

# AAG

## Minutes of Meeting

<b>Date</b>	05/12/2019
<b>Time</b>	12:30pm-2:30pm
<b>Location</b>	Skills Development Scotland Offices, Glasgow
<b>Present</b>	Ruth Jennings – Sainsbury’s Bank (Chair), George Brown – SQA Accreditation (Vice-Chair), Julia Stevenson – Scottish Water, Scott Baker - BT, Donna Graham – Robertson Group, Tommy Breslin - STUC, Alison Bucknell - FISSS, Joan MacKay – Education Scotland, Jennifer Tempany – Colleges Scotland, Dr Alison Eales – Quality Assurance Agency for Scotland, Michelle Gibson - SDS, Gordon Wishart – SDS

		Action
1.	<b>Apologies &amp; Guests</b>	
	<b>Apologies: Stuart McKenna – STF, Aileen Ponton – The SCQF Partnership, Victoria Roberts – Scottish Government</b> <b>Guests: Terry Dillon – SDS, Sean Hewitt – Scottish Government</b>	
2.	<b>Welcome</b>	
	RJ welcomed all to the Meeting.	
3.	<b>Discussion &amp; Approval of Terms of Reference</b>	
	AAG ToR had been circulated with Aileen Ponton’s comments for the group to discuss and approve. Discussions are underway between SDS and BSI on providing guidance for quality criteria for Scottish Apprenticeship products. SDS will work with BSI on developing this, with different criteria for each product but with similar themes across each.  <b>*Action – TD to update on work with BSI at January meeting.</b>	<b>TD</b>

	<p>Discussions took place around the function and membership of the AAG Sub Group. It was agreed that the Sub Group will be responsible for dealing with the technical checks of a framework document (codes, formatting, grammatical errors etc), whilst AAG members will focus on the quality of frameworks. Membership of the sub group will be made up of SG, SQA Accreditation, SDS and HE – and the ToR will be updated to reflect this.</p> <p>Members also discussed the value of having observers at AAG meetings to communicate messages to stakeholders. This was agreed and that all observers will be agreed by AAG members prior to meetings.</p> <p>It was agreed that it would be beneficial to have all Scottish Apprenticeships meeting the Fair Work Principles, and that it would be valuable to have a speaker on Fair Work at a future AAG meeting.</p> <p><b>*Action – MG to liaise with TB to arrange speaker on Fair Work</b></p> <p>Minor changes to formatting, wording and dates in appendices were also picked up by members.</p> <p><b>*Action – MG to redraft ToR and send round members</b></p>	<p>MG/TB</p> <p>MG</p>
<p><b>4.</b></p>	<p><b>Code of Conduct</b></p>	
	<p>Ruth reiterated the role that members play as distinct from their day to day role and that this should be noted by members.</p> <p>Members agreed that there should be a clear and agreed line of communication with their stakeholders, and that it would be useful to develop a ‘comms pack’ to support this. This will communicate rationale, history and direction of travel for MAG to AAG transition and the development of apprenticeships.</p> <p><b>*Action – MG to create a comms pack (slides) for the group.</b></p> <p><b>*Action – TD to record internal presentation on Apprenticeship Governance for AAG Members.</b></p> <p><b>*Action – TD to share Comms Plan currently in final draft with the group.</b></p>	<p>MG</p> <p>TD</p> <p>TD</p>
<p><b>5.</b></p>	<p><b>Current Apprenticeship Policy, Current Development Process for MA’s and the new Standards &amp; Frameworks Strategy, TEGs and the new process of apprenticeship development.</b></p>	
	<p>SH gave an update on Current Apprenticeship Policy in VR’s absence. VR will give a further update at the next AAG meeting.</p> <p>TD presented on Development Processes, S&amp;F Strategy and TEG’s.</p> <p><b>*Action – GW to share slides.</b></p>	<p>GW</p>
<p><b>6.</b></p>	<p><b>January Meeting</b></p>	

	<p>MG outlined some agenda items for the next meeting in January including;</p> <ul style="list-style-type: none"> <li>• Outline of Quality Standards</li> <li>• BSI Update</li> <li>• Fair Work Update/Presentation</li> <li>• VR Apprenticeship Policy Update</li> </ul>	
<b>7.</b>	<b>AOB</b>	
	Members agreed it would be useful to have nameplates at the next meeting.	
<b>8.</b>	<b>Close</b>	
	RJ thanked all those in attendance and closed the meeting.	
<b>9.</b>	<b>Date of next Meeting</b>	
	9 <sup>th</sup> January 12:30pm-2:30pm, The Optima Building	