

Scottish Apprenticeship Advisory Board (SAAB)

Employer Engagement Group (EEG)

Terms of Reference

Purpose

The Employer Engagement Group (EEG) aims to strengthen employer input to the strategic direction of apprenticeships and work-based learning pathways, and to ensure the apprenticeship system meets the needs of industry.

The EEG's responsibilities sit under two main headings:

Informing and influencing

- Provide industry input to the strategic direction of apprenticeship policy
- Work with the other SAAB groups and the Centre for Work-based Learning Advisory Group to help align Scottish apprenticeships with economic growth, job opportunities and Fair Work
- Inform the development and continuous improvement of the SDS offer including work-based learning products, services and campaigns
- Support a two-way communication between SAAB, other boards and groups including Developing Young Workforce (DYW) regional groups, their representing sector and industry-led skills groups.

Ambassadorial

- Act as ambassadors for Scottish Apprenticeships with other businesses, young people and influencers
- Support the ambassadorial activities of the Apprenticeship Engagement Group (AEG) and Scotland's Apprentice Network
- Provide leadership and support in promoting the benefits of apprenticeships in STEM to key audiences

Membership/composition

The Chair of the EEG will be a **senior industry leader** and be a member of the SAAB Group Board.

The EEG 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.

Representatives from the following organisations will attend scheduled meetings as 'observers': Scottish Government, COSLA, Scottish Training Federation, College Development Network, Scottish Qualifications Authority and Scottish Trade Union Congress.

The EEG 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 a minimum of three meetings during each financial year. Meetings will normally be hosted by members or, when appropriate, at another suitable location.

Reporting

- The chair of the group is responsible for providing updates to the SAAB Group Board.
- A SAAB group update for all five groups should be submitted for each SAAB meeting.

Review

On an annual basis the EEG 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

EEG members will also take part in regular the biennial SAAB effectiveness survey

**Scottish Apprenticeship Advisory Board
April 2020**

Next Review Date April 2022