

**SCOTTISH APPRENTICESHIP
ADVISORY BOARD
STRUCTURE AND REMIT**
September 2021

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INTRODUCTION

Skills Development Scotland (SDS), the national skills agency, is responsible for managing the funding and promotion of apprenticeships on behalf of **Scottish Government**. The SDS Board is responsible for facilitating employer leadership of apprenticeships through the **Scottish Apprenticeship Advisory Board (SAAB)**.

Following recommendations of the Commissioning for Developing Scotland's Young Workforce, the purpose of the Scottish Apprenticeship Advisory Board (SAAB) is to provide employer leadership and contribution to the development of apprenticeships in Scotland; ensuring they are aligned with industry and economic need, Fair Work and job opportunities. This will include Foundation, Modern and Graduate Level Apprenticeships.

SDS is also working with the university sector and the **Centre for Work based Learning** which has a remit to promote the value of work-based learning in the Scottish education and training system. Through its research and development activities, the Institute will support the work of, and be informed by, the Advisory Board.

The Scottish Apprenticeship Advisory Board will consist of five groups as follows:

A Group Board

Includes senior business representation responsible for providing advice and making recommendations on the guiding principles, operational policy, systems and structures supporting apprenticeships in Scotland.

Employer Engagement Group

Includes employer and business organisations and a representative of the Developing the Young Workforce National Group. This group's specific role is to listen, engage and communicate and distil information from employers on matters affecting Apprenticeships in Scotland.

Employer Equalities Group

Incorporates representatives from business with a focus on equality and diversity. The group's remit is to address under-representation in apprenticeships; supporting improved access and participation.

Standards and Frameworks Group

A technical group which will ensure that supporting structures are developed and maintained and contribute to an effective apprenticeship system in Scotland. The setup of the Advisory Board comes at an important time for apprenticeships with the introduction of the levy from April 2017. SAAB will play a key role in advising on the use and fulfilment of the levy in Scotland which meets industry demand.

