AAG

## Minutes of Meeting

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| **Date** | **04/05/2023** |
| **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, Catherine Ferry – Scottish Government, Alison Eales - QAA, Terry Dillon – SDS, Nicola Conner – SDS (Secretariat)** |

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|  | Action |
|  | **Apologies & Guests** |  |
|  | ApologiesAlison Bailey-Bucknell – FISSS, Stevie Lynn – Scottish Power, Paul Gibson - Scottish Government, Tommy Breslin – STUC,GuestsJohn Cairns – Balfour Beatty, Gaynor Cook – BT, Laura Brady – Skills Development Scotland |  |
| **1.** | **Welcome & Previous Minutes** |  |
|  | Welcome and introduction to observers John and Gaynor who will be joining AAG as members in the coming weeks.RJ introduced another new member, Dr Matthew Barr, who was unfortunately unable to attend. Matthew is a Senior Lecturer within Computing Science at Glasgow University and leads on some key pieces of work namely the GA programme and widening access. |  |
| **2.** | **Development Manager Update**  |  |
|  | Digital TechnologyDigital Technology qualification was accredited in April and is currently awaiting codes which will allow this framework to return to AAG for approval for delivery.Carpentry & JoineryMembers asked if the ongoing discussion regarding the PDA is a result of wide consultation and the variety of views and opinions that come with it, or if there are issues with the PDA as it is now. LB confirmed that this was first raised by the TEG, and several stakeholders were brought in to discuss available options for best approach.LB queried if there would be any barriers for approval by having the PDA as the only off-the-job training. Members felt that this wouldn’t impact approval, but it may create the risk if having a single point of failure.LB and TD to discuss this risk offline and bring back to the group Transport (Rail)TD updated on TEG Chair for Rail, this chair named in the slide deck will be stepping down and work is ongoing to identify a new individual for this role.TD will take new members through an induction session which will go through the layout and structure of the development manager update.  | TD/LB |
| **3.** | **Youthwork Review**  |  |
|  | Proposal document It was noted that the proposal has more focus on the consultation for the SVQ rather than consultation on the framework. Members felt the industry piece set the scene very well, however the information on statistics regarding the framework review was light. As numbers are low, members felt that the proposal didn’t appropriately demonstrate the need for the framework.DM confirmed that there are colleges eager and waiting to get apprentices started on this framework. NCo added that there have been several enquiries from Training Providers waiting for the framework to go live and that there is an appetite for this provision. NCr added that this will be a vital framework in terms of learner pathways and progression in the work being done for the Education Reform. NCo provided background for the submission, explaining that the original review of the SVQs resulted in the SCQF Level 5 and SCQF Level 6 coming out at SCQF Level 6 and SCQF Level 7. The developer was then requested to review the framework, and as this was not funded has been continuously delayed due to pressures on resource.Framework documents Members noted that the enhancements listed for both levels are identical, and felt it was appropriate to have distinction between the two frameworks. It was also noted that Emergency First Aid at Work isn’t only an SQA offer, therefore all codes need to be present. Members felt it would be beneficial to have a clear statement on the enhancements clarifying that one is mandatory. SD identified some additional errors in the titles on the enhancement offer. SD will send a list with the correct titles over to NCo. To help future proof the document members suggested taking the list of current training providers out and replacing with a link to a relevant site which will show this information.CF and TD to have a discussion re. guidance/communication to ensure a common approach to development and governance of all developed apprenticeships to ensure consistency of approach and quality**Due to the concerns surrounding the enhancements members felt it would be appropriate to bring the frameworks back to AAG in June for a final review.** | TD/CF |
| **4.**  | **SVQ/CBQ Alignment**  |  |
|  | The SVQ for Digital Marketing was recently reviewed and came out as a SCQF Level 7. Previously this SVQ had sat at SCQF Level 6, which aligned with the current Modern Apprenticeship in Digital Marketing at SCQF Level 6. This change of SCQF Level following a review of the SVQ has also been seen with the Youthwork Frameworks.As there is the potential for this to occur in the future, RJ felt it would be beneficial to bring this to AAG as an inform. GB and SD provided an overview on how SVQs are credit rated and allocated SCQF Levels and explained how this plays into the SVQ review process. GB and SD clarified that units within an SVQ don’t need to all sit at the same SCQF Level, and that the level of the SVQ is allocated based on the overall content and competence within the qualification. Members felt that this was a helpful awareness piece and agreed it would be beneficial to ensure TEG members continue to develop knowledge and awareness in this space.  |  |
| **5.**  | **Core Skills Statement**  |  |
|  | TD and NCo shared a draft of the three standard statements on Core Skills which have been added into the Framework document template. Members provided feedback* A small introduction to the Core Skills section would be beneficial
* The Core Skills section should align with the information on Core Skills which is currently under the Qualification section of the document.

NCo will circulate draft with amendments and members can provide feedback in advance of the next meeting for the group to sign off. | NCo |
| **6.**  | **Agenda for face-to-face meeting**  |  |
|  | NCo has booked a meeting space in Monteith House in SDS office in George Square. Members discussed potential agenda items for the June meeting. * Ways of working – what has worked well, what hasn’t worked well
* Spotlight sessions on key pieces of work - NCr, CF and AE will assist in facilitating (Hayward review, Withers review, Tertiary Education)
* National Occupational Standards – CF and Frank Quinn from SDS will present on this
* Revisiting Terms of Reference
* FAQs
* Preparation for the End of Year report
* Stage Gate approach to AAG Governance – sign off

Members suggested inviting a TEG chair/member along to share their experiences. TD and NCo will explore this possibility.NCo to put some time in the diary with RJ to finalise agenda.Members agreed that spotlight sessions will be circulated as pre-read to allow the sessions within the meeting to be predominantly Q&A |  |
| **7.**  | **AOB** |  |
|  | Discussion surrounding AAG updates to the four SAAB groups. The last update was given in November. Looking for volunteers to update these groups.* Standards & Frameworks
* Employer Engagement
* Equalities
* Apprenticeship Engagement Group

NCo to develop/propose standard template for discussion with RJ/GB/TD | NCo |

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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 **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 |

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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 |