AAG

## Minutes of Meeting

|  |  |
| --- | --- |
| **Date** | **01/06/2023** |
| **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, Diane Mitchell – West Lothian College, Nicola Crawford – Education Scotland, Gaynor Cook – BT, Matthew Barr – Glasgow University, Catherine Ferry – Scottish Government, Alison Eales - QAA, Alison Bailey-Bucknell – FISSS, Terry Dillon – SDS, Nicola Conner – SDS (Secretariat)** |

|  |  |
| --- | --- |
|  | Action |
|  | **Apologies & Guests** |  |
|  | ApologiesStevie Lynn – Scottish Power, John Cairns – Balfour Beatty, Tommy Breslin - STUCGuestsSharita Guy – Skills Development Scotland, Elaine Herd – Scottish Government  |  |
| **1.** | **Welcome & Previous Minutes** |  |
|  | Massive welcome to new AAG member Matthew Barr who is attending for the first time. RJ also informed the group the Bethany Welsh will be returning to AAG next month.  |  |
| **2.** | **Development Manager Update**  |  |
|  | Engineering at SCQF Level 7 Members raised that there is some heat building in the college sector on the new Engineering at SCQF Level 7 apprenticeship, particularly surrounding the timescales of delivery and the dual running period. TD reassured that work is ongoing with NTP who will be communicating with Training Providers and supporting the transition to the new apprenticeship. TD also highlighted that the new apprenticeship isn’t anticipated to be going live until next year.Members feel it is important to ensure there is consistent messaging on this to Training Providers, TD will pick up with NTP to raise and progress this. Land-use Members noted positive levels of engagement within the Land-use development and queried if there are any lessons learned which can be taken from this to support Construction: Fitting Building Interiors, where there has been lower engagement. TD noted that the difficulty with engagement in this area is largely to do with a high number of SMEs, however, through this the team is uncovering new approaches to engaging this audience. SG added that the development managers meet regularly to share lessons learned.Accounting It was noted that Work Situations cannot be assigned SCQF Level, SG will take this back to the development managers.Members queried next steps if AAT do not engage, and if SQA do not accept the business case. TD is positive that AAT will engage, however if they do not review and confirm that the content of the work situations is aligned to the professional qualification, then this can still be confirmed through a mapping exercise. TD also added that SQA have indicated a positive response to the apprenticeship.  |  |
| **3.** | **Youthwork Re-submission**  |  |
|  | The group provided final feedback regarding the enhancements section. * Take out reference to any Awarding Body on Emergency First Aid at Work
* Make sure SCQF Level is referenced – ensure consistency

**Based on the above amends AAG members are happy to approve these frameworks.**NCo will progress with getting the frameworks live as soon as possible. |  |
| **4.**  | **Core Skills Statements**  |  |
|  | Members provided their feedback on the standardised Core Skills Statements. NCo confirmed that these standardised statements are to provide clarity on Core Skills within apprenticeships as some TEGs are moving away from including Core Skills.* Include in the options that some may be embedded, and some may be separately certificated.
* Meta-skills rewording – includes meta-skills development and holistic assessment\* with the technical skills
* Workplace Core Skills – amend introduction so it provides context, SQA Accreditation definition is more thorough

Query raised on RPL/Proxy and what prior learning can be accepted. SCQF would always refer this back to the awarding body. However, this is not information that would be included in the framework document. NCo to bring back at next meeting, several members indicated that they would be happy to help in drafting final wording for this section.  |  |
| **5.**  | **MA in Digital Marketing**  |  |
|  | The SVQ in Digital Marketing was recently reviewed and has come out at SCQF Level 7, this has an impact on the current MA in Digital Marketing at SCQF Level 6. This has occurred as a result of the transition to the new TEG approach. We will hopefully see less of this as SQA and SDS continue discussions to align workplans. NCo outlined the proposed approach to input the new SCQF Level 7 SVQ into the MA in Digital Marketing and re-package the apprenticeship at SCQF Level 7 – this would be a temporary fix until the framework is reviewed by SDS as part of the phased plan. Members felt they would need to understand the timelines and implications for training providers better in order to endorse the approach. It was highlighted that there is sufficient time to carefully consider the most suitable approach.NCo to bring back next meeting with more information on timelines and impact. |  |
| **6.**  | **AOB** |  |
|  | Members were shown the agenda for the F2F meeting in June.NCo and RJ will circulate SAAB dates electronically – work will progress on a standardised slide deck for these meetings.  |  |

|  |
| --- |
| **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 **May/June 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 |

|  |
| --- |
| **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 |