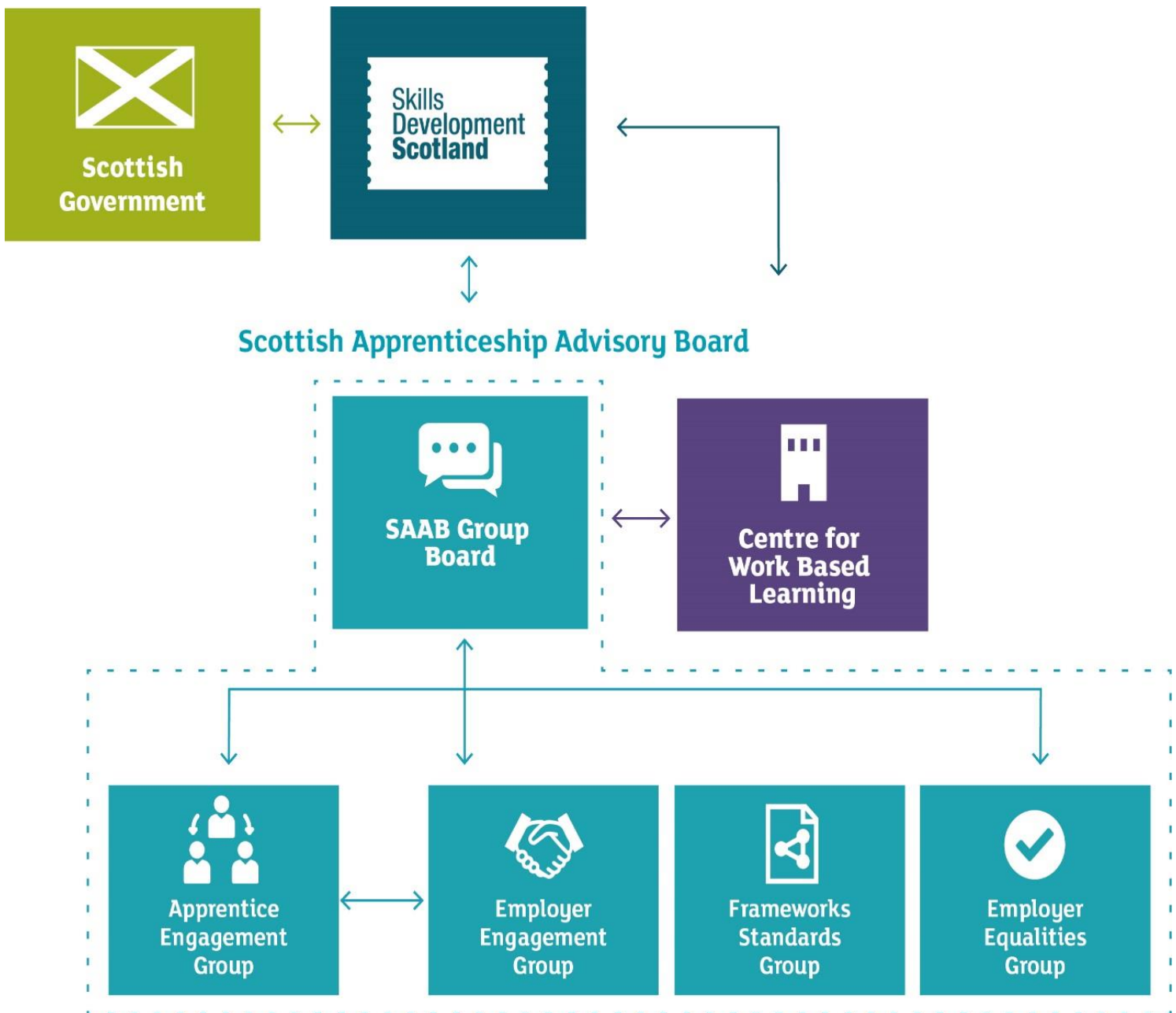
Apprenticeship Engagement Group

Working with employers through SAAB, the Group will take on an ambassadorial role and be the face of apprenticeships in the Scottish apprenticeship system. They will communicate the benefits of Modern Apprenticeships and the expansion of Foundation and Graduate Level Apprenticeships to young people, employers, parents and other stakeholders.

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OVERVIEW OF THE STRUCTURE

Apprenticeship Governance & Engagement Structure



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SCOTTISH APPRENTICESHIP ADVISORY BOARD GROUP BOARD: TERMS OF REFERENCE

Purpose

The SAAB Group Board will be responsible for providing advice and making recommendations on the guiding principles, operational policy, systems and structures supporting apprenticeships in Scotland. The Group Board will normally meet twice per year.

Key roles and Responsibilities

The Group Board's main responsibilities are to:

- Strengthen employer input to, and endorsement of, the strategic direction of apprenticeships and work based learning pathways, ensuring that the supporting apprenticeship “system” meets the needs of industry.
- Ensure the alignment of apprenticeships with economic growth and job opportunities.
- Set and maintain the guiding principles for the core requirements of apprenticeship frameworks to achieve a competent, highly skilled and flexible workforce.
- Inform and make recommendations on, and the priorities for, development and continuous improvement activities, including in the area of equalities.
- Provide advice on relevant matters affecting employers and on emerging policy which is likely to impact on the strategic direction of apprenticeships (e.g. the UK Apprenticeship Levy).
- Act as the “custodian” for approved apprenticeship frameworks on behalf of industry
- Be ambassadors for apprenticeships with other businesses and young people

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SCOTTISH APPRENTICESHIP ADVISORY BOARD GROUP MEMBERSHIP

Name	Title	Organisation
Group Chairs		
Alison McGregor (GB co-chair)	Chair	Malcolm Group
Frank Mitchell (GB co-chair)	CEO	Scottish Power Energy Networks
Paul Campbell (EEG Chair)	Head of Learning and Organisational Development	Scottish Water
Stevie Grier (EEQ Chair)	Country & Regional Manager Scotland and LRG North	Microsoft
Steve Petrie (SFG Chair)	Business Performance Director	Balfour Beatty
Members		
Alastair Salvesen CBE	Chairman	Dawnfresh Seafoods Ltd
Allan Colquhoun	University Liaison and Emerging Technologies Manager	Leonardo MW Ltd
Annemarie O'Donnell	Chief Executive	Glasgow City Council
Ed Monaghan	Chief Executive	Mactaggart & Mickel Group Ltd
Fraser Rowberry	Director - Service Delivery	Openreach
Graham Hutcheon	Director of Operations	Edrington
Grahame Smith	Co-Chair	The Fair Work Convention
Hector MacAulay	Managing Director	Balfour Beatty
Henry Graham	Chair	Lantra
Jim McColl OBE	Chairman & CEO	Clyde Blowers
Martin Crewe	Director	Barnardo's Scotland
Natalie Buxton	Managing Director	Weber Shandwick
Rohaise Rose-Bristow	Director	The Torridon
Scott Alexander	Managing Director for Construction North	Robertson Group
Sir Jim McDonald	Principal	University of Strathclyde
Sir Simon Lister	CEO	BAE Systems
Observer		
Catriona Laing	Deputy Director of the Young Person's Guarantee Division	Scottish Government
Damien Yeates	Chief Executive	Skills Development Scotland

