AAG

## Minutes of Meeting

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| **Date** | **03/08/2023** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | **Ruth Jennings – Sainsbury’s (Chair), George Brown – SQA Accreditation (Vice Chair), Sheila Dunn – The SCQF Partnership, Diane Mitchell – West Lothian College, Nicola Crawford – Education Scotland, Bethany Welsh – Balfour Beatty, Gaynor Cook – BT, Matthew Barr – Glasgow University,** **Terry Dillon – SDS, Nicola Conner – SDS (Secretariat)** |

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|  | Action |
|  | **Apologies & Guests** |  |
|  | ApologiesStevie Lynn – Scottish Power, John Cairns – Balfour Beatty, Stuart McKenna – STF, Catherine Ferry – Scottish Government, Tommy Breslin – STUC, Alison Bailey-Bucknell – FISSS, Alison Eales - QAAGuestsLaura McEwan – Skills Development Scotland, Colin Young - Leonardo |  |
| **1.** | **Welcome & Previous Minutes** |  |
|  | The group welcomed Colin Young from Leonardo who is joining the meeting to observe as a potential future member. Previous minutes & actions NC to facilitate conversation with GB and relevant development manager with regards to the use of NOS and resulting qualification type.Stage Gate 4 for Digital will be brought back to the next meeting, as information from internal colleagues is still required. Plumbing at Stage Gate Zero will also be pushed to next month because of annual leave and procurement processes. | NCo |
| **2.** | **Development Manager Update**  |  |
|  | LM presented the development manager update to the group.EngineeringTD highlighted to the group that a couple of Training Providers have raised concerns that the SVQ units at L6 for Fabrication and Welding (particularly mathematics) might be too difficult for apprentices to complete.Enginuity and SDS have been consulting with the sector on this and will take industry view on how to best move forward. Consultation will help provide solutions for employers and Training Providers with those concerns (i.e., extending the range of NC units).DM highlighted that the College Work Based Learning group will be taking place in September and suggested it would be a good opportunity for TD to attend. TD will drop a note to DM to discuss how to best get involved with this.RJ noted that it is interesting to see how the timelines are progressing, and the increased focus on NOS. RJ also noted that following on from the inform on NOS during the face-to-face meeting, it would be good to further understand how NOS are now being incorporated into the TEG approach. The group felt it would be beneficial to see an updated map of the current/upcoming developments, and the overall phased plan. TD will bring an up-to-date version of the phased plan to the next meeting. | TDTD |
| **3.** | **Digital Technology (Stage Gate 4 approval)**  |  |
|  | Frameworks were unable to be approved previously due to not meeting quorum for approval. Feedback regarding the Delivery of Training section has been implemented following support from DM and SM. DM sense checked with colleagues and the section now provides more clarity for Training Providers.SD highlighted that the parts of the qualification codes are still missing on the L8 documentation. NCo to ensure qualification codes are complete before sending for upload.Members raised that the progression to Technical and Graduate Apprenticeships could be misleading to apprentices, as they might think they can progress from a Level 6 in IT Support to a TA/GA in Software Development, which would not be likely.Members suggested added in a sentence specifying that ‘relevant pathways may lead to progression in..’. NCo and TD will amend section and consult with MB before publishing.**AAG approved the frameworks with the minor amends above to be made before publishing.** | NCoNCo/TD |
| **4.**  | **Fashion & Textiles at SCQF Level 7**  |  |
|  | The framework for Fashion & Textiles at SCQF Level 7 has been updated with a new SVQ, and an updated Core Skills Mapping.AAG members felt that there could potentially be more up to date statistics in the framework document but overall were happy with the submission.**AAG approved the change to this framework** |  |
| **5.**  | **Digital Marketing at SCQF Level 6**  |  |
|  | NCo presented an update on the approach to Digital Marketing at SCQF Level 6 and the new SVQ at SCQF Level 7.Members highlighted significant concerns over the lack of time for Providers to obtain approval and move onto using the new qualification.GB informed the group that the accreditation for the SVQ at L7 has been received, however an extension request for the Diploma in Digital Marketing at L6 has been received, suggesting there may be delays in the SVQ at L7 becoming available.Members agreed that the extension would provide more significant time to consult with Training Providers and ensure a more seamless transition for centres. GB added that the developer consulted with centres and employers when reviewing the SVQ, therefore there will be an awareness within the sector that there is a new qualification. NCo and TD to work with colleagues to understand what support Training Providers will need to implement this change.The group also agreed that an overall discussion is required on how changes to SVQs are communicated to Training Providers and how they can contribute and prepare for this. | NCo, TD |
| **6.**  | **AOB** |  |
|  |  Members reviewed the upcoming SAAB dates and agreed AAG attendance.16th August, Employer Engagement – George Brown 25th August, Employer Equalities – Matthew Barr29th August, Apprentice Engagement – Bethany WelshRJ will inform Maxine of AAG member attendance.NCo will prepare slide deck for AAG update and share with RJ and TD for review.RJ shared with the group that she will be leaving Sainsbury’s but will remain as AAG Chair and working with SAAB and SG to support transition.BW raised that the Scottish Apprenticeship week in March isn’t the best time for students, as it is exam time/coursework deadlines. CY agreed, adding that this isn’t the best time for employers either as it misses key recruitment windows for potential apprentices – CY added that there is opportunity here to consult with employers/other stakeholders on the best time to hold this event.TD will escalate this to the comms team/put members in touch with SDS colleagues who lead on this event  | RJNCoTD |

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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 ToR Document in **June 2023** | MG |
| Continuous Improvement Activity Update **May/June 2023** | TD |
| 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 – Fully approved 03/08/2023 |
| Digital Technology SCQF Level 8 (Additional three pathways) | 12/01/2023 – Fully approved 03/08/2023 |
| Engineering SCQF Level 7  | 06/04/2023 |