

AAG

Minutes of Meeting

Date	26/03/2020
Time	12:30pm-2:30pm
Location	Skype Call
Present	Ruth Jennings – Sainsbury’s Bank (Chair), George Brown – SQA Accreditation (Vice-Chair), Scott Baker - BT, Tommy Breslin - STUC, Dr Alison Eales – Quality Assurance Agency for Scotland, Stuart McKenna – STF, Aileen Ponton – The SCQF Partnership, Alison Bucknell - FISSS, Joan MacKay – Education Scotland, Michelle Gibson - SDS, Gordon Wishart – SDS

		Action
1.	Apologies & Guests	
	Apologies: Donna Graham – Robertson Group, Jennifer Tempany – Colleges Scotland, Julia Stevenson – Scottish Water, Victoria Roberts – Scottish Government Guests: Elizabeth McGuire – Education Scotland, Jane Duffy – Scottish Government	
2.	Welcome	
	RJ welcomed all to the meeting.	
3.	Minutes of Last Meeting	
	The minutes from the last meeting were read and approved, and all actions cleared.	
4.	Review of Frameworks	
	AAG turns fully operational on 01/04, so only members of AAG who are also members of MAG had a vote in approving and rejecting submissions. GB gave an update on the decisions made by the last MAG meeting in the morning.	

Agriculture at SCQF Level 6

- Members discussed the framework review.
- The Proposal document had no evidence of core skills consultation, so will require resubmission, there was also concerns over certain skills being deemed embedded which were highlighted as weaknesses within the sector.
- Under the off-the-job training section, members had concerns over how training must be recorded in a diary/workbook/planner. As this is not a requirement of the SVQ, who would police this and make sure it's being enforced?
- Existing MAG members **REJECTED** this framework due to the concerns over off-the-job training.

*Action – Secretariat to feedback to Lantra and obtain amended documents.

*Action – Core Skills approval to be made an agenda item for a future meeting.

Horticulture at SCQF Level 5

- Members discussed the framework review.
- The Proposal document had no evidence of core skills consultation, so will require resubmission, there was also concerns over certain skills being deemed embedded which were highlighted as weaknesses within the sector.
- Under the off-the-job training section, members had concerns over how training must be recorded in a diary/workbook/planner. As this is not a requirement of the SVQ, who would police this and make sure it's being enforced?
- Existing MAG members **REJECTED** this framework due to the concerns over off-the-job training.

*Action – Secretariat to feedback to Lantra and obtain amended documents.

*Action – MG to send principles of apprenticeship around suppliers as guidelines to follow when reviewing/developing frameworks once contracts are awarded.

Horticulture at SCQF Level 6

- Members discussed the framework review.
- The Proposal document had no evidence of core skills consultation, so will require resubmission, there was also concerns over certain skills being deemed embedded which were highlighted as weaknesses within the sector.

	<ul style="list-style-type: none"> • Under the off-the-job training section, members had concerns over how training must be recorded in a diary/workbook/planner. As this is not a requirement of the SVQ, who would police this and make sure it's being enforced? • Existing MAG members REJECTED this framework due to the concerns over off-the-job training. <p>*Action – Secretariat to feedback to Lantra and obtain amended documents.</p> <p>Water Industry at SCQF Level 6</p> <ul style="list-style-type: none"> • Members discussed the resubmitted framework. • Rationale had been given for decreasing the expected duration to 2 years, advice from SDS colleagues confirmed that the duration had always been 2 years, and the previous review had likely contained a typo. • There were still some technical errors that had not been addressed in the framework, and as such members will have to see the framework again before final approval. <p>*Action – Secretariat to feedback to SSC and obtain both the Level 5 and 6 frameworks for final electronic approval.</p>	
5.	AOB	
	<p>Enhancements not on the SCQF</p> <ul style="list-style-type: none"> • It was noted that there are many enhancements which form frameworks that are not part of the SCQF database. This will require further discussion on policy around this area. <p>Quality Assurance of Certification</p> <ul style="list-style-type: none"> • There was a discussion around the quality assurance of certification, where it was raised that apprenticeships must comply with Principle 10 of the SCQF handbook. Currently the certificates don't comply which will require further discussions between FISSS and SQA, there are also similar discussions taking place between SDS and The SCQF around GA's. • The certificates must include the title of the qualification/learning programme, the total number of SCQF credit points awarded on completion, the SCQF level of the qualification/learning programme achieved, the SCQF logo and the name of the CRB. <p>*Action – AB to send on AP current MA certificate. *Action – Certification issue to be discussed further at a future meeting when volume of submissions allow.</p>	

7.	Close	
	RJ thanked all those in attendance and closed the meeting.	
8.	Date of next Meeting	
	24 th April 10:00pm-12:30pm, Skype Call	