AAG

## Minutes of Meeting

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| **Date** | **02/03/2023** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | **George Brown – SQA Accreditation (Vice-Chair), Stuart McKenna – STF, Sheila Dunn – The SCQF Partnership, Alison Bucknell – FISSS, Tommy Breslin – STUC, Catherine Ferry – Scottish Government, Terry Dillon – SDS** |

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|  | Action |
|  | **Apologies & Guests** |  |
|  | Apologies: Ruth Jennings – Sainsbury’s (Chair), Nicola Crawford – Education Scotland, Diane Mitchell - West Lothian College, Kate Mooney – BT, Alison Eales – QAA**,** Nicola Conner – SDS (Secretariat)Guests: Liz Hyslop – Skills Development Scotland, Gordon Wishart – SDS (Secretariat) |  |
| **1.** | **Welcome & Previous Minutes** |  |
|  | GB welcomed all to the meeting in place of RJ who sent her apologies. The minutes of the previous meeting were approved, and all actions were updated on. Standard text for Core Skills to be picked up when NC returns from leave and a draft will be circulated to all members for comment and approval.  | NC |
| **2.** | **AAG Extranet – First look and Feedback**  |  |
|  | TD provided members with initial sight of proposed AAG Extranet site (File structure and functionality) for discussion and feedback.Expressed that sharing of information to this group can be enhanced. SDS have created a space within SAAB extranet for AAG to ease information sharing. TD shared the rough file structure with members – showcasing upcoming developments where members will be able to access stage gates and other documentation at any time. Also includes calendar which will link to AAG meetings and SLWG’s. General feedback from the group was that it makes sense, is intuitive, and easy to navigate. CF queried if something could be made available in the short term to see at a snapshot where all the developments are at. TD explained that a cover sheet/summary could be developed as part of the existing development manager slide. TD to pick up with NC when she’s back to draft this and circulate for comment. TD explained that there is room for advanced functionality within this, but the group will focus on embedding what we have currently a few months then revisit when appropriate.  | TD/NC |
| **3.** | **Development Manager Update**  |  |
|  | LH presented March Development Manager Update.SM queried if the Land-use sector was on board with rationalising the number of frameworks. LH explained that Subgroups have been merging existing areas together, however, it’s still unclear as it’s too early in the process – the TEG will make that decision based on their requirements. TD noted that there is ongoing discussion surrounding the name of the Hospitality apprenticeship. It may change to Food preparation and cookery as the ‘service’ aspect of the apprenticeship is picked up in the Service development. Update will be given in due course. The group noted that the presentation works well in its new format. TB noted thanks to SDS colleagues regarding engagement with Unions throughout all apprenticeship developments. It was decided that the Telecoms slide is to be pulled going forward as the development has paused. BT have withdrawn from apprenticeship offering across the UK in this space. Existing apprenticeship will stay in place for time being however BT have been the only user in the past 3 years. NC to remove Telecoms slide from slide deck.SM noted that he had come across a Careers Services Technical Apprenticeship on PCS (CIAG). TD asked internally for more information on this and updated SM on 02/03.  | NCTD |
| **4.** | **AAG Governance Updates**  |  |
|  | TD gave an update on AAG Governance in relation to 2 specific areas, Stage Gates and Continuous Improvement Activity.  **Stage Gates** – Chairs of SAAB met recently with RJ. The Chair and vice chair of SAAB SFG were keen to understand stage gates in more detail. TD met with them to go through the proposed stage gate governance approach, and both were happy that this is a useful addition to governance of AAG. **Continuous Improvement Activity** – noted that SDS are in the process of concluding this activity. A number of sessions have been conducted with relevant stakeholders and the outputs of this have been synthesised. Now in the process of arranging check in meetings with all who were consulted to ensure that the initial feedback has been understood, and the steps we’re proposing to implement going forward are appropriate. Most of these meetings are due to be complete by middle of March to create final report. TD will come back to the group and share when this is ready. | TD |
| **5.** | **Engineering Development Discussion** |  |
|  | TD gave a brief presentation to members in advance of the Engineering Apprenticeship Framework being submitted for review at the April AAG meeting, providing some background and understanding on the process taken to reach the new shape of development. SM noted that the ‘Emergent shape of development’ slide is complicated and should be simplified within the documentation. SM asked for reassurance that industry wasn’t just told this is the way it would be. TD provided reassurance that there’s been appropriate consultation and that the model enables easier transfer across job functions. AB noted that registration and certification wouldn’t have a particular home within this model. TD confirmed SDS are in discussions internally with National Operations Team to bottom this out with the SSC’s. Discussion between employer, provider, and SSC could align this. Noted that this will be clarified when apprenticeship is approved for delivery. GB queried if there had been any discussion with AB’s about promoting the qualification as a stand-alone. TD and GB to take this offline for further discussion. TD to send GB ‘current engineering provision’ slide for further analysis. SM queried the length of the different pathways people could choose and the knock-on effect of this – TD confirmed that minimum duration will be set.TB expressed that a copy of the slides would be useful – TD will upload to extranet.  | TD/GBTDTD |
| **6.**  | **AOB** |  |
|  | GB updated on the postponed agenda item ‘Introduction to NOS’. He explained there is ongoing work with between his and FQ’s team at SDS on this and that this will now take place in April. TD to pick up with RJ on attending 9th May F2F meeting, due to travelling on bank holiday Monday 8th May*.* TD/NC/GW to look at date and logistics of this meeting and update.  | TDTD/NC/GW |

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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 May 2023.  | GW |
| Review FAQ Document in **April 2023** | MG |
| Review ToR Document in **April 2023** | MG |

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| **Apprenticeships Approved in Principle (Stage Gate 3)** |
| **Name of Apprenticeship**  | **Date Approved**  |
| Hairdressing & Barbering SCQF Levels 5 and 6  | 06/10/2022 |
| Aquaculture SCQF Levels 5 and 7 | 06/10/2022 |
| Digital Technology SCQF Level 6  | 12/01/2023 |
| Digital Technology SCQF Level 8 (Additional three pathways) | 12/01/2023 |