AAG

## Minutes of Meeting

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| **Date** | **12/01/2023** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | **Ruth Jennings – Sainsbury’s (Chair), George Brown – SQA Accreditation (Vice-Chair), Stuart McKenna – STF, Sheila Dunn – The SCQF Partnership, Scott Baker - Openreach, Alison Bucknell – FISSS, Tommy Breslin – STUC, Diane Mitchell - West Lothian College, Nicola Crawford – Education Scotland, Paul Gibson – Scottish Government, Terry Dillon – SDS, Nicola Conner – SDS (Secretariat)**  |

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|  | Action |
|  | **Apologies & Guests** |  |
|  | Apologies: Catherine Ferry – Scottish Government Guests:Elaine Herd – Scottish Government, Suzanne Hendry – Skills Development Scotland  |  |
| **1.** | **Welcome & Previous Minutes** |  |
|  | Update from Scott Baker on Openreach. Apprentices will no longer be recruited into Openreach in the way they have previously, as a result, SB will be moving to an exciting new role in the organisation. This unfortunately means that SB will be moving on from his role in AAG.**Massive congratulations from the group to Scott in his new role, and a big thank you for all the work he has contributed to the group.** AAG will be onboarding new employers to the group in the coming months. |  |
| **2.** | **Digital Technology Frameworks for approval** |  |
|  | Group found Sub-group notes helpful as a part of the submissionDigital Technology SCQF Level 6 Apprenticeship Approval DocumentMembers asked for clarification on what is meant by ‘elements of feedback’. SH explained that due to the pandemic, an employee survey went out to ask employees about their work activities or ‘situations’. Each activity provided is referred to as an element of feedback. Members also wanted to understand consultation surrounding Core Skills, particularly around Core Skills being embedded, and the level they were mapped to. SH explained that a small number of TEG members wanted to include Core Skills and requested for them to be embedded. SH followed guidance for Core Skills to be mapped to the level below the apprenticeship. SH added that there is ongoing work in SDS to help Development Managers navigate future conversations with TEG members on Core Skills.Highlighted on Page 4, Digital Telecoms referenced as being in progress, this doesn’t match with the development manager update which says it is paused. TD explained that this has recently been paused due to changes within the infrastructure of the sole provider of this apprenticeship, text will be amended to reflect this.TD will follow up with SD on conversations with SCQF with regards to single qualifications Framework DocumentAAG members requested inclusion of Core Skills into the Qualification Requirements section to make it clear that these need to be considered (consistency with Aquaculture). Page 20 references to Core Skills – will apprentices expect to receive certification even though they are embedded. Amend wording to provide clarity. Agreed it would be useful to have standard text for the three positions on Core Skills – not included, embedded, separately certificated. NC and TD to work on these standard texts **Group approve in principle pending qualification codes and minor amends detailed above.**Digital Technology SCQF Level 8 additional pathways Apprenticeship Approvals Document AAD comprehensive, visuals helped the narrativeThe group noted that results from employer consultation were disappointing. Members raised concerns on apprenticeship demand. SH highlighted that there will be progression from the Digital Technology Level 6. TD added that an Industry Skills Group formed with employer representatives was consulted with and were confident that there would be uptake for the additional Level 8 pathways. SH informed members that SDS are trialling a simplified survey which will offer participants an opportunity to review the occupation profiles, however it won’t be mandatory to review all work situations, this will hopefully increase engagement.Standard & Framework Document Clarification that the existing L8 S&F document will remain online until the 3 additional pathways have been approved for delivery. **Group approve in principle subject to qualification codes and minor amends above** |  |
| **3.** | **Development Manager Update**  |  |
|  | SH presented January Development Manager Update Members felt it would be useful to have the names of the development managers on the appropriate update slidesConstructionDiscussions surrounding the PDA, concern raised by a member on the removal of the PDA. No decisions have been made with regards to this, conversations are still ongoing on the qualification and what it will look like.Land-use TB will be in contact with the development manager of Land-use to set up meetings with unions. TB also noted it was great to see SRUC are being engaged.  |  |
| **4.** | **Stage Gate Presentation**  |  |
|  | NC to send out refreshed doodle poll for April face-to-face meetingMembers highlighted that there was no note of NOS in Stage Gate 2.Dedicate time in the face-to-face meeting to ensure the group is comfortable with the proposed governance approach.Need to agree on terminology for Stage Gates to avoid confusion amongst networks, particularly Stages 3 and 4. Members highlighted that more clarity is needed on the meaning of ‘approval for delivery’ and what this means for timelines for provision of the apprenticeship. TD to come back with results of the ongoing work on continuous improvement in March  | NCTD |
| **5.** | **AOB**  |  |
|  | TD thanked those involved in continuous improvement workshops over the past weeks**Members closed off the meeting by wishing Scott all the best in his new role and a big round of applause for his work and contributions to AAG.**  |  |

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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 **April 2023** | MG |
| Review ToR Document in **April 2023** | MG |

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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 |