

AAG

Minutes of Meeting

Date	06/08/2020
Time	10:00am-1:00pm
Location	Skype Call
Present	Ruth Jennings – Sainsbury’s Bank (Chair), George Brown – SQA Accreditation (Vice-Chair), Scott Baker - BT, Alison Bucknell - FISSS, Dr Alison Eales – Quality Assurance Agency for Scotland, Tommy Breslin – STUC, Julia Stevenson (Scottish Water), Sheila Dunn – The SCQF Partnership, Bethany Welsh – Balfour Beatty, Michelle Gibson - SDS, Gordon Wishart – SDS

		Action
1.	Apologies & Guests	
	Apologies: Stuart McKenna - STF, Joan MacKay – Education Scotland, Victoria Roberts – Scottish Government, Jennifer Tempany – Colleges Scotland, Elizabeth McGuire – Education Scotland	
2.	Welcome	
	RJ welcomed all to the meeting, and introduced Bethany Welsh (Balfour Beatty), who will be replacing Donna Graham as the ‘apprentice voice’ on AAG.	
3.	Minutes of Last Meeting	
	The minutes of the last meeting were read and approved with only a few minor amendments and actions. *Action – Secretariat to chase Lewis Gale for Metaskills Part 2 Presentation.	GW
4.	Framework Reviews	
	HVACR at SCQF Level 6 & 7	

- AAG members discussed the resubmitted frameworks for review.
- The group compared previous feedback with changes made to the resubmission and there was only one point that hadn't been fully addressed. The link to Training Providers does not list any in Scotland, however the link had been improved on from before.
- AAG agreed that this should not stop approval, however suggested the website could be made more up to date and user friendly.

AAG APPROVED these framework reviews.

***Action – GW to feedback decision to SSC.**

GW

Plumbing & Heating at SCQF Level 7

- AAG members discussed the resubmitted framework for review.
- The group compared previous feedback with changes made to the resubmission and there was still an issue around the enhancements section.
- The enhancements listed are included within the SVQ and are therefore not enhancements. There was confusion over whether candidates had to complete one and then had the option to do another, which would make them optional and not mandatory. For example, if a learner completes the Gas Enhancement then choose to do another, it would only be optional.

AAG APPROVED this framework IN PRINCIPLE to the enhancements section being made clearer.

***Action – GW to feedback decision to SSC and obtain amended documentation for online approval.**

GW

Electrical Installation at SCQF Level 7

- AAG members discussed the resubmitted framework for review.
- The group compared previous feedback with changes made to the resubmission and there was still an issue around the embedding of core skills.
- It's not possible to have core skills at SCQF Level 5 and Level 6 embedded in the same qualification, which was submitted. It can only be embedded in one level.
- If the submission comes back at SCQF Level 5, there will also need to be rationale submitted.

AAG APPROVED this framework IN PRINCIPLE to the documentation being resubmitted with core skills embedded at one level.

GW

***Action – GW to feedback decision to SSC and obtain amended documentation for electronic approval.**

Regulatory Services at SCQF Level 7

- AAG Members discussed this resubmitted framework for review.
- Members agreed that the consultation and union response was far stronger than before and felt much more confident in the proposal.
- There was a minor spelling error to be changed, and an awarding body qualification code to be added in.

AAG APPROVED this framework in principle to minor changes being made.

GW

***Action – GW to feedback decision to SSC.**

Achieving Excellence in Sports Performance at SCQF Level 8

- AAG discussed this framework for review.
- This had come to MAG previously, who were cautious over approving this as an MA. It was approved in principle to a review in 6 months which never materialised.
- AAG Sub Group took the view that this should be an exception to the rule and remain an MA. However after discussions members agreed that this is a TA by definition, and for the avoidance of confusion and doubt in the future – it should be submitted as a TA.
- Members noted the justification and rationale for the framework is dated, seeming to be information from 2011 and 2009. AAG would require more up to date information in this section.
- Members were unsure of what careers a learner could progress to if they did not become a professional sportsperson. There were recommendations to add clear pathways as enhancements such as Accountancy, Business Administration etc.
- The proposal seemed to focus on primarily male footballers and rugby players. There were questions over whether other sports were involved, and if there was anything being done to encourage female uptake.
- Members questioned the added value of having this as an apprenticeship rather than a qualification by itself, and would look for more information on this.

AAG DID NOT APPROVE this framework.

GW

	<p>*Action – GW to draft feedback to SSC and have it approved by members before sending.</p> <p>*Action – MG to check funding levels for TA’s vs MA’s and feedback to members.</p> <p>*Action – AB to report on what learners have chosen in the past as enhancements.</p>	<p>MG</p> <p>AB</p>
5.	Proposed SQA Withdrawals	
	<p>TB had received concerns that Stonemasonry, Wood Machining and Floor & Wall Tiling VQ’s were up for review to be withdrawn by SQA.</p> <p>GB highlighted that this issue is broader than SQA and is affecting all awarding bodies. There has always been concerns with qualifications with low uptake, as it is not commercially viable to continue them. Highlighted that there was only 1 new start for Stonemasonry last year.</p>	
6.	Stop, Start & Continue work	
	<p>RJ had asked members at the previous meeting to submit a few bullets on what AAG should be stopping, starting and continuing to do.</p> <p>Members responded and discussions took place around the feedback.</p> <p>There was an agreement that small errors should be caught earlier in the Sub Group, and that there should be more authority given to them to reject frameworks. GB agreed to share frameworks with Research & Information Assistant at an earlier stage to give Sub Group more support on technical areas.</p> <p>GB asked SDS for some kind of monthly report as to when frameworks would be coming to the group for submission. MG highlighted that this could be difficult as there will always be a bulge at year end and timelines are subject to change. However it was agreed that it would be useful to have it anyway.</p> <p>It was highlighted that Teams would be beneficial moving forward for file management. SDS are unable to access Teams as yet however there are plans for it to be rolled out.</p> <p>Some newer members asked for constructive feedback from experienced members. It was agreed that this would be useful and should be a future agenda item.</p>	
7.	AOB	
	<p>SLWG - Enhancements on the SCQF</p> <p>Paper from this SLWG has been distributed to members. It came to the conclusion that developers should look for enhancements on the SCQF Database, and provide rationale to any that are not on it. All agreed that it was a useful exercise, and thanked GB and SD for carrying out the analysis work.</p>	

	<p>Common Rejections Paper & Secretariat End of Year Report</p> <p>GW shared a 'common rejections' paper with all members, providing insight into the most common reasons frameworks are rejected. This can be used as a checklist for members developers when submitting and checking frameworks respectively. This paper was shared with all suppliers submitting MA Frameworks for review this year.</p> <p>GW highlighted that all frameworks that come through AAG are kept in a Decisions Log which is kept up to date after each submission. As an output of this, GW will provide an End of Year report in March 2021, detailing framework volumes, approvals and rejections.</p>	
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