

Scottish Apprenticeship Advisory Board (SAAB)

Employer Engagement Group (EEG)

Terms of Reference

Purpose

The Employer Engagement Group (EEG) aims to strengthen employer involvement and influence in the strategic direction of apprenticeships and work-based learning pathways. It works closely with the other SAAB groups, the Scottish Government and its agencies, qualification bodies, trade unions, training and learning providers, membership and industry groups to ensure the apprenticeship system meets the needs of industry.

Its activities will reflect an ambitious, collaborative and committed approach.

The EEG's roles and responsibilities are to:

- speak on behalf of apprentice employers across Scotland, bringing the essential employer voice, business insight and evidence to the strategic direction of apprenticeship policy
- provide employer perspective and sectoral insight for the continuous improvement of products, services and campaigns impacting apprenticeships.
- provide direction through check and challenge processes to ensure effective prioritisation of apprenticeship delivery, aligned to employer demand
- act as influencers and leaders of change among other employers to improve participation and agility within the apprenticeship system and its development processes
- act as ambassadors for Scottish Apprenticeships with other businesses, young people and influencers
- communicate on behalf of SAAB with other groups and boards.
- work closely with the other groups across the SAAB structure to ensure Scottish apprenticeships align with economic growth, job opportunities and Fair Work

Membership/composition

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

The EEG membership will comprise of a minimum of 70% employers, reflecting a mix of sectors, sizes and workforce diversity. Members should have a range of expertise but with focus on learning and development, succession/ talent planning and recruitment. Members should occupy senior roles within their respective organisations and have influence and reach across their respective sectors and networks.

All members will have a common mandate to endorse the SAAB strategy, without self-interest and demonstrate behaviours which align with the values contained within the overall SAAB strategy and standing orders.

A representative each from Scottish Government, Skills Development Scotland and Scottish Funding Council will attend scheduled meetings as an 'observer'.

Other individuals may attend meetings by invitation.

The EEG engagement activity and communications will be supported by SAAB secretariat.

Quorum

The quorum for meetings shall be 10 or more members being present – with at least 70% employer members in attendance.

Meetings

There will be a minimum of four meetings during each financial year. Meetings will normally be hybrid (online with face-to face option), with venue options – where appropriate - provided by members.

Reporting

- The chair of the group is responsible for providing biannual updates to the SAAB Group Board and quarterly updates to the Minister.
- EEG will contribute to SAAB's Annual Report.

Review

On an annual basis the SFG will:

- review and amend the group's work plan
- review the groups terms of reference to affirm fit for purpose
- review and amend, as required, the membership of the group
- participate in the annual SAAB Effectiveness Survey

**Scottish Apprenticeship Advisory Board
October 2022**

Next Review Date: December 2023