

# AAG

## Minutes of Meeting

<b>Date</b>	05/08/2021
<b>Time</b>	10:00am-12:30pm
<b>Location</b>	MS Teams Call
<b>Present</b>	George Brown – SQA Accreditation (Vice-Chair), Alison Eales - QAA, Alison Bailey-Bucknell – FISSS, Tommy Breslin – STUC, Sheila Dunn – The SCQF Partnership, Victoria Roberts – SG, Julia Stevenson – Scottish Water, Scott Baker - BT, Bethany Welsh – Balfour Beatty, Michelle Gibson – SDS, Gordon Wishart – SDS.

		Action
<b>1.</b>	<b>Apologies &amp; Guests</b>	
	Apologies: Ruth Jennings – Sainsbury’s (Chair), Stuart McKenna STF, Jennifer Tempany – Colleges Scotland, Elizabeth McGuire – Education Scotland,  Guests: Alan Inglis – SDS	
<b>2.</b>	<b>Welcome</b>	
	GB welcomed all to the meeting.	
<b>3.</b>	<b>Minutes of Last Meeting</b>	
	The minutes of the last meeting were read and approved.	
<b>4.</b>	<b>SFRS Core Skills Paper</b>	
	Members from the SFRS were in attendance to give a presentation and answer questions on their Core Skills proposal for the Firefighting MA at SCQF 7. The proposal was to lower Core Skills Levels to SCQF Level 4 for Numeracy and ICT and SCQF Level 5 for the remaining 3. After a presentation and Q&A session, the group concluded that Numeracy and ICT should be at SCQF Level 5 to stretch candidates and give them more transferable skills for future	

	<p>engagements/career paths. AAG Members also decided that the remaining 3 Core Skills at should be at Level 6.</p> <p><b>*Action – TB to gain input from FBU before the final decision is actioned on the framework.</b></p>	TB
5	<b>Framework Reviews</b>	
	<p><b>GA Business Pathways – Project Management &amp; Business Analysis</b></p> <ul style="list-style-type: none"> <li>• There was some confusion amongst members over how the documents are laid out. AI explained that these are pathways in the same apprenticeship however they are presented as 2 separate documents. AAG Members raised concerns that this could potentially get out of control and affect future apprenticeship documentation – however can see the rationale in this case.</li> <li>• Pg 4 of both S&amp;F docs – ‘knowledge’ misspelt</li> <li>• Pg 7 under Learning Provider responsibilities, MAOnline is mentioned. This should be removed.</li> <li>• Concerns were raised over the wording of Quality Assurance in this document given it’s a Graduate Apprenticeship. AE will send proposed changes to GW and AI.</li> </ul> <p><b>AAG APPROVED this apprenticeship subject to minor changes.</b></p> <p><b>Science Industries Quality Technician</b></p> <ul style="list-style-type: none"> <li>• After discussion, AAG Members were still not content to approve this framework due to concerns over GQA seeking accreditation for the qualification.</li> </ul> <p><b>*Action – GW to inform developer of AAG decision and ask for definitive confirmation that GQA will seek accreditation.</b></p>	GW
6.	<b>Development Manager Update</b>	
	<p><b>AI updated members on current apprenticeship developments.</b></p> <ul style="list-style-type: none"> <li>• PFS and Engineering will be submitted to AAG next month. IT will be submitted in October.</li> <li>• Engineering and IT frameworks have been drafted and credit rating is under way.</li> <li>• SDS colleagues extend appreciation and thanks for the amount of support received from SQA Accreditation.</li> <li>• GA Funding is changing, instead of being SDS funded it will be between SFC and SAAS. Responsibility for securing funding falls to the University, and they must agree that an employer has a place on the programme, subsequently an employer must have a candidate.</li> </ul> <p><b>*Action – GW and AI to update FAQ’s accordingly given update on GA Funding.</b></p>	GW/AI

<b>8.</b>	<b>AOB</b>	<ul style="list-style-type: none"> <li>• Vicky Roberts Update – this will be VR’s final meeting as she moves on to Trade Support Policy within SG. Whilst her replacement is recruited, Elaine Herd will be in attendance along with observer Paul Gibson.</li> <li>• Members thanked VR for her hard work and contributions made to MAG and AAG. She has been a valuable member of both groups, and members extended their best wishes to her for the future.</li> <li>• Project Management employer led apprenticeship update – EAL have withdrawn the qualification that was supposed to be running in parallel with the employer led model. Only the new PM Framework will be available once the withdrawal is confirmed.</li> </ul>
-----------	------------	--

<b>Outstanding Actions from Previous Meetings</b>	
<b>Action</b>	<b>Owner</b>
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. <b>Update on status required.</b> Details of future pathways A Future Roadmap will be shared with members when it becomes available	Terry