

Scottish Apprenticeship Advisory Board (SAAB)

Standards and Frameworks Group (SFG)

Terms of Reference

Purpose

The Standards and Frameworks Group (SFG) oversee standards and framework development for apprenticeships in Scotland, to ensure they are demand and employer-led.

The SFG ensure standards and frameworks are aligned with industry, economic growth, job and progression opportunities and that they develop transferable skills which allow smooth transitions to emerging and new roles.

It works closely with key stakeholder groups, including: the other SAAB groups, the Scottish Government and its agencies, qualification bodies, trade unions, training and learning providers, membership and industry groups.

Its activities reflect an ambitious, collaborative and committed approach.

Responsibilities

The roles and responsibilities of the SFG are to:

- provide leadership and oversight of apprenticeship governance and development processes, in Scotland
- provide oversight of apprenticeship development to ensure effective prioritisation is aligned to employer need
- provide leadership and strategic direction on the shape of frameworks, standards and quality approaches to apprenticeships
- scrutinise, challenge and oversee the AAG approval processes and schedule
- oversee end-to-end quality assurance within apprenticeships
- share industry intelligence and good practice to identify opportunities to improve the development and delivery of apprenticeships, creating an effective and efficient apprenticeship system in Scotland.
- review employer usage of newly developed standards and frameworks and propose approaches for increased employer take-up
- encourage employers to engage in apprenticeship development by promoting the benefits of employer-led approaches such as Technical Expert Group
- play an active role in the promotion of newly developed and refreshed standards and frameworks
- work closely with the other groups across the SAAB structure to ensure Scottish apprenticeships align with economic growth, job opportunities and Fair Work
- use knowledge and expertise to promote better understanding about apprenticeships with other employers, potential apprentices and others across the skills landscape

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 membership will comprise of a minimum of 70% employers, reflecting a mix of sectors, sizes and workforce diversity. 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 SFG engagement activity and communications will be supported by SAAB secretariat.

Meetings

There will be a minimum of 4 meetings a year, with sub-group activity as and when required.

Quorum

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

Reporting

- The chair of the group is responsible for providing biannual updates to the SAAB Group Board and quarterly updates to the Minister.
- SFG 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: Dec 2023