AAG

## Minutes of Meeting

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| **Date** | **05/09/2024** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | Ruth Jennings (Chair), George Brown (Vice-Chair) – SQA Accreditation, Catherine Ferry– Scottish Government, Diane Mitchell – Fife College, Helen Murdoch-Wilson - SCQF, Stuart McKenna – STF, Tommy Breslin - STUC, James McDonald – RBS, Terry Dillon – SDS, Nicola Conner - SDS |

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|  | Action |
| **1.** | **Apologies & Guests** |  |
|  | ApologiesMatthew Barr – GlasgowAlison Eales – QAAAlison Bucknell - FISSSSheila Dunn – SCQFBethany Welsh – Balfour Beatty Colin Young – Leonardo UKAndy Sturgeon – Scottish PowerKlaus Mayer Nicola Crawford – Education ScotlandGuests Laura Brady – Skills Development Scotland Deborah Miller – Skills Development Scotland  |  |
| **2.** | **Welcome & Previous Minutes** |  |
|  | NC to update initials in the FA Accountancy to provide clarity on speaker |  |
| **3.** | **Services (Customer Service, Retail and Travel)**  |  |
|  | Members reviewed Stage Gate 4 (approval for delivery) submission for Customer Service, Retail and Travel at SCQF Level 6 and 7.Members requested clarity within the framework documents re: Core Skills inclusion, it isn’t clear within the Apprenticeship Approval Document (AAD) that these are a mandatory component to apprenticeships and flagged that this may cause confusion – NC confirmed that the AAD isn’t a published document but will ensure all documents are updated and aligned with policy.Members requested confirmation that TEG members are content with the level of Core Skills and the fact they are embedded – TD confirmed that they are.Members highlighted that some links within the framework aren’t working, NC confirmed that these will be checked and activated before upload.NC confirmed that all codes have been received for the qualifications and an updated framework document will be produced. This will be reviewed by AAG Subgroup before upload.**Members approve based on the minor amendments above.** |  |
| **4.** | **Hospitality & Professional Cookery** |  |
|  | Members reviewed the Stage Gate 3 (approval in principle) Hospitality & Professional Cookery submission.Apprenticeship Approval DocumentMembers requested an update to the reference to Core Skills, same as Services.TD confirmed that NOS have been used where appropriate, therefore, the qualification is made up of both NOS and Work Situations, where Work Situations have been used to address any gaps.RJ praised the collaborative work of the developers in engaging with employers and other stakeholders to produce these apprenticeships.Framework DocumentsFor all frameworks, within the Qualification Requirement section, members requested more clarity that the three qualifications within the enhancement section are mandatory – members suggested to reword to ‘will complete all of the following’. Members also flagged that there is an error in the award title for the Licence Premises certificate, this should be verified and updated.Members queried progression to Housekeeper within the Professional Cookery apprenticeships, TD flagged that this is most likely a transcription error and will be updated appropriately. Members praised the submission and praised the high levels of consultation with industry and learning providers. **Members approve in principle, pending minor amendments and qualification codes.** |  |
| **5.** | **ODP Graduate Apprenticeship** |  |
|  | DMil had met with UWS and NES to have a final proofread of apprenticeship documentation. A cohort of 30 will begin their induction next week – the group have developed a review programme which will run alongside this cohort as it is a pilot exercise.Members flagged a minor amend on Page 9 – capitalise ‘higher level’ to ensure clarity.NC confirmed that the approval date on the Occupation Profile is when the TEG/Development Group have signed off this document.Members confirmed that Career Skills aren’t currently considered within the design of GAs – GB confirmed that Career Skills Units are SVQ units and don’t fit into the qualification structure for GAs – CF will take this back to the GA Enhancement Group.The group thanked DMil and team for working at pace while still staying true to governance and principles of apprenticeships – the group added that they would like to see future outputs and lessons learned from the exercise.  |  |
| **6.**  | **Minor Amendment Forms**  |  |
|  | Feedback on the form* Members happy with the form, gives plenty of information
* Members suggested adding contact details of the person who has submitted.

ECITB3 qualifications have been removed without a direct replacement – Members confirmed that this could be attributed to very small numbers – NC will feedback to ECITB to ensure no apprentices are adversely affected.Members confirmed that centres already delivering the apprenticeship will already be approved to deliver the new qualifications.Members confirmed that consultation of new qualifications is reviewed by the Accreditation Coordination Group and confirmed that the qualifications are very similar to the lapsed qualifications.NC and TD will update document with AAG actions and go back to the requestor. AAG members felt it was appropriate to give timelines – and agreed **6 months** for a framework update following qualification. TD confirmed that the ask of ECITB is to update the supporting framework through a self-developed route. Members agreed.Members added that part of the discussion needs to be consideration on whether the NOS from 2019 are still relevant.**NC and TD will come back to AAG following discussion with ECITB**FA AccountancyDMil confirmed that the proposal is for a unit to be swapped out due to feedback from industry that the current unit is too complicated for learners. The proposed new unit would offer similar knowledge for learners but be at a more appropriate level.**Members content with the above amendments, based on feedback provided.** | **NC** |
| **7.**  | **Development Manager Update** |  |
|  | LB joined to present the development manager update.Firstly, LB provided an update on the Construction developments, giving the group some background on the current delays within Carpentry & Joinery, Fitting Building Interiors and Plumbing & Heating. LB highlighted that delays are largely to do with off the job components, which need to be updated in line with the qualifications. LB added that changes to off the job components require thorough consultation with the sector, as there may be changes to how these are delivered and assessed.LB added that TEG and PAG members are participating in NOS working groups to assess whether Work Situations can be converted to NOS (C&J, FBI)With regards to Plumbing & Heating, LB highlighted that there will be significant changes to how apprentices are assessed, LB added that work has commenced to communicate the requirement for workplace assessment and that SDS, CITB and other partners will be working on how to best support industry in moving over to this approach. LB praised the support from learning providers and unions throughout the Construction developments.TD proposed LB brings this to the meetings with SDS, DM and SM in the first instance to help filter messages to providers.Archaeology NC to update – CifA to commence process to become an approved Awarding Body, not centre. |  |
| **8.** | AOB |  |
|  | GB provided an update on the Accreditation of Gaelic qualifications. GB confirmed that the first two qualifications have now been accredited in Gaelic. GB added that the certificate will be issued in English, following consultation with learners, however, there will be an addition to the certificate highlighting that the assessment was completed in Gaelic. GB confirmed that this will be demand led – members asked whether this is demand from candidates or employers, GB confirmed that it would be from both.Members discussed whether a Gaelic title should be added to the framework document, TD suggested that this could be submitted as a minor amendment.Gaelic speakers are appointed by SQA to translate the qualification, which will be checked by an external verifier.----TD will bring forward a Stage Gate 0 for the proposed GA in Social Work which was raised at Standards & Frameworks. |  |

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| **Outstanding Actions from Previous Meetings** |
| **Action** | **Owner** |
| AAG Members to attend TEGs in an observatory role.  | MG |
| Continuous Improvement Activity Update **September 2024** | TD |

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| **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 |