

AAG

Minutes of Meeting

Date	09/01/2020
Time	12:30pm-2:30pm
Location	The Optima Building, Glasgow
Present	Ruth Jennings – Sainsbury’s Bank (Chair), George Brown – SQA Accreditation (Vice-Chair), Julia Stevenson – Scottish Water, Scott Baker - BT, Tommy Breslin - STUC, Joan MacKay – Education Scotland, Dr Alison Eales – Quality Assurance Agency for Scotland, Victoria Roberts – Scottish Government, Michelle Gibson - SDS, Gordon Wishart – SDS

		Action
1.	Apologies & Guests	
	Apologies: Stuart McKenna – STF, Aileen Ponton – The SCQF Partnership, Donna Graham – Robertson Group, Alison Bucknell - FISSS, Jennifer Tempny – Colleges Scotland, Guests: Terry Dillon – SDS, Sheila Dunn – The SCQF Partnership	
2.	Welcome	
	RJ welcomed all to the Meeting.	
3.	Minutes of Last Meeting	
	The minutes of the last AAG Meeting (05/12) were agreed and updates on actions were given. <ul style="list-style-type: none"> A Fair Work speaker has been confirmed for the February meeting. Comms Pack is almost ready, just awaiting sign off. *Action MG will share round the group once ready. TD hopeful of recording internal presentation on Apprenticeship Governance next week to share amongst members. *Action TD to share once available. 	

4.	Current Apprenticeship Policy	
	VR gave an update on current Apprenticeship Policy to the Group, further to Sean Hewitt's update in December.	
5.	Quality Assessment of Frameworks	
	<p>MG shared the Principles of an Apprenticeship in Scotland and some rationale of how they could inform the Quality Assessment going forward for the AAG. The group discussed these principles and the corresponding AAG Guidance.</p> <p>There were several amendments suggested by members. It was agreed that it would be useful to have a call to discuss these in greater detail with MG, GB, AE and SD. *Action GW to arrange and MG to circulate amended version.</p>	GW&MG
6.	BSI Update	
	<p>SDS made contact with BSI around assistance developing changes to Governance processes.</p> <p>BSI will work with SDS on reviewing the end to end governance processes of Standards & Frameworks, AAG and TEGs. They will look at development processes, and make sure they align to what the group wants to achieve, and develop a Quality Standard for Apprenticeships, to use effectively as a checklist when reviewing submissions.</p> <p>OECD, IIP and BSI are working together via the Investors in Apprenticeships programme to develop an employer standard.</p> <p>*Action – SD to send TD pdf of Apprenticeships across the UK for sending on to BSI.</p>	SD
7.	AOB	
	None.	
8.	Close	
	RJ thanked all those in attendance and closed the meeting.	
9.	Date of next Meeting	
	7 th February 12:30pm-2:30pm, The Optima Building	