apprenticeship Frameworks** | See the ‘Defining Meta Skills’ section of each approved framework document for the most relevant meta skills in job roles covered by the framework. | [technical-apprenticeship-project-management.pdf (skillsdevelopmentscotland.co.uk)](https://www.skillsdevelopmentscotland.co.uk/media/47817/technical-apprenticeship-project-management.pdf)  <https://www.apprenticeships.scot/media/4434/ma-framework-providing-financial-services-at-scqf-level-6.pdf>  <https://www.apprenticeships.scot/media/4503/engineering-and-digital-manufacturing-sf-document-at-scqf-level-8.pdf> |
| **Apprenticeships.scot** | Information on which Standards and Frameworks are currently in development, and how providers can get involved in the development process | [https://www.apprenticeships.scot/about/apprenticeship-development/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.apprenticeships.scot%2Fabout%2Fapprenticeship-development%2F&data=05%7C01%7CJulie.Gray%40sds.co.uk%7C8fddded27936403f9db408daa2c8b555%7C33ca6d475e4f477484f1696cbb508cbe%7C0%7C0%7C638001280153527159%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ZTW1po9VWijUzAzzAV3cMaH%2BZJkkxfcRnGV6%2F2zO8Do%3D&reserved=0) |
| **Skills Development Scotland Website: Work based learning Quality Assurance and Improvement Hub** | Non-mandatory guidance and e-learning for learning providers on approaches to deliver meta skills within Modern Apprenticeships | [Guidance for Modern Apprenticeship Providers](https://www.skillsdevelopmentscotland.co.uk/media/49005/meta-skills-delivery-for-modern-apprenticeship-providers.docx)  [E- Learning Module for Modern Apprenticeship Providers](https://enetlearn.com/Login/?c=48&o=1) |
| **My World of Work** | Information and resources to help individuals explore their career options using ‘Skills Explorer’ tools | [What skills there are | My World of Work](https://www.myworldofwork.co.uk/my-career-options/what-skills-there-are) |
| **Skills Development Scotland website: Career Education** | A suite of resources to support practitioners to embed meta skills in a manageable and sustainable way across the school curriculum | [Meta Skills Toolkit](https://www.skillsdevelopmentscotland.co.uk/what-we-do/scotlands-careers-services/education-team/meta-skills-toolkit/) |
| **SQA** | E-learning modules about the inclusion of meta-skills in next generation Higher National Qualifications | <https://www.sqaacademy.org.uk/course/view.php?id=965> |

**Appendix: Questions and Answers**

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| **Question** | **Answer** |
| Will meta skills come under awarding body scrutiny? Certificated? | Yes, Awarding Bodies will undertake external verification activity where meta skills are explicitly identified within a unit of a qualification. Where a unit title explicitly mentions meta skills in the title, it will appear in the qualification certificate. |
| Would SDS support the meta skills as individual milestone payment to support the training provider? | Contribution rates are currently being reviewed and for each framework requirements will be considered according to the (yet to be decided) revised approach. However, as meta skills should be delivered through all the work situations, it is unlikely to be considered as a milestone payment as this might result in unintended consequences e.g. “bolt-on approach” |
| What is the time frame for meta skills becoming embedded in all qualifications? | Meta skills will be embedded in all the newly developed Apprenticeship Standards and consequently, the related qualifications will reflect these standards. We expect their development therefore to follow the [current schedule of new framework development](https://www.apprenticeships.scot/about/apprenticeship-development/). |
| Will core skills still be there or are they going to be replaced by meta skills? | Meta skills are not intended as a replacement for core skills. There is no direct relationship. In some sectors, employers may feel it is important to continue to have core skills within the MA framework- this will vary from sector to sector. |
| Are External Verifier's (EVs) going to be trained in meta skills, and will providers be able to ask EV's for advice? | The following answer is based on guidance sought from SQA Accreditation after the meeting. SQA Accreditation regulate Awarding Bodies operating in Scotland against a set of [regulatory principles](https://accreditation.sqa.org.uk/accreditation/accreditationfiles/Regulation/Regulatory_Principles_2021_AC_Approved.pdf). Principle 3 covers responsibility of the Awarding Body for “the maintenance of and upkeep of staff CPD (including provider checks)”. SQA Accreditation has an expectation that Awarding Bodies do provide training on meta skills and other changes to qualifications for their External Verifiers. This would be checked at Awarding Body audits.  Providers may wish to speak to their Awarding Body for any further information on training for External Verifiers. |