AAG

## Minutes of Meeting

|  |  |
| --- | --- |
| **Date** | **05/06/2025** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | Rohaise Rose-Bristow (Co Chair) – The Torridon, Jennifer Davies – SP Energy Networks (Co Chair), George Brown – SQA Accreditation, Catherine Ferry – Scottish Government, Diane Mitchell – Colleges Scotland, Alison Bucknell – FISSS, Paul White – SCQF, Stuart McKenna – STF, James McDonald – RBS, Tommy Breslin - STUC, Matthew Barr - Universities Scotland, Andrew McFarlane - ACS Clothing, Terry Dillon – SDS, Maxine McLintock – SDS, Callum Boag – SDS, Heather McArthur - SDS |

|  |  |
| --- | --- |
|  | Action |
| **1.** | **Apologies & Guests** |  |
|  | ApologiesKlaus Meyer (Education Scotland)Colin Young (Leonardo)AbsenteesAlison Eales (QAA)**Guests**Shellie Montgomery (SDS)Keith Spalding (SDS)Audrey Pollock (SSSC)Jacqueline Roulston (SQA)Kimberley Watson (JCCA) |  |
| **2.** | **Welcome & Previous Minutes** |  |
|  | JD was the chair for this meeting. JD introduced meeting and provided overview of the agenda. **Previous Minutes & Actions*** Last bullet point on page 3 on Accounting discussion – **action:** amend wording to reflect ‘the requirement of core skills being reconfirmed’ as opposed to not being a mandatory requirement
* Action 1 & 2 – this is being discussed as part of today’s agenda
* Core Skills document to be sense checked with Sector Skills Organisations, the document has been issued to a few Sector Skills Organisations alongside AB for feedback

**May AAG minutes approved by members with minor amendment to Accounting discussion**  | **HMcA** |
| **3.**  | **Dental Nursing – Stage Gate 4** |  |
|  | **Members approved Dental Nursing Stage Gate 4 for delivery**SM was present at AAG to present Dental Nursing Stage Gate 4 seeking approval for full delivery.**Feedback from Stage Gate 3** * Feedback from Stage Gate 3 has been actioned, codes are now included, typos amended and the table has been updated
* Principle 3 now includes consultation feedback with planned recruitment numbers for the next three years included within the AAD
* Principle 4 includes more specific examples of addressing gender imbalance, included detail of report commissioned by NES with recommendations to increase publicity for male role models and provide positive examples of success in men. Data has been added around the increase of males joining profession
* Confident to meet deadline of 1st August. Community of Practice event scheduled focusing on new reflective practice unit within MA and how this aligns to metaskills. Work underway with comms to ensure everything is in place for launch with all details ready once approval has been confirmed

**Discussion*** AAG members queried if the payment plan will be moving to another and if the contribution rates are affected. At the Dental Nursing pre-launch event, SDS colleagues attended to understand the differences in the new framework, this was an initial discussion that will help inform the contribution rate which will be communicated to stakeholders
* AAG members commended the work that has been completed for this development.
 |  |
| **4.**  | **Accounting – Stage Gate 4**  |  |
|  | **Members approved Accounting for delivery.**TD presented Accounting Stage Gate 4 on behalf of LM who was unable to attend today, approval being sought for delivery. **Feedback from Stage Gate 3*** Qual codes not yet received however it has been agreed with SQA AC that codes will be included as soon as they are received which will then be confirmed and validated with AAG sub-group. **Members content to proceed on this basis**
* Majority of feedback related to inclusion of qualifications - pre-launch event scheduled to ensure the guidance is correct on how training providers can support exemptions. The document will be updated in line with training providers requirements and the expectations between AAT, ACCA and training providers.
* The quals that have management and financial accountant elements were agreed by all employers at development and confirmed this allowed in certain circumstances

 * The English qual codes have been removed from frameworks therefore only SCQF quals are included with additional options for study at both levels
* Pre-launch event will be used to understand how contribution rates can be aligned to delivery and payment plan. Different routes are being explored for the apprentices who choose to take the AAT or ACCA route
* Apprenticeship delivery dates to be agreed

**Discussion*** Members queried the exclusion of core/career skills under the Level 8 framework. There are questions around the Career Skills framework and the various options within these as many of them have lapsed and it is unclear who is responsible for the framework. This was agreed by SG previously however it was agreed core skills were inappropriate for level 8 and above therefore not included. **TD, GB and CF to pick this up offline.**
* AAG members asked if the team is confident the codes will be added promptly. There has been confirmation that the codes take 10 days to be created therefore should be provided shortly.
 |  |
| **5.**  | **Health & Social Care – Stage Gate 1**  |  |
|  | AP from SSSC and KS attended the meeting to present Health & Social Care Stage Gate 1 **Occupations/Roles in Scope*** Seeking to bring forward employee voice aspect and ensure this is captured. Highlighted occupations and roles in scope however this is not limited to these. Members raised the lack of supervisory roles detailed, this will be included in the document and ensure all roles detailed and in scope.
* Looking at Integrated Health & Social Care award therefore will include healthcare roles that come into the wider scope

**Stakeholder Engagement*** Initial stakeholder comms started with wider comms from SSSC perspective, SDS to support where required. TEG chair will be recruited and will ensure that sectoral engagement is at the required standard throughout the process
* Work has commenced on the employee sector survey and wider consultation will take place in January 2026. Working with comms to develop plan and wider stakeholder comms will be undertaken throughout
* Planned quarterly meetings with partners to ensure stakeholder engagement is to the required standard and meeting with Unions will be rescheduled

