

Scottish Apprenticeship Advisory Board (SAAB)

Group Board (GB)

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's roles 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

Membership/composition

The Chair of the GB will be a **senior industry leader**.

The GB will comprise a minimum of 20 members with a membership majority of employers. Members should occupy senior roles within their respective organisations and represent a wide range of sectors.

A representative from Scottish Government will attend scheduled meetings as an ‘observer’:

The GB engagement activity and communications will be supported by Skills Development Scotland.

Quorum

The quorum for meetings shall be 10 or more members being present at meetings.

Meetings

There will be two meetings during each financial year. Meetings will normally be hosted by members or, when appropriate, at another suitable location.

Reporting

- The GB minutes and papers will be shared with the SDS Board

Review

On an annual basis the GB will:

- Review and amend the groups work plan
- Review the groups terms of reference to affirm fit for purpose
- Review and amend, as required, the membership of the group

GB members will also take part in the biennial SAAB effectiveness survey

Scottish Apprenticeship Advisory Board
March 2018

Next Review Date December 2021