

AAG

Minutes of Meeting

Date	04/06/2020
Time	10:00am-12:30pm
Location	Skype Call
Present	Ruth Jennings – Sainsbury’s Bank (Chair), George Brown – SQA Accreditation (Vice-Chair), Scott Baker - BT, Stuart McKenna – STF, Sheila Dunn – The SCQF Partnership, Jennifer Tempany – Colleges Scotland, Julia Stevenson – Scottish Water, Michelle Gibson - SDS, Gordon Wishart – SDS

		Action
1.	Apologies & Guests	
	Apologies: Donna Graham – Robertson Group, Joan MacKay – Education Scotland, Dr Alison Eales – Quality Assurance Agency for Scotland, Victoria Roberts – Scottish Government, Alison Bucknell - FISSS, Tommy Breslin - STUC Guests: Elizabeth McGuire – Education Scotland, Lewis Gale – SDS, Terry Dillon – SDS	
2.	Welcome	
	RJ welcomed all to the meeting. RJ & MG to liaise over regaining ‘apprentice voice’ on AAG. Contact has been lost with DG since she switched organisation. SD attending first AAG meeting as sole SCQF partnership representative.	
3.	Minutes of Last Meeting	
	The minutes of the last meeting were read and approved with only a few minor amendments and actions.	

	<p>getting these documents ready by that time for suppliers to work with the most up to date documentation.</p> <p>Members had previously submitted changes to MG to collate, however there was still a feeling that not everything had been captured. It was agreed that a separate call should be organised within the week to finalise this work, with input from MG, SM, SD, GB, JT and SB.</p> <p>It was agreed that within the Principles document there should be an 'amendment page' included to track changes, following minor amendments that had been made.</p> <p>*Action – Call to take place on 08/06, and GW to circulate latest version of Principles document along with minutes of the meeting.</p>	<p>GW</p>
7.	<p>SLWG Update (Mandatory Enhancements on the SCQF)</p>	
	<p>The AAG SLWG took place on 02/06, looking at the issue of Mandatory Enhancements, and whether or not they should be on the SCQF database. The group agreed to investigate further the impact of two potential outcomes.</p> <ul style="list-style-type: none"> • That the wording within the proposal document be strengthened to say there is an 'expectation' that all mandatory enhancements are on the SCQF Framework and if this is not possible that a rationale be given. • That all mandatory enhancements are on the SCQF. This would require a policy change/ministerial approval. <p>The group agreed that a first stage of this would be to establish the number frameworks effected and the number of qualifications currently listed as mandatory enhancements which are not currently on the SCQF framework. GB and SD to progress this.</p> <p>The group would look to establish the stakeholders that would be affected by any change, how this would impact on them and to consider the impact on the industry. MG to draft a grid to record this.</p> <p>Another meeting will be taking place in 7-8 weeks' time to agree next steps.</p>	
8.	<p>AOB</p>	
	<p>Communications</p> <p>RJ suggested that when presentations are circulated around members, it includes information on whether it can be shared further. Many presentations that come to AAG are in early stages and not suitable for further circulation, however it was noted that some would be okay to share amongst interested stakeholders.</p> <p>FA/GA Product Specification</p>	

	<p>Questions were asked around design requirements for FA and GA Frameworks, as they don't follow the same documentation guidelines as MA's. It was agreed that going forward, there would be a requirement on all frameworks, to show 'Approved by AAG on --/--/----' to increase AAG visibility within these documents.</p> <p>*Action GW to circulate link to FA Framework product specification with minutes, and MG to follow up with GA to see if there are any similar documents for them.</p>	GW/MG
9.	Date of next Meeting	
	2 nd July 10:00pm-12:30pm, Skype Call	