AAG

## Minutes of Meeting

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| **Date** | **02/05/2024** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | Ruth Jennings (Chair), George Brown (Vice-chair) – SQA Accreditation, Stuart McKenna – STF, Matthew Barr – Glasgow University, Tommy Breslin – STUC, Alison Bucknell – FISSS, Catherine Ferry – Scottish Government, Nicola Crawford – Education Scotland, Terry Dillon – SDS, Nicola Conner – SDS |

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|  | Action |
| **1.** | **Apologies & Guests** |  |
|  | **Apologies**Bethany Welsh – Balfour BeattySheila Dunn – SCQFDiane Mitchell – West Lothian CollegeAlison Eales – QAA**Guests**Deborah Miller – Skills Development ScotlandAbigail Kinsella – Skills Development Scotland Liz Hyslop – Skills Development Scotland Keith Spalding – Skills Development ScotlandHelen Allison – Skills Development Scotland Kevin Duguid – Unison (Observer) |  |
| **2.** | **Welcome & Previous Minutes** |  |
|  | RJ highlighted that following the recent departure of several employers, the group is low on employer representatives. TD and RJ are working with colleagues in the SAAB space to understand how to engage and onboard more employers. NCr suggested contacting the Chambers of Commerce as the Employment and Skills Board runs through this.Previous minutes * Under the Equine agenda item, members suggested amending wording to ‘invite union representatives’ instead of ‘ensure union representation’, as there may not be a union representative in this sector.

**TD and NC will circulate numbers for Framework uptake for new apprenticeships.** |  |
| **3.** | **GA Operating Department Practitioner Update** |  |
|  | DM and AK attended to present an update on the GA for Operating Department Practitioners.DM highlighted that the Wider Consultation is live and will be open for 3 weeks.DM added that 44 responses to the wider consultation have been received from a range of individuals (ODPs and other stakeholders in the clinical perioperative space). Feedback is mostly positive with constructive feedback which will be worked through alongside UWS colleagues.DM confirmed that a letter of support has been received from HPCP to give reassurance to Health Boards that they can begin preparation for recruitment. This has helped address concerns raised by the development group regarding the timescales for completing recruitment activity in time for the September start date.DM clarified that the learning provider for this development is UWS, however the wider consultation provides opportunity for other universities to feedback, should they want to deliver this GA in the future.Members raised that the achievement of a Graduate Apprenticeship may be lost if the final award achieved by learners is titled as a BSc in Operating Department Practice. Members felt it would be appropriate to ensure the achievement of a GA is represented in the final award. Members added that it would be useful for stakeholders to understand the differences between a BSc achieved through a GA and a BSc achieved through a regular degree. RJ flagged that a GA Enhancement Group is being formed, the purpose of which will be to look at areas like those raised by members and implement ways to better promote GAs. **CF to link TB with SG colleague who is leading on this group.**Members highlighted that terms and conditions will need to be agreed before adverts can be published. Members added that there may be concerns over recruitment adverts going out before these conditions have been set. DM agreed and highlighted that these conversations are out-with the remit of the development group and are for NHS colleagues to have and agree in advance of beginning recruitment. DM assured the group that these discussions are ongoing.Members asked if the entry requirements will be changing based on the higher qualification, DM confirmed that UWS are keen not to restrict entry or introduce additional barriers to entry. Members noted the disparity between the Scottish and English qualification requirements in the documentation, this was raised by the development group and is being addressed by UWS.Members questioned RPL and whether previous experience will be considered in place of specified qualifications. DM confirmed this and added that the approach to RPL will be flexible and reviewed by UWS on a case-by-case basis.DM updated that they plan to submit to AAG Subgroup in May. |  |
| **4.** | **Equine (Self-developed) Apprenticeship - Stage Gate 1**  |  |
|  | KS presented Stage Gate 1 for the Equine development. KS confirmed that the presentation and monthly update was completed and signed off by colleagues from British Horse Society, with support from SDS colleagues.RJ highlighted that this is the first time we are seeing a development using this approach. RJ queried how the development is shaping up so far. KS confirmed that he is content with buy-in from BHS, they have mobilised resources required to achieve key milestones. KS added that this is a great opportunity to draw on experiences from previous developments and create a process which can be picked up and followed by developers – supported by a set of resources which will be developed by SDS alongside this pilot.Members queried whether the SQA Accreditation Manager had been engaged. KS confirmed that the SQA Accreditation Manager attended the kick-off meeting in October 2023, and will be engaged and updated on progress in the coming weeks.Members wanted to confirm whether BHS will be developing NOS, and whether the resulting qualification will be an SVQ. Agreement to pick this up offline.**TD will pick this offline with SQA and SG to confirm position on this moving forward.****Bring back an update next meeting as members feel it is necessary to understand the position on this to support the development moving forward.** |  |
| **5.** | **Development Manager Update** |  |
|  | Aquaculture * LH updated that SDS are still waiting for qualification codes. The group agreed that there is scope here to understand the process for generating these codes, if it can’t be shortened then this will be factored into the process.
* LH highlighted that there is a call scheduled for May with Training Providers to provide guidance and support in transitioning to the new apprenticeships.

