

Scottish Apprenticeship Advisory Board (SAAB)

Standards and Frameworks Group (SFG)

Terms of Reference

Purpose

The Standards and Frameworks Group (SFG) oversee apprenticeship standards and framework development for the apprenticeship family in Scotland and ensure they are demand and employer led.

The SFG ensure standards and frameworks are aligned with industry, economic growth, job and progression opportunities and develop transferable skills for occupations which have common currency across the UK. This includes Foundation, Modern and Graduate Level Apprenticeships. It ensures that supporting structures are developed and maintained using evidence-based approaches as well as contributing to an effective apprenticeship system in Scotland.

The SFG will provide thought leadership and strategic direction on the shape of frameworks, standards and quality approaches to apprenticeships.

Responsibilities

The main responsibilities of the SFG 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 delivery 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
- Oversee end-to-end quality assurance within apprenticeships
- Act as the custodian of approved apprenticeship frameworks on behalf of industry

The SFG will also liaise with the Devolved Administrations on an interim approach to developing frameworks and standards. 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

Membership/ composition

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

The SFG will comprise of a minimum of 20 members with membership majority being representative of industry (employer membership with senior roles from a wide range of sectors).

The Standards and Frameworks Group will be supported by three technical groups on standards development, framework development and quality assurance.

Representatives from the following organisations will attend scheduled meetings as 'observers': Scottish Government and Scottish Funding Council.

The following Skills Development Scotland employees will attend scheduled meetings: Senior Director of Development and Delivery, Director of National Training Programmes, Director of Service Design and Innovation and the SAAB Engagement Manager.

Other individuals may attend meetings by invitation.

Meetings

There will be a minimum of 4 meetings a year, with sub group operational meetings occurring between those meetings in an appropriate time frame.

Quorum

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

Reporting

Updates from the Chair of SFG on the Group's activities and findings will be provided at the next SAAB Group Board meeting after each SFG meeting. The SAAB Group Board then reports in to the Skills Development Scotland Board and any necessary items are reported to Scottish Government.

Updates from the SAAB Engagement Manager on the Group's activities and findings will be provided at the following Employer Engagement Group and Employer Equalities Group meetings following each SFG meeting.

Review

The SFG work plan will be kept under regular review by the FSG and amended as necessary, taking account of business also being considered through other SAAB Groups. Where matters arise in the work of the EEG that are considered appropriate to raise with other SAAB Groups, these will be included within the work plan.

The SFG will produce a yearly Annual Report, covering the following: (i) a business review summarising the activities during the period; (ii) a self-evaluation of the Group's own performance and effectiveness and (iii) a review of the Group's Terms of Reference and membership to ensure and affirm that they are fit for purpose.

Scottish Apprenticeship Advisory Board August 2020

Next Review Date August 2022