AAG

## Minutes of Meeting

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| **Date** | **11/01/2024** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | Ruth Jennings (Chair), Diane Mitchell – West Lothian College, Hayley McDonald – ACS Clothing, Bethany Welsh – Balfour Beatty, Sheila Dunn - SCQF, Stuart McKenna – STF, Michelle Gibson – SDS, Nicola Conner – SDS, Alison Bucknell – FISSS, Stephen Lynn – Scottish Power |

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|  | Action |
| **1.** | **Apologies & Guests** |  |
|  | ApologiesGeorge Brown (Vice-Chair) – SQA AccreditationMatthew Barr – Glasgow UniversityCatherine Ferry – Scottish GovernmentNicola Crawford – Education ScotlandTerry Dillon – Skills Development ScotlandAlison Eales – QAATommy Breslin – STUC GuestsLiz Hyslop - SDS Fiona Fraser - NHS Paul Butler – NHS  Shiona McKelvie - NHS Helen Raftopoulos - SFC Frank Quinn - SDS  |  |
| **2.** | **Welcome & Previous Minutes** |  |
|  | Members highlighted that a launch date has been set for the Engineering apprenticeship which was pushed out through tender – date has been set for 1st of April. Members will bring back any concerns raised by networks. **Keep Construction completions issues flagged as an action for next meeting.**RJ and TD confirmed that SDS NTP colleagues will be coming along to future meetings to present on operationalisation of apprenticeships. | **NCo** |
| **3.** | **Development Manager Update**  |  |
|  | AccountingMembers queried progress on AAT alignment and potential exemption. LH clarified that TEG members will be sending over final feedback on work situations this week. Once these have been signed off, the development team can meet with AAT and complete the full alignment exercise, NCo also clarified that a 50% exemption for the AAT exam has been discussed and looks likely. Members also queried ACCA involvement. LH and NCo confirmed that ACCA have been engaged throughout, however have not committed as they do not offer exemptions. Laura McEwan has reached out to update them on progress. ServiceQueries on why awarding bodies are flagged as Red. LH highlighted delays to submitting Business Case information due to new SQA AB processes which require more information for Business Case approval. Members are surprised that only SQA AB are interested due to the scale of the sector.RJ highlighted concerns surrounding Awarding Bodies and ability to commit early in the process. LH agreed as new processes for business case are causing delays due to the detail of information required, and these often aren’t submitted until the end of the development process. LH added that the joint plan will make a big difference with this as Awarding Bodies can commit at the beginning. SQA and SDS have been working together to finalise this joint plan.Members asked for updates on Business Admin and Management. MG added that stakeholder engagement is ongoing and highlighted that these are scoping exercises and will shape how the developments will be taken forward in the future.LH asked if it would be useful for information on Business Admin and Management to be given separate slides to ensure information is clear. Members agreed. **NCo to add Business Admin and Management to Development Manager update slides** | **NCo** |
| **4.** | **Graduate Apprenticeship development** |  |
|  | Colleagues from NHS joined the call to present on the background and proposal for an Operational Department Practitioner Graduate Apprenticeship.Members flagged that an MA in this area was developed in 1998 and was discontinued as health boards struggled to give students time off the job time to complete the academic aspects of the degree. NHS colleagues reassured that this is a different model of delivery and that individuals will be recruited in as students, who will undertake work-based elements in the health boards. Members asked whether unions have been consulted, colleagues confirmed that there hasn’t been a specific targeted approach to staff side consultation yet, Fiona would be happy to pick up with TB and other members on how to successfully engage employees.Members queried the development approach for this. FQ confirmed that through previous engagement and work of NES and NHS, a lot of prior engagement with potential stakeholders has been completed already. There is already a successful Diploma, development would primarily focus on enhancing this into a GA. Additional resource has been drafted into the team in SDS to see this development through, NES and NHS will also be providing dedicated resource to help meet tight timelines. FQ reassured that upholding standards surrounding the principles of apprenticeships will be at the forefront of the development team’s mind as they progress this. **Members to raise any concerns/risks to NCo within 5 working days to send to NES/NHS colleagues.**Members raised that processes for credit rating within HEI can be lengthy and questioned how learning providers will be able to meet these timelines in order to get a cohort in place by September 2024. FQ highlighted that UWS are the identified learning provider and they have confirmed they can meet the timelines.Members approved this development in principle, pending feedback recieved in the window specified above, and look forward to working closely with colleagues as this development progresses. |  |
| **5.** | **Hairdressing & Barbering Core Skills**  |  |
|  | Having received feedback from employers, members are happy to approve lowering the Core Skills levels for ICT and Numeracy. Members agreed that the wider messaging to stakeholders regarding the change will be important. It will be important to emphasise they are being reverted back to the Core Skills levels used in the previous framework. AAG will flag this as a future risk and ensure any changes to Core Skills levels are reviewed in depth during the approval stage, particularly when looking at apprenticeships which have undergone a review and have an existing framework. |  |
| **6.**  | **AOB** |  |
|  | NCo highlighted a change to one of the Professional Qualification options for apprentices to undertake as a Mandatory enhancement in the Providing Financial Service MA.* Chartered Banking Institute have lowered the SCQF level of their professional qualification following a review.
* No action required from members, just an inform.

**NCo will upload full note onto shared space**Group discussed the announcement from the note stating the intention for SAAB to be wound up. * Need to know and understand the impact that this will have on AAG.
* This will have a wider impact on ongoing work relating to various SAAB groups and actions.

**Members to share any additional risks from this announcement with RJ** | **NCo****NCo** |

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| **Outstanding Actions from Previous Meetings** |
| **Action** | **Owner** |
| AAG Members to attend TEGs in an observatory role.  | MG |
| Report back to AAG on uptake in OPS Framework in **February 2024.**  | NCo |
| Continuous Improvement Activity Update **February/March 2024** | TD |
| NTP SDS upskill presentation **March**  | NCo |
| Construction Completion Update **March/April** |  |

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| **Apprenticeships Approved in Principle (Stage Gate 3)** |
| **Name of Apprenticeship**  | **Date Approved**  |
| Aquaculture SCQF Levels 5 and 7 | 06/10/2022 |