

AAG

Minutes of Meeting

Date	02/07/2020
Time	10:00am-12:30pm
Location	Skype Call
Present	Ruth Jennings – Sainsbury’s Bank (Chair), Scott Baker - BT, Stuart McKenna – STF, Aileen Ponton – The SCQF Partnership, Dr Alison Eales – Quality Assurance Agency for Scotland, Tommy Breslin – STUC, Julia Stevenson - Scottish Water, Michelle Gibson - SDS, Gordon Wishart – SDS

		Action
1.	Apologies & Guests	
	<p>Apologies: Donna Graham – Robertson Group, Joan MacKay – Education Scotland, Victoria Roberts – Scottish Government, Alison Bucknell - FISSS, George Brown – SQA Accreditation (Vice-Chair), Sheila Dunn – The SCQF Partnership, Jennifer Tempny – Colleges Scotland</p> <p>Guests: Elizabeth McGuire – Education Scotland, Lewis Gale – SDS, Terry Dillon – SDS, Frank Quinn – SDS</p>	
2.	Welcome	
	RJ welcomed all to the meeting.	
3.	Minutes of Last Meeting	
	<p>The minutes of the last meeting were read and approved with only a few minor amendments and actions.</p> <p>GW to update present and apologies sections, to show VR as an apology and JS being present for the full meeting.</p> <p>*Action – Secretariat to amend apologies section of last meeting.</p>	GW
4.	Framework Reviews	

HVACR at SCQF Level 6 & 7

- AAG members discussed the frameworks for review.
- AAG felt that the proposal document was light on detail, basic and only just adequate to be considered for approval. In future, AAG would look for a more detailed proposal in any submissions.
- AAG will need the core skills mapping to be recompleted as it is not suitable. It has been carried out at unit level, which is too high. It needs to be carried out at pc to workplace unit element level.
- The enhancements section requires more detail. The language used would be suitable for individuals familiar with the sector, however not for someone new looking at this. For example, there is no explanation on what the '18th edition' is and there is no link between the numbering section and the contents of the table. The notes below should be more comprehensive.
- Under Delivery & Assessment method; "Anything not covered by workplace can be simulated" should be removed and replaced with "the assessment strategy for the SVQs set out when simulation can be used"
- References to 'Adult apprentices' should be replaced with 'experienced workers'.

AAG DID NOT APPROVE these framework reviews.

***Action – GW to feedback decision to SSC and try obtain resubmission for August meeting.**

GW

Plumbing & Heating at SCQF Level 7

- AAG members discussed the frameworks for review.
- AAG felt that the proposal document was light on detail, basic and only just adequate to be considered for approval. In future, AAG would look for a more detailed proposal in any submissions.
- AAG will need the core skills mapping to be recompleted as it is not suitable. It has been carried out at unit level, which is too high. It needs to be carried out at pc to workplace unit element level.
- AAG asked to confirm if the enhancements form part of the SVQ, or are they are additional mandatory enhancements.
- AAG asked for rationale for having Core Skills at SCQF Level 5 in a Level 7 qualification.

AAG DID NOT APPROVE this framework.

***Action – GW to feedback decision to SSC and try obtain resubmission for August meeting.**

GW

	<p>Electrical Installation at SCQF Level 7</p> <ul style="list-style-type: none"> • AAG members discussed the frameworks for review. • AAG felt that the proposal document was light on detail, basic and only just adequate to be considered for approval. In future, AAG would look for a more detailed proposal in any submissions. • AAG will need the core skills mapping to be recompleted as it is not suitable. It has been carried out at unit level, which is too high. It needs to be carried out at pc to workplace unit element level. • AAG asked for rationale for having Core Skills at SCQF Level 5 in a Level 7 qualification. <p>AAG DID NOT APPROVE this framework.</p> <p>*Action – GW to feedback decision to SSC and try obtain resubmission for August meeting.</p> <p>Hospitality Management Skills at SCQF Level 8</p> <ul style="list-style-type: none"> • AAG Members discussed the framework for review. • Members asked that any qualification in the Outcomes section could be given an SCQF Level if it's on the database. <p>AAG APPROVED this framework, in principle to changes and subject to qualification code being added.</p> <p>*Action – GW to feedback decision to SSC.</p> <p>Achieving Excellence in Sports Performance at SCQF Level 8</p> <ul style="list-style-type: none"> • AAG members could not review this framework due to time constraints. <p>*Action – GW to feedback to SSC</p>	<p>GW</p> <p>GW</p> <p>GW</p>
5.	<p>FA Update</p>	
	<p>FQ gave an update on FA's at SCQF Level 6.</p> <p>FQ asked for AAGs endorsement to the proposed adaption outlined to the FA @ L6. Recognising that these are in line with wider approach to apprenticeship family development and the opportunity to positively address the impact of Covid-19 on the current model.</p> <p>AAG members endorsed this approach.</p>	
5.	<p>Documentation & Metasills Part 2</p>	
	<p>Documentation</p>	

	<p>TD gave a brief update on the progress of TEG documentation, with a part 2 to follow in August.</p> <p>Metaskills Part 2</p> <p>LG gave the technical presentation on Metaskills.</p> <p>*Action – GW to share any slides used.</p>	GW
7.	<p>Sense Check on AAG & EoY Report</p>	
	<p>Sense Check on AAG</p> <p>RJ asked members to complete a 'start, stop & continue' exercise on how AAG has been so far, to highlight where the group was, is now, and wants to be in the future. This item is to be carried over to the next meeting due to time constraints.</p> <p>EoY Report</p> <p>EoY Report has been completed.</p> <p>*Action – GW to circulate EoY report and MG to follow up where it is, as not found on SDS platforms.</p>	GW/MG
8.	<p>AOB</p>	
	<p>Proposed SQA Withdrawals</p> <p>AAG members agreed to discuss this topic to raise the issue and follow it up at the next meeting with GB. TB was contacted by an organisation who was concerned that SQA would be acting on proposals of certain qualifications being withdrawn. Many of the qualifications are still in use and several organisations have raised their concerns. If these qualifications are dropped, there should be evidence of planning and proper warning to organisations and individuals affected.</p> <p>*Action – GW to put this item on agenda for next meeting, and AAG members to go back to GB on process of dropping VQs.</p> <p>*Action – GW to amend meeting times going forward (extend by 30 mins), as some items could not be fully discussed due to time constraints.</p>	GW GW
9.	<p>Date of next Meeting</p>	
	<p>6th August 10:00pm-1:00pm, Skype Call</p>	