AAG

## Minutes of Meeting

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| **Date** | **07/09/2023** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | **Ruth Jennings – Sainsbury’s (Chair), George Brown – SQA Accreditation (Vice Chair), Sheila Dunn – The SCQF Partnership, Tommy Breslin - STUC, Nicola Crawford – Education Scotland, Gaynor Cook – BT, Matthew Barr – Glasgow University,** **Catherine Ferry – Scottish Government, Alison Bucknell – FISSS, Terry Dillon – SDS, Nicola Conner – SDS (Secretariat)** |

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|  | Action |
|  | **Apologies & Guests** |  |
|  | Apologies Stuart McKenna – STF, Bethany Welsh – Balfour Beatty, John Cairns – Balfour Beatty, Diane Mitchell, West Lothian College, Alison Eales - QAAGuestsKirsty McTaggart – Scottish Government, Laura Brady – SDS, Laura McEwan - SDS |  |
|  | **Welcome & Previous Minutes** |  |
|  | Stage Gate 4 Digital Technology will come back next month, as operational decisions have still to be finalised – Stage Gate 0 will come back with Plumbing and Fashion & Textile next month as well. NCo to update timelines for Plumbing & Digital Technology in previous minutes.TD provided update on feedback from last meeting regarding the timing of the Scottish Apprenticeship Week. TD has picked up with SDS marketing team, activity for this year is in train but passed on feedback for future years and potential for consultation on when is best suited to host this event. TD will come back with a more action orientated update.Updated phased plan can be shared next month.RJ will pick up with Maxine on running of future SAAB meetings and AAG member attendance.NCo updated the group on Digital Marketing at SCQF Level 6. NCo confirmed that the new SVQ at Level 7 has been approved at ACG, and the current qualification at Level 6 has been extended by 12 months. NCo clarified that the plan is still to use the new SVQ in the MA framework, however, now that there is more time, SDS colleagues will start preparing centres to transfer to the new qualification in the new year. | NCoRJ |
|  | **Engineering**  |  |
|  | TD updated that there are two accredited qualifications (EAL & SQA). TD highlighted the previously raised issue re the minimum level of academic qualification within the apprenticeship being too high – particularly the fabrication and welding pathway – as this was raised by TPs, consultation with key stakeholders was undertaken and industry (Engineering Skills Leadership Group) felt this being too high has potential to inhibit recruitment and completion – as a result of consultation with the sector and the ESLG has resulted in the minimum academic qualification being lowered to L5. TD reassured that this change would have no impact on the CBQs within the framework. Members queried whether this would have an impact on success rates, TD confirmed that the Skills Leadership Group agreed that lowering the minimum academic component would reduce non-completers as the concerns are largely surrounding the level of mathematics. Members highlighted presentation issue and requested that the three pathways within the EAL qualification are listed to demonstrate equivalency of the two awarding body qualifications. NC to add in available pathways within EAL qualification.GB requested that Accreditation are made aware of which qualifications need to be switched off when this goes live. TD confirmed that FAQs will be developed for the launch of this apprenticeship which will support employers, training providers, awarding bodies and other stakeholders through this change – these FAQs will include this information. **Group approve the apprenticeship for final approval pending minor amends.** | NCo |
|  | **Accounting**  |  |
|  | Laura McEwan (LM), development manager for the accounting apprenticeship, presented concerns on the levels of engagement within the sector and the commitment and buy-in to the new apprenticeship. LM also highlighted the continued focus from industry on the professional qualifications which currently sit within the apprenticeship, rather than the CBQ elements of the apprenticeship.LM flagged very low wider consultation responses, and dwindling attendance at both TEG and QDG. LM confirmed that the QDG membership is a mix of training providers and awarding bodies.LM requested guidance from the group on how best to progress with this apprenticeship, and asked whether continuing with this the right thing for employers and whether engagement is substantial enough to progress through AAG governance gates. Additionally, the current apprenticeship as is, with the professional qualification as the only requirement and no SVQ or CBQ, does not currently align with the principles of apprenticeships.CF queried whether the current framework is based on NOS, GB highlighted that although there has previously been SVQs within the framework which are based on NOS, these have now lapsed and confirmed that the current Professional Qualifications aren’t based on NOS. The group felt it wasn’t appropriate to make a decision within this meeting. Members agreed that more understanding on how the various options will impact key stakeholders within the sector is important. The group requested that LM return with a paper on options/impact for next month, which will support a decision to be made. Members should send over any relevant stats or information to assist in compiling this paper (e.g. MA starts, what private training providers currently deliver etc.)LM to bring back paper in the October meeting to support a final decision to be made on how to progress with this apprenticeship.Members to send over any information they may have to support LM compiling this paper. | LMAll |
|  | **Development Manager Update**  |  |
|  | Laura Brady (LB) presented the development manager monthly update.TB noted that it was good to hear feedback on positive contribution from colleagues, particularly Tam Kirby. |  |
|  | **Hairdressing & Barbering**  |  |
|  | Hairdressing & Barbering at SCQF Level 5 and SCQF Level 6 was approved in October 2022 pending qualification codes coming through. SD highlighted that the VTCT qualification codes do not match what has been submitted to the SCQF database with the hairdressing code being the barbering one and vice versa.NCo to confirm correct VTCT codes and amend documentation.GB noted that they expect the SQA codes to become available in the next week or so, members agreed to wait until these are available and publish with codes from both awarding bodies highlighted in the proposal document.**Group approved pending SQA Qual codes coming through.** | NC |
| **6.**  | **Regulatory Services**  |  |
|  | NCo circulated a paper to discuss re-instating the apprenticeship in Regulatory Services at SCQF Level 7.It was noted that there is commitment from Training Providers and that there has been engagement from the sector with both SQA and SDS to evidence demand for this apprenticeship. GB confirmed that he has been involved and supports the work and engagement which has been undertaken.SQA Awarding body have committed to developing the qualification and will submit to ACG for accreditation. Members agreed that the framework, if live, wouldn’t be up for review, therefore can still be seen as relevant to industry. CF asked for clarification that this will be underpinned by NOS, GB confirmed its an SVQ so will be underpinned by NOS. Group are happy for this to come through for approval with the framework as is, once the qualification is available.NCo to prepare submission to October AAG when qualification codes are available. | NC |
|  | **AOB** |  |
|  | **FA Engineering** Papers circulated detailed a request from SDS to SQA to make the changes, which had been implemented into the FA in Engineering to support learners through Covid, permanent. Members queried some of the figures re credit numbers on the submission. NCo to confirm figures with SDS colleagues and make necessary amendments.Group agreed that once this change request has been approved by SQA, the amended framework can be submitted electronically to members for a final sign-off.RJ requested that members are given at least 7 days to review and approve.  |  |

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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 |
| Continuous Improvement Activity Update **October 2023** | TD |
| MA Digital Marketing update **October 2023**  | NCo |

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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 (Final approval 7/09/2023) |
| Aquaculture SCQF Levels 5 and 7 | 06/10/2022 |
| Engineering SCQF Level 7  | 06/04/2023 (Final 7/09/2023) |