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SCOTTISH APPRENTICESHIP ADVISORY BOARD EMPLOYER ENGAGEMENT GROUP: TERMS OF REFERENCE

Purpose

The overall aim of this group is to strength employer input into the strategic direction of apprenticeships and work based learning pathways, ensuring that the supporting apprenticeship “system” meets the needs of industry.

This group’s specific role is to listen, engage and communicate and distil information from employers on matters affecting apprenticeships in Scotland. It will gather insights from employers and industry groups on how best to support and encourage employer participation in apprenticeships. Its work will inform the other SAAB Groups.

The Group will normally meet twice per year, prior to Group Board meetings.

Key roles and Responsibilities

The main responsibilities of the SAAB Employer Engagement Group are to liaise with the SAAB Group Board in relation to the following:

- The alignment of MAs with economic growth, job opportunities and fair work
- The guiding principles for the core requirements of apprenticeship frameworks to achieve a competent, highly skilled and flexible workforce.
- The priorities for development and continuous improvement activities
- Promotion and communication on apprenticeships to employers
- Relevant matters affecting employers e.g. emerging policy which is likely to impact on the strategic direction of apprenticeships (e.g. the UK Apprenticeship Levy)

And to:

- Be ambassadors for apprenticeships with other businesses and young people
- Establish and maintain links with Developing Young People Regional Groups
- Provide advice on relevant matters affecting employers and on emerging policy which is likely to impact on the strategic direction of apprenticeships (e.g. the UK Apprenticeship Levy).
- Act as the “custodian” for approved apprenticeship frameworks on behalf of industry

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SCOTTISH APPRENTICESHIP ADVISORY BOARD EMPLOYER ENGAGEMENT GROUP: MEMBERSHIP

Name	Title	Organisation
Group Chair		
Paul Campbell	Head of Learning and Organisational Development	Scottish Water
Members		
Barry McCulloch	Head of Policy	FSB Scotland
Charandeep Singh	Deputy Chief Executive	Scottish Chambers
Craig Finnie	Development Officer - Highlands and Islands	Scottish Union Learning - STUC
Donald-Iain Brown	Group Head of Talent	BBC
George Brown	Head of Accreditation	Scottish Qualifications Authority
Jackie Archer	Head of HR	Balfour Beatty
Jim Fingland	Learning and Development Business Partner	WGM Engineering
Joe Pacitti	Managing Director	Ceed
Julia McGlashan	Group HR Director	Johnstons of Elgin
Lee Ann Panglea	Head of CIPD Scotland and Northern Ireland	CIPD
Mairi Elder	Early Careers Manager	Scottish Power Networks
Maureen Bernard	Recruitment Services Manager	Sky
Mike White	Apprentice Manager – Early Career	RBS
Moira McDonald	Learning and Education Manager	NHS Greater Glasgow and Clyde
Paul Sheerin	Chief Executive	Scottish Engineering
Sara Rae	Assistant Principal, Enterprise and Skills	West College Scotland
Scott Baker	Apprentice Development Manager	BT
Sharon Faulkner	Head of HR	Angus Council (COSLA)
Sheila Gordon	Training Academy Lead	Cornerstone
Tony Elliott	Director of HR	Robertson Group
Tracy Black	Director	CBI
Observers		
Elaine Herd	Apprenticeship Policy Team Leader	Scottish Government

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SCOTTISH APPRENTICESHIP ADVISORY BOARD EMPLOYER EQUALITIES GROUP: TERMS OF REFERENCE

Purpose

The overall aim of this group is to strengthen the employer contribution to the development of apprenticeships in Scotland ensuring they are aligned with industry, economic need, and job opportunities.

This group's specific role is to address under-representation in apprenticeships and support better access to and participation in apprenticeships. It will gather insight on equalities in relation to apprenticeships and any challenges or good practice from employers. Its work will inform the other Groups.

