AAG

## Minutes of Meeting

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| **Date** | **14/11/2024** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | Ruth Jennings (Chair), George Brown (Vice-Chair) – SQA Accreditation, Klaus Meyer – Education Scotland, Catherine Ferry– Scottish Government, Diane Mitchell – Fife College, Sheila Dunn - SCQF, Stuart McKenna – STF, Tommy Breslin - STUC, Alison Bucknell – FISSS, Deborah Miller - SDS, Nicola Conner - SDS |

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| **1.** | **Apologies & Guests** |  |
|  | Apologies  Andrew McFarlane – ACS Clothing  Colin Young – Leonardo  Matthew Barr – Glasgow University  James McDonald – RBS  Alison Eales – QAA  Bethany Welsh – Balfour Beatty  Terry Dillon - SDS  Development Managers  Sharita Guy – SDS  Laura Brady – SDS  Abigail Kinsella – SDS  Guests  Heather Gibson – Scottish Government  Fiona Clements – Scottish Government |  |
| **2.** | **Welcome & Previous Minutes** |  |
|  | RJ updated the group that Alison Grant from Domino’s Pizza who observed at the October AAG, doesn’t feel this is a space she can contribute to meaningfully and has taken the decision not to progress with the role.  **Custodial Care and Practice**   * TB met with Sharon Wilton and the Prisoners Officers Association (POA), POA still not supportive of the apprenticeship. Sharon Wilton will take this back to working group and come back with a proposal.   NC to keep this development on the action log. | NC |
| **3.** | **Hospitality & Professional Cookery (Stage Gate 4)** |  |
|  | The group reviewed the Stage Gate 4 (full approval for delivery) submissions for Hospitality at SCQF Level 5, Professional Cookery at SCQF Level 5 and Professional Cookery at SCQF Level 6.  SG clarified that the meta-skills unit sits within the Competence-based Qualification, therefore no separate certification is required.  **Voting members confirmed approval for deliver**  NC to post an online vote for members not present to ratify this decision – 1 additional vote in favour required for approval  Members queried what progression routes are available for individuals undertaking these apprenticeships. Members clarified it can be difficult to progress from Foundation to Modern Apprenticeships as many FAs sit at SCQF Level 6, and MAs tend to start at SCQF Level 5 or 6.  CF will take discussion re progression routes back to the FA Enhancement Group.  Members felt there could be more within the apprenticeship framework with regards to progressing through meta-skills and how individuals develop their profile and reflect on past experiences, particularly school leavers, and relate these to meta-skills. | NC  CF |
| **4.** | **Social Work (Stage Gate 1)** |  |
|  | Members asked for clarity on new terminology being used ‘Apprenticeship Development Group (ADG) – members queried if the ADGs were replacing TEGs. AK clarified that for the purpose of the GA developments, where there are often smaller numbers of providers and employers, it makes sense to combine the TEGs, PAGs and QDGs into one combined working group.  Members understood rationale for this re GAs but highlighted that ADGs are referred to throughout the Development Manager Update within various MA developments. Members asked for clarity and requested that SDS come back to the group with proposed terminology moving forward, as the group needs to be clear. RJ highlighted that changes to understood terminology could have unintended impact on stakeholders.  DMil and NC to come back with confirmation of terminology with the development process  TB thanked colleagues for meeting with the unions, TB highlighted that the session was very positive.  Members agreed that it’s important that the ambitious timelines don’t rush the apprenticeship through the development process. Members highlighted that the development timelines aren’t tied to any regulatory changes so there may be scope for extending these timelines out. AK and SG colleagues confirmed there is scope for a later cohort start date.  **Members are content that this development is moving smoothly and looking forward to seeing it progress through to stage gate 2.** | DMil/NC |
| **5.** | **Discussion on Apprenticeship Approval Document (AAD)** |  |
|  | NC explained that SDS are looking to check in and ensure the current template for the Apprenticeship Approval Document is still fit-for-purpose and providing the right information for members to review and understand the development approach. NC opened the floor for members to comment and provide feedback.   * Need detail to understand when apprenticeships have combined existing apprenticeships, not seen anything with too much information yet, however, sometimes the tone has influenced the document too much and that this needs to be a factual document. * Background on the development is extremely helpful – positions the thinking in advance of the document. * Ensure that there is consistent language and if different approaches are being used that these are fully explained for the reader.   Members also highlighted that it would be useful to add developer into the framework document,  NC to agree with SDS colleagues how/where this can be added in | NC |
| **6.** | **Development Manager Update** |  |
|  | Aquaculture  SG confirmed that Aquaculture will be launched in January, SG added that a Community of Practice event was held earlier in the year. NC confirmed that there is only one provider, and they have agreed with a January 2025 launch.  Land & Nature  SG highlighted that there will be a meeting held next week with Nature.scot and SQA to discuss the business case decision and response paper drafted by Nature.scot. DM asked if learning providers will be brought into this, as colleges are concerned about the potential lack of provision in this area. DMil confirmed that providers will be brought in, but this meeting will be for the above organisations initially.  Customer Service, Retail and Travel  Members questioned if the live date of 1st of December 2024 and lapsing period ending in March 2025 has been agreed by providers. SG highlighted that operational colleagues have consulted directly with providers offering these apprenticeships and have agreed on the transition dates. Members requested for Learning Provider representatives to be brought into these discussions.  NC to add as a standing agenda item in SDS/Provider monthly catchups.  Carpentry & Joinery  Members queried the disagreement between nations on the NOS. LB confirmed that the TEG agreed Occupational Standards and when these were brought forward to the NOS working group, there has been disagreement between nations on certain mandatory components e.g. staircases. There is an argument for staircases to be a mandatory component, however, the TEG felt that not all apprentices will be able to evidence this, and there has been challenges in this sector previously with simulation.  Members questioned simulation, as there have been various conversations within Carpentry & Joinery, Plumbing and Electrical Installations on what can be simulated and what cannot be simulated. Members asked if this was due to a change with Awarding Bodies, or if it is coming from the employers. LB clarified that complications are mostly coming from the Assessment Strategy and how various Awarding Bodies interpret this strategy.  Members added that Simulation should be a last option, or when there are Health & Safety considerations. Historically the SSC would agree the conditions for simulation. |  |
| **8.** | **AOB** |  |
|  | * Update on Definitions of Apprenticeship Review   RJ confirmed that the work to review the ‘Definition of Apprenticeships’ remained ongoing. This has been impacted by activity to develop a legal definition to support, SG are leading on this work, with SAAB S&F members supporting. This work will give the additional definition and clarity to support development and delivery.   * January AAG meeting   NC to post a poll on the Extranet to reschedule this meeting to w/c 13th of January. | NC |

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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 |
| Custodial Care and Practice MA – update from Sharon at Skills for Justice **January 2025** | NC |

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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 |
| 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 |