AAG

## Minutes of Meeting

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| **Date** | **07/08/2025** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | Rohaise Rose-Bristow (Co Chair) – The Torridon, George Brown – SQA Accreditation, Paul White – SCQF, Stuart McKenna – STF, James McDonald – RBS, Tommy Breslin - STUC, Matthew Barr - Universities Scotland, Klaus Mayer – Education Scotland, Diane Mitchell – Colleges Scotland, Laura McEwan – SDS, Terry Dillon – SDS, Heather McArthur - SDS |

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|  | Action |
| **1.** | **Apologies & Guests** |  |
|  | ApologiesCatherine Ferry (Scottish Government)Alison Eales (QAA)Maxine McLintock (SDS)AbsenteesAndrew McFarlane (ACS Clothing)**Guests**Laura McEwan (SDS) |  |
| **2.** | **Welcome & Previous Minutes** |  |
|  |  Rohaise Rose-Bristow was the chair for today and introduced the meeting.**Previous Minutes & Actions*** No feedback received on previous minutes
* Action 1 - forward plan of developments was shared with members last month, and there has been some engagement around the Power Distribution apprenticeship. Members are encouraged to observe any developments.
* Action 5 - document shared from SQA on the Career Skills framework, await SG representatives return to discuss further and settle on a position going forward.

**Previous minutes approved by members.** |  |
| **3.**  | **Agriculture; Horticulture; Greenkeeping and Sportsturf – Stage Gate 4** |  |
|  | **TD presented stage gate 4 seeking approval for full delivery.** **Discussion*** There was a delay in uploading the documents for members to review due to absences within the team
* Members identified discrepancies in the qualification codes and titles:
* For Greenkeeping and Sportsturf qualifications, there are two separate qualifications at SCQF Level 5: a Diploma in Greenkeeping and a Diploma in Sportsturf. The same applies to the Level 6 framework
* For the horticulture framework, the correct titles should be:

Diploma in Environmental HorticultureDiploma in Retail HorticultureDiploma in Production HorticultureDiploma in Landscaping* Members expressed concerns about the insufficient time to review the documents. It was agreed that members would provide written feedback by 22nd August to allow consolidation and revision of documents before final approval at the next meeting

**Agriculture; Horticulture; Greenkeeping and Sportsturf not approved at this stage and will return to September’s meeting for approval once updated documents (including codes) are issued to members.** |  |
| **4.**  | **AAG Chair Report – Review Final Draft**  |  |
|  | The AAG Chair report was submitted recently, reflecting the group's collective efforts. **Discussion*** Members raised questions about the clarity and accuracy of apprenticeship lists within the report, particularly regarding the number of apprenticeships under review and new developments. It was agreed that these points would be reviewed and amended to improve clarity for readers
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| **5.**  | **Development Manager Update Slides**  |  |
|  | Laura McEwan was present at the meeting to provide the development manager update.**Development updates** * Land-based developments are nearing final approval
* The Accounting apprenticeship is in a pre-launch phase with a provider event planned for early September. Discussions continue on contribution rates and launch timelines, with a focus on a smooth transition for providers
* Construction-related developments, such as Design and Contracting, HVAC, Electrical Installation and Plumbing & Heating, face delays primarily due to slow progress on assessment strategies and coordination with CITB. Efforts are ongoing to resolve these issues and align qualifications and standards with a F2F meeting scheduled for early September.
* Other developments including Trees and Timber, Fashion and Textiles, Equine, Archaeology, Social Work, and Health and Social Care are at various stages of development, with some qualifications expected to be accredited or approved in the coming months
* Health and Social Care developments are in early stages, with ongoing engagement with unions and plans to possibly separate healthcare and childcare pathways for clarity and transparency
* Additionally, a new Development Manager with industry experience is starting soon to support the Construction developments
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| **6.**  | **AOB** |  |
|  | **Discussion on F2F meeting** * Proposed F2F meeting on 1st October however, some members are unavailable on this date therefore an alternative date will be considered to maximise attendance from members
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**Appendix 1: Outstanding Actions from Previous AAG Meetings**

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| **No** | **Action** | **Latest Update/ Response**  | **Date** | **Owner**  |
| 1 | AAG members to attend a TEG in an observatory role.  | **April 25:** Currently finalising 25/26 priorities. TD will take members through the development areas we will be moving into once confirmed, to provide opportunities for AAG member attendance and the development process at a high level. **May 25:** Proposed actions 1 and 2 be brought forward as a substantive piece in June, to be discussed with co-chairs.**June 25:** TD will confirm what the developments are once they have been contracted for. Following this, members will have the opportunity to attend **July 25:** Contracts to be awarded in July, TD has compiled a list of developments and shared with AAG members for the July meeting**Close action**  | August 25  | MG, TD |
| 5.  | TD to pick up with GB & CF on the Career Skills framework and lapsed units within this  | **July 25:** Work has been underway and update will be provided at AAG on 3rd July as part of the agenda. GB shared additional documents to provide further clarity on career skills **Aug 25:** await SG representatives return to discuss further and settle on a position going forward. | June 25  | TD, GB, CF  |

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| **Apprenticeships Approved for Delivery (Stage Gate 4)** |
| **Name of Apprenticeship**  | **Date Approved**  |
| Services (Customer Service, Retail and Travel) at SCQF Level 5  | 05/09/2024 |
| Services (Customer Service, Retail and Travel) at SCQF Level 6 | 05/09/2024 |
| Hospitality at SCQF Level 5 | 14/11/2024 |
| Professional Cookery at SCQF Level 5 | 14/11/2024 |
| Professional Cookery at SCQF Level 6 | 14/11/2024 |
| Custodial Care and Practice at SCQF Level 7  | 16/01/2025 |
| Accounting at SCQF Level 6 & SCQF Level 8 | 05/06/2025 |
| Dental Nursing at SCQF Level 7 | 05/06/2025 |