The Group will normally meet twice per year in advance of Group Board meetings.

Key roles and responsibilities

The main responsibilities of the SAAB Employer Equalities Group are to provide advice to the other Groups in relation to:

- The strategies and policies which are most likely to impact on employer behaviour to improve representation in participation and outcomes.
- The content and prioritisation of continuous improvement activity and policy in addressing under-representation

And to:

- Be ambassadors for apprenticeships with other employers
- Champion and promote best practice amongst employers in addressing under-representation

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SCOTTISH APPRENTICESHIP ADVISORY BOARD EMPLOYER EQUALITIES GROUP: MEMBERSHIP

Name	Title	Organisation
Group Chair		
Stevie Grier	Country & Regional Manager Scotland and LRG North	Microsoft
Members		
Aileen Smyth	Organisational Dev Officer	Dundee City Council
Amanda McKay	Chair	Building Equality Scotland
Angela Prentner-Smith	Managing Director	This is Milk
Catherine Liebnitz	Vice President, People & Organisation	Wood Plc
Julia Stevenson	Strategy, Leadership and Talent Lead	Scottish Water
Linda Sommerville	Deputy General Secretary	Scottish Union Learning - STUC
Mark Haslett	Senior HR Consultant: Policy & Diversity	Scottish Power Energy Networks
Gail Kelly	HR Manager	Forster Group
Natalie Buxton	Managing Director	Weber Shandwick
Saj Sharif	CEO	Zen Consultants (Sco) Ltd
Shona Finlayson	Software Engineering Team Lead	Sky
Suzanne Sherry	Early Careers Manager	ScotRail
Tony Scally	Business Development Manager	Action for Children
Observers		
Stuart McKenna	Chief Executive	Scottish Training Federation
Nicola Craig	Senior Policy Manager	Scottish Government

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SCOTTISH APPRENTICESHIP ADVISORY BOARD STANDARDS AND FRAMEWORKS GROUP: TERMS OF REFERENCE

Purpose

The Standards and Frameworks Group will oversee apprenticeship standards and frameworks development for the apprenticeship family in Scotland and ensure they are demand/employer-led. The Group will also ensure they are aligned with industry, economic, job and progression opportunities and develop transferable skills for occupations which have common currency across the UK. This will include Foundation, Modern and Graduate Level Apprenticeships. It will ensure that supporting structures are developed and maintained using evidence-based approaches as well as contributing to an effective apprenticeship system in Scotland. The Group will also provide thought leadership on the shape of standards, frameworks and quality approaches to apprenticeships. The group will normally meet 4 times per year, with sub group operational meetings every six weeks.

Key roles and Responsibilities

The main responsibilities of the Standards and Frameworks Group and associated sub groups are to:

- Provide thought leadership and share information and intelligence with the other Groups to support policy development and delivery of apprenticeships in Scotland
- Identify and share good practice to improve the operation of apprenticeships in Scotland
- Use knowledge and expertise to promote greater understanding about apprenticeships
- Provide advice to the other Groups on prioritising development activity
- Monitor development activity for standards, qualifications and apprenticeships
- Scrutinise, challenge and approve all apprenticeship frameworks for use in Scotland
- Have oversight of end-to-end quality assurance within apprenticeships
- Act as the custodian of approved apprenticeship frameworks on behalf of industry

The Standards and Frameworks Group will also liaise with the Devolved Administrations on an interim approach to developing standards and frameworks. It will:

- Represent Scotland on the Tripartite Commissioning Board
- Make recommendations on approval of standards to the Tripartite Commissioning Board
- Report on the approval of Scotland-specific products to the Tripartite Commissioning Board

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SCOTTISH APPRENTICESHIP ADVISORY BOARD STANDARDS AND FRAMEWORKS GROUP: MEMBERSHIP