**Consultation*** Comms to be refined again after all consultations have taken place to ensure further opportunities for engagement. Members raised queries around the inconsistencies with the dates on the presentation. It was confirmed that Stage Gate 2 should come to AAG in March 2026 then Stage Gate 3 in 2027, SSSC to confirm estimated date. The Health & Social Care sector requires several months to consult as opposed to other sectors who may require a shorter time period. **AP and KS to clarify dates and update timelines then circulate to the group**

**Discussion*** Members queried how the activity and aligned apprenticeships will be reported due to the several different frameworks that sit within Health & Social Care portfolio
* There is an existing SVQ in Integrated Health & Social Care. Health & Social Care will be in scope at level 6 for Children & Young People (CYP) then integrated for adult services and quals at level 6, 7 & 9 are being reviewed. There is no level 6 apprenticeship in CYP therefore suggest this is assessed in terms of requirement and demand. Discussions around potential NOS this year to be included in the integrated apprenticeship
* Members asked if the consultation will include the demand around the frameworks to be developed in Gaelic
 |  |
| **6.**  | **Development Manager Update Slides (update to AAG Dashboard)** |  |
|  | TD presented the development manager update alongside the updated dashboard and risks captured for the construction developments.**Dashboard*** Dashboard has been updated and the developments using work situations and the NOS approach have been split into separate slides
* Work is underway to develop an automated dashboard report for AAG
* Consider alphabetical order for development slides

**Developments Discussion****Land & Nature** * Members raised queries on the red status of milestone 8 as it looks as though the development is on track. Members noted it would be useful to see the original plan against the current status. The automated report/dashboard being developed will be able to show the baseline plan against what has been achieved to date and perhaps include this into the Apprenticeship Approval Document
* Next steps - Clarification of qual structure has not yet been received, **TD to confirm**
* Members asked if the launch of apprenticeship date is the approval date or the launch event. This should be when the first delivery is available when the new framework is live, **timelines to be clarified alongside of terminology in terms of what is meant by ‘launch of apprenticeship’**

**Social Work GA** * Positive feedback received on the process, timelines are ambitious however confident these can be met. Meeting has taken place between SDS and SFC on lessons learned, activity is being taken forward to ensure a consistent approach for GAs

**Construction Developments/Risks** * There are structural challenges with the construction developments due to a change in process within CITB. CITB have been looking at competence frameworks across the sector, there has been a change in process in CITB who are looking to clearly define baseline competence across all occupations within the sector. There has been chalklenges with the implementation of this and CITB are working through the programme of developments and reviewing the position which has resulted in lack of clarify for when NOS are likely to be developed.
* Construction developments will be classified as self-developed going forward due to the new approach, this will include considering how CITB provide updates to AAG. Need to ensure there is a robust process in place for sufficient engagement between employers and employees.
* Members emphasised the importance of maintaining and ensuring a wide range of stakeholders are represented in developments
* Members asked if SDS fund these developments as there is a levy. SDS confirmed the delivery is funded but not the development
 |  |
| **7.**  | **Collaboration with Apprenticeship Development**  |  |
|  | TD & JR from SQA presented the SDS/SQA collaboration work. **Background/workstream overview*** Annual Prioritisation workstream involves the development of a prioritisation model for apprenticeships, bringing data together and working out how best to divide the data
* Joint Insight & Evaluation is around gathering insight and looking at data each organisation uses when making decisions, considering the data from a deeper perspective. The process will be refined over the next year alongside the report
* Intention to use Apprenticeship Development as the model and the reporting workstream will used the model once agreed to create the dashboards with an executive and operational dashboard
* Sustainability in Apprenticeship Provision – identifying areas of engagement on structures and undertake rationalisation qualifications specifically those with low/no uptake for removal on the system. This activity will enable greater sustainability long term

**Discussion*** Members asked if employers have been provided the opportunity to submit demand for the unused quals. SDS confirmed that initial business cases for NOS and quals are being reviewed. Members asked if the group could be kept informed on this work. Once this information is synthesised, it would act as an annex to Stage Gate 0 for the basis on the development approach and scope
* Members expressed concerns around the SVQ units that are used outwith MAs. These quals and the units within them are being considered on both perspecives
 |  |
| **8.**  | **AOB** |  |
|  | **AAG End of Year Report** * Work has commenced on the AAG End of Year report, members provided with the opportunity to input to the report
 |  |

**Appendix 1: Outstanding Actions from Previous AAG Meetings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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  | August 25  | MG, TD |
| 2.  | Continuous Improvement Update  | **April 25:** This update is primarily in relation to the joint collaborative planning between SDS, SQA Awarding Body and Accreditation. As above, this will tie into the update TD will provide for Action 1. **May 25:** Proposed actions 1 and 2 be brought forward as a substantive piece in June, to be discussed with co-chairs.**This was covered in June’s agenda. Propose to close**  | Sep 25  | TD  |
| 3.  | SDS to create a risk log for developments and add Developer to the risk profile, clearly highlighting where challenges and issues lie.  | **Action covered within June agenda, propose to close** | May 25 | TD, CB, HM |
| 4.  | Amendment required to AAG minute within Accounting discussion  | **This has been actioned -** wording amended to reflect ‘the requirement of core skills being reconfirmed’ as opposed to not being a mandatory requirement | June 25 | HM |
| 5.  | TD to pick up with GB & CF on the Career Skills framework and lapsed units within this  |  | June 25  | TD, GB, CF  |
| 6. | AP and KS to clarify dates for Health & Social Care and update timelines then circulate to the group |  | June 25 | AP, KS  |

|  |
| --- |
| **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 |