AAG

## Minutes of Meeting

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| **Date** | **01/02/2024** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | Ruth Jennings (Chair), George Brown (Vice-Chair) – SQA Accreditation, Diane Mitchell – West Lothian College, Hayley McDonald – ACS Clothing, Matthew Barr – Glasgow University, Sheila Dunn - SCQF, Stuart McKenna – STF, Tommy Breslin – STUC, Terry Dillon – SDS, Nicola Conner – SDS, Alison Bucknell – FISSS, Bethany Welsh – Balfour Beatty, Alison Eales, QAA |

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| **1.** | **Apologies & Guests** |  |
|  | Apologies  John Cairns – Balfour Beatty  Catherine Ferry – Scottish Government  Nicola Crawford – Education Scotland  Stephen Lynn – Scottish Power  Guests  Laura Brady – SDS  SAAB members attended the AAG meeting to observe.   * Allan Colquhoun – Leonardo * Andy Sturgeon – Scottish Power |  |
| **2.** | **Welcome & Previous Minutes** |  |
|  | Amendments to previous minutes   * ODP GA, reflect agreement in principle with time given for members to review, reflect and vote offline for final decision. * AOB, amend to reflect that the intention is for SAAB to be wound up. * Alison Eales – note apologies for January meeting. * NTP will attend future meeting to provide an upskilling session on delivery of apprenticeships |  |
| **3.** | **Development Manager Update** |  |
|  | Development overview – no slide for Construction D&C  **NCo upload refreshed update slides.**  Aquaculture –  Accreditation submission has been received by SQA Accreditation  Fitting Building Interiors (FBI) –  LB clarified what is involved in FBI – dry lining, ceiling fixing and plastering. Dry lining and ceiling fixing sit separately, but industry have suggested these can be combined, they have also suggested that plastering could be split into different pathways. More consultation will be carried out to clarify these structures and ensure apprentices will be able to complete and evidence the qualification if significant changes are made.  Members queried why Training Providers are showing as Amber, LB clarified that provision across TP network is being reduced across centres, only 3 colleges currently deliver the plastering framework, this is why it has been flagged as a risk. Colleges who are delivering have been engaged with.  Service –  Queries from members on the decision process for business case approval (SQA AB) which has been flagged in a few frameworks. TD highlighted ongoing work with SQA Awarding Body to align SDS development approach to their business case approval processes to help prevent delays in future developments.  Fashion & Textiles –  Great feedback on engagement, encouraged that the development manager will be going out for more employer visits. TD thanked HM for their support with this framework. HM flagged some early concerns from the technical writer on how generically work situations are written – this has been shared with the development manager.  Queries raised on whether we should we be talking about the level of the qualification at this stage. It was highlighted that until the qualification is credit rated, we can’t say for sure what level this will come out at, however, there will be indication of whether it will be an FA, MA or GA.  **TD will pick this up with NCo on adding overview of scope into the development update.** | **NCo** |
| **4.** | **MA in Custodial Care and Practice at SCQF Level 7** |  |
|  | Members flagged a number of concerns with this framework submission.   * Concerns over the low response rate to the MA consultation. * Mental Health & First Aid were flagged as important in consultation but are only included in the framework as optional enhancements. * Concerns over this being a single qualification apprenticeship as there are only optional enhancements in the framework. * References to MAs being for individuals who are 16 and over – however, the occupation is for individuals who are 18 and over. Need to amend page 4 “who are they for?” and page 11 “recruitment and selection” as they are both refer to 16 and over. This should be included in the Equality and Diversity section. * Core Skills – questions over the levels mapped. Members felt they were being very light touch in the mapping exercise. Questions were raised on who maps the Core Skills. There needs to be consultation on the level of Core Skills and clear rationale of a level 4 numeracy in a level 7 framework. * Unions – TU representative would like time to go speak to unions and see what their opinion is of this apprenticeship as there isn’t written support. Big concern over Prisoner Officer Association (POA) not being supportive of the MA. * No clear job roles for the framework * Details of the consultation can be removed from the framework document.   **Group not comfortable approving based on the number of concerns. Members felt it may be beneficial for the developer to attend a future AAG meeting to discuss the framework.**  **NCo to liaise with developer on AAG feedback and attendance at future meeting when appropriate.** | **NCo** |
| **5.** | **Continuous Improvement Activity** |  |
|  | TD presented an update on the ongoing CI activity.  Members praised the ongoing collaborative work and were happy to see the progress and CI within the apprenticeship development process.  Members commented that moving at pace is important, but wanted to note that quality shouldn’t suffer to meet timelines. TD clarified that this isn’t about rushing through the process but rather than removing reoccurring obstacles and avoiding delays.  **TD to present this update to Trade Union group.**  Clarification on who owns the Apprenticeship Frameworks – current discussions on who validates content of the apprenticeships on MA online – right now SSCs are responsible for this. In the short term, stakeholders can give feedback to SDS on the new frameworks e.g., PFS, Project Management.  **NCo to upload slides – time for next meeting to run through Q&A for CI Activity** | **TD**  **NCo** |
| **6.** | **Operations Department Practitioner GA** |  |
|  | TB highlighted trade union concerns over the ODP GA development. The initiation of which had recently been approved by AAG.  TB advised that across the range of concerns, some were out-with the remit of AAG, but AAG members should be aware of the wider context.  The unions were concerned that the rapid pace of development could have a negative impact on the development of the ODP GA, that the pace of development would create significant challenges in ensuring frontline expertise of practicing ODPs was meaningfully included in the developmental process. AAG agreed that the TEG processes and governance must be followed, including monthly updates to AAG.  TD advised that the ODP GA development would be added to the monthly AAG agenda.TD added that he would speak to the relevant development team to ensure their attendance at AAG to provide the updates.  TD also provided assurance that this development would faithfully follow the governance approach agreed by AAG to ensure standards of quality and governance were maintained.  **Update: ODP GA Development leads Deborah Miller or Abigail Kinsella will attend AAG on a monthly basis.**  Additionally, TB requested additional union seats on the TEGs given the pace of development and the subsequent challenges on time commitments for experts to participate. TD advised he would relay these concerns to the development team and ask them to pick up with TB directly to discuss.  AAG members were supportive of the concerns raised and the proposals for union participation in the TEG. AAG agreed that the TEG processes must be followed. | **NCo** |
| **7.** | **AOB** |  |
|  | * SLWG – producing paper for the SAAB S&F panel to review. Will circulate in advance of the next meeting. * SAAB – SAAB chairs have agreed that until there are further updates it will be business as usual. * Framework Uptake – will share this when available, updated actions to reflect delay. |  |

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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 **April/May 2024.** | GW |
| NTP colleagues to attend AAG as an upskill on delivery of apprenticeships **April/May 2024** | NCo |
| Continuous Improvement Activity Q&A **March 2024** | TD |

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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 |