Name	Title	Organisation
Group Chair		
Steve Petrie	Business Performance Director	Balfour Beatty
Allan Colquhoun	University Liaison and Emerging Technologies Manager	Leonardo MW Ltd
Caroline Clucas	Head of Early Careers & Skills	BAE Systems
Craig Vickery	Head of ACCA Scotland	ACCA
David Whitehouse	Head of Capacity Planning	Doosan Babcock
Doreen Davidson	Governor/ Board Member	Edinburgh University/ Scottish Lifesciences Association
Professor Quintin Cutts	Professor of Computer Science Education	Glasgow University representing Universities Scotland
George Brown	Head of SQA Accreditation	SQA Accreditation
Linda Houston	Apprenticeship Relationship Manager	CBI
Marion Forbes	HR Director	Mactaggart & Mickel homes limited
Melinda Matthews	CEO	Codeclan
Paul Mitchell	Head of Employment Affairs	Scottish Building Federation
Professor Ian Smith	Geotechnical and Educational Consultant	Institute of Civil Engineering
Ruth Jennings	Qualifications Manager (Operational Skills Manager)	Sainsburys
Stuart McKenna	Chief Executive	Scottish Training Federation
Stuart Millar	Director - Education, Contracts and Business Development	Colleges Scotland
Victoria Rodger	HR Operations Director	Scottish Power Energy Networks
Observers		
Tommy Breslin	Development Officer	Scottish Union Learning
Victoria Roberts	Senior Policy Manager Young Person's Guarantee Unit	Scottish Government

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SAAB APPRENTICE ENGAGEMENT GROUP: TERMS OF REFERENCE

Purpose

The purpose of the AEG is to promote the value of apprenticeships and to champion the contribution they can make to individuals, employers and the economy in Scotland, with the aim of inspiring the next generation of young people and employers to get involved in apprenticeships.

Working with employers through SAAB, the Group will take on an ambassadorial role and be the face of apprenticeships in the Scottish apprenticeship system. They will communicate the benefits of Modern Apprenticeships and the expansion of Foundation and Graduate Level Apprenticeships to young people, employers, parents and other stakeholders.

The AEG will meet monthly (or every other month) depending on the issues to be discussed.

Key roles and responsibilities:

On behalf of SAAB, the AEG will:

- Be ambassadors for apprenticeships to young people, employers, parents and other stakeholders, promoting the value/ benefits of apprenticeships
- Communicate the value of work-based learning through the group's engagement activities
- Support work to boost the profile of high-quality apprenticeships to support an increase in applications from target groups

This will be facilitated by:

- Direct contact with apprentices, employers and other key players, underpinned by SAAB/ SDS managed and led campaigns, effective marketing and engagement events, such as Scottish Apprenticeship Week, Scotland Apprentice Convention and Year of Young People 2018
- Working with SAAB/ SDS to help develop effective, streamlined and simple approaches to apprentice and key stakeholder engagement that increasingly uses digital services where appropriate
- Working with the SAAB to harness the power and influence of SAAB members to drive growth in high-quality apprenticeship volumes
- Supporting work towards an increase in higher and degree apprenticeships, BAME applicants, and other routes to ensure that apprenticeships are viewed as an attractive option to learners, parents and employers
- Gathering intelligence and feedback on challenges young people may experience on up taking an apprenticeship
- Being an active member of Scotland's Apprentice Network and participating in school visits to explain the benefits of apprenticeships to other young people

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SAAB APPRENTICE ENGAGEMENT GROUP: MEMBERSHIP

Name	Title	Organisation
Group Chair		
Ciaran Pugh	Senior Threat Intelligence Analyst	NatWest Group
Mark Gullan	Assistant Asset Planner	Scottish Water
Members		
Alexander Esplin	Higher Apprentice, WAN/LAN Delivery	BT
Ailie Henderson	Technology Apprentice	Sky
Anna McCormick	SCQF Level 6, Digital Marketing	Microsoft
Cara Shannon	Electrical Engineer Apprentice	BAE Systems
David Scott	IT Software Development	Aviva
Jack Laird	IT Graduate Apprentice	Angus Council
Jordan Fairlamb	Supply Chain Apprentice	Dawnfresh Seafoods
Johnny Monteith	GA Release, Deployment & Validation Apprentice	Balfour Beatty
Josh Millan	Business & Administration	SQA
Kiya McAuley	Customer Service Apprentice	ScotRail
Laura Caddell	Services Officer	Disclosure Scotland
Liam Boyle	MA - HND Civil Engineering	Balfour Beatty
Megan Harper	Software Developer	JP Morgan Chase
Melissa Jeffrey	Personal Secretary	Scottish Government
Patrycja Wegrzyn	Tech Apprentice	JP Morgan Chase
Ross Pringle	Design Engineering Graduate Apprentice	Leonardo
Sonja Jillich	Software Developer	JP Morgan Chase