RJ asked TB to request escalate this to SQA AB and seek an explanation reporting back at the next AAG.Land-use * Members questioned the rationalisation of the apprenticeships, as there are still several pathways. LH confirmed there is more commonality between specialisms, a significant reduction of units, and the inclusion of meta-skills. LH added that there has been a huge benefit from using the TEG approach, as it has brought different groups together.
* Members emphasised the importance of highlighting these benefits to ensure people understand the positive change, despite the footprint not looking vastly different.
* TD added to this that TD and LH are looking at how to present apprenticeships (via frameworks) with an accompanying annex that tells the story of the development.

Members acknowledged the complexity of this sector and passed on congratulations to LH progressing to this point.Accounting * Members queried whether AAT or ACCA have expressed interest in delivering the WBL qualification. LH confirmed that AAT and ACCA have no plans to offer the Accounting CBQ as neither have the infrastructure in place to do so.

Transport (Road)* LH updated that the Qualification Codes have already been received from the awarding body and that this development will be presented in June for final approval for delivery (combined Stage Gate 3 and Stage Gate 4).
* GB highlighted that the current SQA AB SVQ withdrawal for end of July has been rejected to allow time for Training Providers to move onto the new apprenticeships.

Transport (Rail)* Clarification needed from Accreditation Coordination Group on whether the Qualification Products should be approved if there will be no one to deliver the apprenticeship.
* Members highlighted that this may not be final yet – there has been a change to personnel and there is still potential for the employer to progress with this framework. Members proposed to change language from ‘withdrawn’ to ‘paused’ until this is finalised.
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| **6.**  | **Introduction to NTP** |  |
|  | Helen Allison from the National Training Programme in SDS introduced the directorate’s role in delivering apprenticeships.* Members felt it would be useful to understand how contribution rates are set. HA highlighted that there will be a series of calls and events with stakeholders which will explain the contribution rates, new process, what’s coming up, quality assurance etc.

**HA will share these links when available.*** Members felt it would be beneficial to encourage open dialogue on the length of time given to transition onto a new framework, considering the sector/environment and training providers. HA agreed that this needs to be built into the process, and conversations need to happen early on to establish a realistic live date based off consultation and sector, HA added that communication with stakeholders in this area will be key.

HA and colleagues are currently reviewing the communications plan. HA will work with AAG members to establish when in the process they can feed into this.  |  |
| **7.** | **Updates from SAAB** |  |
|  | Notes – circulated electronically  |  |
| **8.** | **AOB** |  |
|  | Notes – circulated electronically |  |

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| **Outstanding Actions from Previous Meetings** |
| **Action** | **Owner** |
| TD and NC will circulate numbers for Framework uptake for new apprenticeships | NC |
| AAG Members to attend TEGs in an observatory role.  | MG |
| NTP colleagues to attend AAG as an upskill on delivery of apprenticeships **May 2024** | NCo |

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| **Apprenticeships Approved in Principle (Stage Gate 3)** |
| **Name of Apprenticeship**  | **Date Approved**  |
| Aquaculture SCQF Levels 5 and 7 | 06/10/2022 |