AAG

## Minutes of Meeting

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| **Date** | **06/06/2024** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | George Brown (Vice-chair) – SQA Accreditation, Stuart McKenna – STF, Matthew Barr – Glasgow University, Catherine Ferry – Scottish Government, Nicola Crawford – Education Scotland, Sheila Dunn – SCQF, Nicola Conner – SDS |

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|  | Action |
| **1.** | **Apologies & Guests** |  |
|  | **Apologies** Ruth Jennings (Chair)Alison Eales - QAAAlison Bucknell - FISSSTommy Breslin - STUCDiane Mitchell – Fife College Bethany Welsh – Balfour Beatty Terry Dillon – Skills Development Scotland **Guests** Laura Brady – Skills Development Scotland Deborah Miller – Skills Development Scotland Abigail Kinsella – Skills Development Scotland Frank Quinn – Skills Development Scotland Sharon McEwan (Observer) – Scottish Government Maxine McClintock (Observer) – Skills Development Scotland  |  |
| **2.** | **Welcome & Previous Minutes** |  |
|  | GB confirmed that due to several apologies any decisions made in the meeting will need to be ratified by members not in attendance. GB added that the ToR for AAG was due to be reviewed in 2022. **GB will pick up with RJ on reviewing the ToR for the group.**Previous MinutesAmendment to Development Manager Update, Transport (Road) – SVQ not Diploma which has been rejected for extension.Updates on actionsClarity from SG, SQA and SDS on position re National Occupation Standards* Agreed position between SDS and SQA that completed developments or developments in the advanced stages can continue as planned (with use of CBQs). Any new developments will be progressed with SVQs which are underpinned by NOS.
* CF has received this proposal and will come back with confirmation of agreement on this position from Scottish Government.

CF has put TB in touch with the chair of the GA Enhancement Group **NCo will follow up with Helen Allison on when links to webinars will become available for members to access.****NCo will circulate framework uptake when available**  | **GB****NCo****NCo** |
| **3.** | **Aquaculture (Stage Gate 4)** |  |
|  | Members queried Core Skills consultation and questioned what the current position is on Core Skills with regards to policy. FQ confirmed that discussions are ongoing on how Core Skills are implemented within apprenticeships currently in progress. FQ added that there needs to be significant work on updating Core Skills. GB agreed that the Core Skills are currently out of date.Framework amendment* Page 16 – QA Awards in Principle COSSH – remove reference to SCQF

**Members approved the framework for delivery, pending a minor amendment and agreement for future clarification on policy surrounding Core Skills.**This decision will be ratified via AAG Extranet by members not on the call. |  |
| **4.** | **Operating Department Practitioner (Stage Gate 3)** |  |
|  | Members flagged that there are inconsistencies with the title of the apprenticeship throughout the document.Members queried whether union concerns have been addressed – DM confirmed that NHS and NES have met with both unions and that discussions are ongoing. DM confirmed that with regards to the apprenticeship development, Fair Work principles have been fully considered and implemented into the framework, supported by a strong wider consultation. FQ flagged that some of the union concerns may be outside the scope of the development.Framework document amendments* Inconsistencies in ‘SCQF’ acronym throughout the document.
* Avoid references to degree-level and diploma-level study.
* GAs not SCQF Levels 8-11 – amend to SCQF Level 9-11

Members questioned the certification – DM confirmed the title of the award will be a Graduate Apprenticeship BSc in ODP - reassurance that the branding of the apprenticeship is not being lost.**Members present approved in principle pending above amendments and confirmation from unions.** This decision will be ratified via AAG Extranet by members not on the call.The development will return for final approval once the qualification has been approved by the regulatory body. |  |
| **5.** | **Science Industries Quality Technician** |  |
|  | Members queried the qualification within the framework, GB confirmed that it is a SVQ underpinned by NOS.**Members approved the framework for delivery.**This decision will be ratified via AAG Extranet by members not on the call. |  |
| **6.**  | **Development Manager Update**  |  |
|  | Engineering * Confirmation that a launch date has been set for 1 July 2024, however SDS have sent a comms out to providers, offering support and leeway for those who aren’t ready to deliver.

C&J* Members queried what the Annual Phase Tests are – LB confirmed that these previously sat within professional awards to allow for phased assessment, rather than waiting until the end of the 4-year period. LB added that there have been suggestions from industry that re-introducing these may help address current challenges.

Accounting* Members questioned what the implications would be if ACCA exemptions do not match the confirmed AAT offering. FQ confirmed that this will mean apprentices could be required to complete a different number of exams depending on the route they take. FQ added this can be discussed further once there is a confirmed position from ACCA.

Equine * Members asked whether the SQA Accreditation Manager has been kept up to date with the development. LB confirmed that the Development Manager has meetings scheduled with SQA AB and Accreditation.

FQ spoke to the Business Administration and Management developments, FQ highlighted that these aren’t occupations but rather functions across occupations, therefore a different approach may be required to take these developments forward. FQ added that the team will be working closely with SQA Accreditation and Awarding Body, and the S&F panel. Members suggested splitting Land-use to show the stages that they will be submitted in, reflecting this in the slide deck/AAG report.**NCo will restructure the Land-use development update slides.** | **NCo** |
| **7.** | **AOB** |  |
|  | Digital MarketingNCo will circulate a summary of what is happening with Digital Marketing and the ask of employers to contribute to ensuring the framework document is fit for purpose. SM and GB will circulate to their networks. |  |

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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 **June 2024.**  | GW |
| NTP colleagues to attend AAG as an upskill on delivery of apprenticeships **May 2024** | NCo |

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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 |