

# AAG

## Minutes of Meeting

Date	07/05/2020
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, Victoria Roberts – Scottish Government, Jennifer Tempany – Colleges Scotland, Alison Bucknell – FISSS, Julia Stevenson – Scottish Water (joined call at 11am), Michelle Gibson - SDS, Gordon Wishart – SDS

		Action
1.	<b>Apologies &amp; Guests</b>	
	Apologies: Donna Graham – Robertson Group Guests: Sheila Dunn – The SCQF Partnership (new SCQF representative from June), Terry Dillon – SDS, Frank Quinn – SDS, Elizabeth McGuire – Education Scotland	
2.	<b>Welcome</b>	
	RJ welcomed all to the meeting.	
3.	<b>Minutes of Last Meeting</b>	
	Discussion took place around progress of work around quality assurance of certification between FISSS and SQA. There has currently been no further progress as due to lack of resource from Covid-19 implications and staff being furloughed. This work will be picked up again when resource allows. The working group focussing on non SCQF rated enhancements being included in MA frameworks has still to be set up. It has been noted that there are many enhancements which form frameworks	

	<p>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. Information and decisions made from this group will be taken forward to SAAB FSG for further discussion. Members of working group are RJ, GB, VR, MG, SB, SM and SD.</p> <p>VR updated on statement regarding apprenticeship durations. This was previously going to be a comms to all suppliers, however this will now fit in with the work MG’s doing on updating apprenticeship documentation. VR and RJ will draft a statement to be included in the documentation going forward.</p> <p><b>*Action – Secretariat to amend apologies and present section of last meeting.</b></p>	GW
4.	<p><b>Update and Knowledge Development</b></p>	
	<p><b>Foundation Apprenticeships Update</b></p> <ul style="list-style-type: none"> <li>FQ gave a general overview of Foundation Apprenticeships to the group, also touching on Covid-19 implications.</li> </ul> <p><b>Apprenticeship Developments</b></p> <ul style="list-style-type: none"> <li>TD gave an update on Covid-19 implications on the contracted and TEG development methodologies.</li> </ul> <p><b>Covid-19 Impact on Qualifications</b></p> <ul style="list-style-type: none"> <li>GB gave an update on the impact on qualifications due to Covid-19, and SQA’s guidance and response.</li> </ul> <p><b>*Action – Secretariat to share all slides amongst AAG members once they become available.</b></p>	GW
5.	<p><b>Processes</b></p>	
	<p><b>Proposal Document, Framework Document, Principles of Apprenticeship, Equalities &amp; Fair Work Guidance</b></p> <p>MG has been undertaking a piece of work updating all guidance documents and templates to include new guidance for AAG. Feedback to MG must be completed by COP Wed 13<sup>th</sup> May.</p> <p><b>*Action – All AAG members to feedback comments/amendments on documents to MG within timescales.</b></p> <p>All references to Modern Apprenticeships were changed to Scottish Apprenticeships to reflect AAG approving all apprenticeships, references to Higher Level apprenticeships were changed to Higher Apprenticeships, wording around core skills was changed, a</p>	All

	<p>statement was included around backing up proposal documentation with data and analytics, etc. All members to communicate other changes to MG for final approval.</p> <p>Within the Principles document, clarification is required around mentorship.</p> <p>Regarding Equalities &amp; Fair Work guidance, members agreed that this was a larger issue requiring further discussion. A session is to be organised on Equalities where members come pre-prepared, with SDS and SG Equalities representatives. This will help determine what 'good' looks like and create a framework for success. Date and organisation tbc after VR and MG consult with internal Equalities representatives.</p>	
<b>7.</b>	<b>Framework Review</b>	
	<p><b>Regulatory Services at SCQF Level 6</b></p> <p>AAG Members discussed this framework review.</p> <ul style="list-style-type: none"> <li>• Members agreed that the consultation was outdated and required more recent information.</li> <li>• Union consultation was also light, TB to provide contact for better response.</li> <li>• Also noted that the web address for MA Online was incorrect on pg 9.</li> </ul> <p><b>*Action – GW to go back to SSC with AAG recommendations and obtain amended documents.</b></p>	GW
<b>8.</b>	<b>AOB</b>	
	<p><b>Community Development</b></p> <p>The Community Development frameworks at SCQF Level 5 and Level 6 were approved by MAG in June 2018, however still required a body to come forward for registration &amp; certification. It has now been confirmed that Skills for Justice will do this, and so AAG approved the frameworks subject to one minor code change.</p>	
<b>9.</b>	<b>Date of next Meeting</b>	
	4 <sup>th</sup> June 10:00pm-12:30pm, Skype Call	