

AAG

Minutes of Meeting

Date	07/11/2019
Time	1pm-3pm
Location	Merchants House Glasgow, 7 West George St
Present	Ruth Jennings – Sainsbury’s Bank (Chair), George Brown – SQA Accreditation (Vice-Chair), Julia Stevenson – Scottish Water, Scott Baker - BT, Donna Graham – Robertson Group, Victoria Roberts – Scottish Government, Tommy Breslin - STUC, Stuart McKenna - STF, Alison Bucknell - FISSS, Joan MacKay – Education Scotland, Jennifer Tempany – Colleges Scotland, Michelle Gibson - SDS, Gordon Wishart – SDS

		Action
1.	Apologies & Guests	
	Apologies: Dr Alison Eales – Quality Assurance Agency for Scotland, Aileen Ponton – The SCQF Partnership Guests: Terry Dillon – SDS, Graeme Hendry – SDS	
2.	Welcome	
	RJ welcomed all to the first AAG Meeting.	
3.	Introductions	
	All members gave a brief introduction of themselves to the group.	
4.	Development, History and Context	
	RJ and GB gave a presentation to the group on the development history and context of AAG. *Action – GW to circulate slides.	GW

5.	Product Overview – Foundation, Modern and Graduate Apprenticeships	
	GH gave background and update on Foundation Apprenticeships, and TD gave background and update on Graduate Apprenticeships. MA slides were deferred due to time constraints. *Action – GW to circulate slides and links to Annual Publications.	GW
6.	Meeting Times & Dates	
	Meeting dates will be sent out via calendar invite through to March. The current scheduled time does not suit everyone so meetings from now will be 12:30pm-2:30pm, with a view of moving to the morning spot of 10am-12pm previously occupied by MAG in April. *Action – MG to resend calendar invites to reflect change of timings *Action – GB to check room availability for earlier time slot	MG GB
7.	AOB	
	There was a request for a place on AAG for a member of ESP (Energy Skills Partnership). This was discussed and the group reached an agreement to decline this request as not suitable as it represents one sector only. *Action RJ to respond to this request. The group were informed that MAG is open for guests between now and it's last meeting in March to gain a greater understanding of the groups work. All those interested should liaise with VR.	RJ
8.	Close	
	RJ thanked all those in attendance and closed the meeting.	
9.	Date of next Meeting	
	5 th December 12:30pm-2:30pm, Glasgow, venue tbc by MG	