

AAG

Minutes of Meeting

Date	01/07/2021
Time	10:00am-12:30pm
Location	MS Teams Call
Present	Ruth Jennings – Sainsbury’s (Chair), George Brown – SQA Accreditation (Vice-Chair), Alison Eales - QAA, Alison Bailey-Bucknell – FISSS, Sheila Dunn – The SCQF Partnership, Stuart McKenna STF, Julia Stevenson-Scottish Water, Scott Baker - BT, Paul Gibson - SG, Michelle Gibson – SDS.

		Action
1.	Apologies & Guests	
	Apologies: Gordon Wishart, Tommy Breslin, Victoria Robert Elizabeth McGuire, Bethany Welsh Guests: Suzanne Hendry -SDS & Suzanne Sherry -Scotrail	
2.	Welcome	
	RJ welcomed all to the meeting. Suzanne Sherry Introduced by Ruth and gave a brief bio	
3.	Minutes of Last Meeting	
	The minutes of the last meeting were read and approved. Action to be carried forward outstanding SAAB update following Terrys presentation on the proposed amends to the Definition of Apprenticeship and information on future pathways.	
4.	Framework Reviews	
	Science Industries Quality Technician Proposal Document AAG felt the submission was light and lacked depth. AAG have asked for more information on the following points:	

- Providers who will be delivering.
- Why were they not involved in the consultation?
- AAG noted the low numbers profiled to take part in apprenticeship and queried the commerciality of framework for providers to deliver at these levels. Have Providers agreed to deliver?
- More detail required on how achievement will be supported
- Scottish TUC is noted as notified-Please give an indication of union support-was this given?.
- Qualification-SVQ not accredited- no awarding body in place . Please give update on progress/timescales. Note AAG cannot approve unless qualification is in place including code.
- Male/female split given but no mention of BME
- Some references to level 7 but this is the level 6-see page 5, top of section 5 in proposal document.
- Despite buyin from employers this is not evident in proposal please make more explicit
- Core skills mapping: The Core Skills Mapping differs significantly from the Core Skills Signposting. In that in the Signposting only ICT and Working With Others have a signposting of SCQF level 6. If the signposting is correct then the Core Skills are not embedded. Please update and advise.

Framework page 11

Providers have shown an interest however AAG have asked that you confirm their status ie are they going to deliver or not? Have they signed up to do it? Can we state their names if not.

Framework not Approved

Fashion & Textiles Heritage

AAG have asked for further information on the rational/need, thought process behind the change and if this information could be added to document. This should include:

- Evidence of consultation on the change
- Who was consulted?

Please note that you may be asked to resubmit an updated proposal document and framework as per guidelines.

Framework not approved

Firefighting Core Skills Paper-request to reduce core skill level requirement to scqf 4.

Following discussion, AAG have requested that a representative attend the next AAG to put forward the case for the request. AAG would like to understand more about the request to reduce numeracy and ICT core skills from SCQF level 6 to 4 as this seems to be a large reduction in levels.

Change not approved pending representation at next AAG

	Following this discussion AAG agreed to revisit the rules on when full proposals are required to be submitted to AAG to provide clear guidance to SSC and developers. Action-table for August agenda	
5	Update on Current Apprenticeship Developments	
	Suzanne Hendry provided an update on Current Apprenticeship Developments via the employer led model. Action: Slides to be shared	completed
6.	Updates	
	ToR- AAG agreed update with a few minor corrections and additions. ToR will be reviewed annually. Action: Updated ToR to be uploaded to AAG webpage Core skills SLWG Suppliers are being taken through new core skills proforma this afternoon. Additional comments from STF board to be circulated for comment/action before paper is forwarded to SAAB by AAG Chair. Action: SDS and Chair to finalise paper for SAAB. FAQs -paper agreed Action: publish on AAG webpage Review of Principles Following last months proposed amendments to the principles, AAG agreed to begin a staggered review of the remaining current principles and their guidelines to ensure they continue to support apprenticeship developments. AAG will complete the review of the principles and guidelines by December 2021 and submit to SAAB S&F before seeking Ministerial approval.	Gordon Michelle/Ruth Gordon All
8.	AOB Keith Spalding from SDS Standards and Frameworks Operations Team will take over from Michelle Gibson on the AAG Sub group. Keith will shadow during August's subgroup and be fully operational in September as SDS representative on the sub group.	complete

Outstanding Actions from Previous Meetings	
Action	Owner
Report back to AAG on uptake in OPS Framework in May 2022.	GW
Invite SDS/SCQF Representatives to upcoming meeting to present to AAG Members on Apprenticeship Transition Plan.	GW

Review FAQ Document in June 2022.	MG
Review ToR Document in July 2022	MG
SAAB update following Terrys presentation on the proposed amends to the Definition of Apprenticeship. Update on status required. Details of future pathways A Future Roadmap will be shared with members when it becomes available	Terry