

# AAG

## Minutes of Meeting

Date	24/04/2020
Time	10:00am-12:30pm
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, Julia Stevenson – Scottish Water, Victoria Roberts – Scottish Government, Jennifer Tempany – Colleges Scotland, Michelle Gibson - SDS, Gordon Wishart – SDS

		Action
1.	<b>Apologies &amp; Guests</b>	
	<b>Apologies: Donna Graham – Robertson Group, Tommy Breslin – STUC, Alison Bucknell - FISSS</b> <b>Guests: Shiela Dunn – The SCQF Partnership</b>	
2.	<b>Welcome</b>	
	RJ welcomed all to the meeting.  It was noted that there would be a change of representation on AAG from The SCQF Partnership, with Shiela Dunn replacing Aileen Ponton fully from June. Both will attend meetings from now until then to help phase the transition.	
3.	<b>Minutes of Last Meeting</b>	
	There was a discussion around core skills approval, and the need for it to be clearer for SSC’s in principles document. It was agreed that a definitive statement on this was required to be inserted. MG is currently updating principles document and is hopeful to send it around members next week.	

	<p><b>*Action – MG to send amended principles document around members for input and approval.</b></p> <p>TEG documentation projected to be ready for June meeting, with the first framework being developed by TEG methodology being submitted in July. AAG members expressed need to comment on this documentation before it's approved. SDS representative will be dialling into June AAG to present documentation, and it will be sent out prior as a pre read.</p> <p>AAG members expressed need to learn more about Metaskills. SDS developing an FAQ document on Metaskills that will be shared once available.</p> <p>MG also informed members that the first FA Frameworks will be coming to AAG for approval in May.</p> <p>AAG chair suggested that over the next two agendas there should be time to discuss the principles document, TEG documentation, FA's and Metaskills/Core Skills.</p> <p><b>*Action – MG and RJ to plan these discussions into next two agendas.</b></p> <p>FISSS, SCQF and SQA to pick up on certification issue offline, noted that there is an amount of work to do incorporating the correct logos.</p> <p><b>*Action – Secretariat to amend previous minutes section on Quality Assurance of Certification and add VR to the list of apologies.</b></p>	<p><b>MG</b></p> <p><b>MG/RJ</b></p> <p><b>GW</b></p>
<p><b>4.</b></p>	<p><b>Review of Frameworks</b></p>	
	<p><b>Water Industry at SCQF Level 5</b></p> <ul style="list-style-type: none"> <li>• Members discussed the framework review, which had been resubmitted following the previous meeting.</li> <li>• Members agreed all necessary changes had been made to the framework.</li> <li>• AAG <b>APPROVED</b> this framework.</li> </ul> <p><b>*Action – Secretariat to feedback to SSC.</b></p> <p><b>Water Industry at SCQF Level 6</b></p> <ul style="list-style-type: none"> <li>• Members discussed the framework review, which had been resubmitted following the previous meeting.</li> <li>• Members agreed most necessary changes had been made to the framework, however codes for First Aid at Work qualifications were still present and have to be removed.</li> <li>• AAG <b>APPROVED</b> this framework, subject to the above change being made and being sent for electronic approval.</li> </ul>	<p><b>GW</b></p>

<p>*Action – Secretariat to feedback to SSC.</p> <p><b>Veterinary Nursing at SCQF Level 7</b></p> <ul style="list-style-type: none"> <li>• Members discussed the framework which had been resubmitted, along with a new core skills mapping at SCQF Level 6.</li> <li>• Core skills mapping was approved.</li> <li>• There was discussion about how this was previously an apprenticeship in 2004 but was pulled due to lack of demand. Proposal document shows demand this time round, however.</li> <li>• Still unclear of how ‘Nursing Progress Log’ will be checked, clarity is required on requirements of this and relationship to the RCVS.</li> <li>• References to SQA Awards throughout this document should be changed to SQA.</li> <li>• AAG <b>APPROVED</b> this framework subject to changes, and subsequent electronic approval.</li> </ul> <p>*Action – Secretariat to feedback to Lantra and obtain amended framework and rationale.</p> <p>*Action – GB to lead a future agenda item on Core Skills Mapping to aid members understanding.</p> <p><b>Agriculture at SCQF Level 5 &amp; 6</b></p> <ul style="list-style-type: none"> <li>• Members discussed the resubmitted frameworks.</li> <li>• References to SQA Awards throughout this document should be changed to SQA.</li> <li>• Off-the-job training references need tidied up to incorporate ‘hours’ for the avoidance of any doubt.</li> <li>• AAG <b>APPROVED</b> these frameworks subject to minor changes.</li> </ul> <p>*Action – Secretariat to feedback to Lantra.</p> <p><b>Horticulture at SCQF Level 5 &amp; 6</b></p> <ul style="list-style-type: none"> <li>• Members discussed the resubmitted frameworks.</li> <li>• References to SQA Awards throughout this document should be changed to SQA.</li> <li>• Certain credit values against SVQ’s are incorrect and need changed.</li> <li>• Change of statement needed in Core Skills section around embeddedness.</li> <li>• AAG <b>APPROVED</b> these frameworks subject to minor changes, and will come back for electronic approval.</li> </ul> <p>*Action – Secretariat to feedback to Lantra.</p>	<p>GW</p> <p>GW</p> <p>GB</p> <p>GW</p> <p>GW</p>
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5.	<b>AOB</b>	
	<p><b>Enhancements not on the SCQF</b></p> <ul style="list-style-type: none"> <li>It has been noted that there are many enhancements which form frameworks that are not part of the SCQF database. Current policy indicates that enhancements do not have to be SCQF credit rated – this dates back to 2012. There was a suggestion to start a short life working group to allow deeper conversations on this issue, with AAG members volunteering to be on this group.</li> </ul> <p><i>*Action – Secretariat to arrange working group meeting.</i></p> <p><b>Outstanding MAG Actions</b></p> <ul style="list-style-type: none"> <li>There was only one outstanding action carried over from MAG. This was for VR to write to FISSS and SSC's on apprenticeship durations.</li> </ul> <p><i>*Action – VR and RJ to work together to draft comms on apprenticeship durations.</i></p> <p><b>Agenda Planning</b></p> <ul style="list-style-type: none"> <li>Agreed that four main items are to be covered over the next two agendas – TEG documentation, FA's, Metaskills and Principles.</li> </ul> <p><i>*Action – Meeting to be arranged with RJ and MG to discuss this.</i></p>	<p>GW</p> <p>VR/RJ</p> <p>MG</p>
7.	<b>Close</b>	
	RJ thanked all those in attendance and closed the meeting.	
8.	<b>Date of next Meeting</b>	
	7 <sup>th</sup> May 10:00pm-12:30pm, Skype Call	