AAG

## Minutes of Meeting

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| **Date** | **16/01/2025** |
| **Time** | **14:00pm-16:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | Ruth Jennings (Chair), George Brown (Vice-Chair) – SQA Accreditation, Catherine Ferry– Scottish Government, Diane Mitchell – Fife College, Sheila Dunn - SCQF, Colin Young – Leonardo, Tommy Breslin - STUC, Alison Bucknell – FISSS, Alison Eales – QAA, Terry Dillon - SDS, Nicola Conner - SDS |

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|  | Action |
| **1.** | **Apologies & Guests** |  |
|  | ApologiesKlaus Meyer – Education ScotlandJames McDonald – RBSMatthew Barr – Glasgow UniversityBethany Welsh – Balfour Beatty Andrew MacFarlane - ACS clothingDevelopment ManagerLiz Hyslop – SDSObserversRohaise Rose-Bristow – The TorridonJennifer Davies – SP Energy Networks |  |
| **2.** | **Welcome & Previous Minutes** |  |
|  | RJ introduced new employers Rohaise and Jennifer who are in attendance as observers.GB confirmed that GB and TB have a meeting lined up regarding simulation – TB confirmed that this discussion is not specific to one framework but will be a broader discussion regarding simulation as an assessment method.RJ asked if there was anything to update following on from the previous agenda item on SDS/SQA collaboration work. TD clarified that outputs are still being finalised and confirmed that these will be brought back to the group when ready.TD updated the group that a SLWG has been created within the Standards & Framework panel to discuss self-funded developments, this will support the ongoing questions surrounding Equine and Archaeology. TD will catch up with Frank and bring an update to the next meeting.The group celebrated the launch of the Aquaculture Production apprenticeships at SCQF Level 5 and SCQF Level 7. |  |
| **3.** | **Horticulture & Greenkeeping (Stage Gate 3: Approval in principle)** |  |
|  | GB confirmed that the Qualification Products haven’t yet been approved for these developments, LH updated that the Qualification Products were reviewed by ACG early December 24 and were subject to some further checks by Accreditation on the rules of combination to ensure the minimum and maximum credits are correct.**RJ confirmed that the group can only offer approval in principle pending qualification products.**LH clarified that that these are two separate frameworks (**Horticulture** and **Greenkeeping & Sportsturf**), as members highlighted significant crossover in both AAD documents. LH confirmed that historically Horticulture, Greenkeeping and Sportsturf sat within the same apprenticeship framework, however following consultation and significant pressure from industry, these were separated out. Members asked if there could be a breakdown on figures on the current uptake. TD confirmed the most recent stats.* Total starts Sportsturf – 74, Horticulture – 94

Members noted concerns over the hybrid nature of the framework (using both NOS and Work Situations), as we are moving back towards sole use of NOS. Members asked if there could be a response prepared for stakeholders who share these concerns – articulating the amount of consultation from Liz and the development team to support this hybrid model.TD will prepare a statement for members to use and share. TD highlighted that although the hybrid model of NOS and WS is no longer being used (moving to NOS only), the framework itself is not outdated and has been supported by vast amount of stakeholder consultation with industry.Members praised high level of consultation throughout and expressed their confidence in industry support for the frameworks.Members questioned why the current SVQs are included as progression opportunities. LH confirmed that the awarding body intends to keep the current SVQs live. Members highlighted that the Level 6 apprenticeship needs to be added into the L5 progression section. Members asked for clarity on Core Skills consultation. NC explained that the TEG initially agreed for these to be included as optional for those who haven’t already completed, following clarification on policy, the core skills were then embedded. LH confirmed that TEG agreed on the proposed levels and signed off the mapping exercise, LH will update the AAD to reflect this.Members were extremely complimentary on the detail which has gone into the NOS and WS and accompanying qualification structures and are confident in the consultation that has been carried out with sector.Framework documents * Clarification of qualification titles, LH will update and ensure consistent throughout.
* Greenkeeping & Sportsturf SCQF L5, member flagged that in the defining meta-skills section, the descriptions need tidied up.

**Frameworks approved in principle pending approval of the Qualification Products.** |  |
| **4.** | **Custodial Care and Practice (Stage Gate 4: Final approval)** |  |
|  | TB updated that following meetings with Skills for Justice and Prisoner Officers Association, who are still not supportive of the apprenticeship, it has been agreed that Scottish Prison Service (SPS) will not be included as an employer/provider in the framework, and that it will be taken forward by Police Scotland. This is supported by the most recent submission.Members queried whether SPS could pick this up in the future if they were able to reach agreement with POA. TD flagged that there are no current restrictions in place in SDS operations which can prevent employers from delivering the framework, therefore, SPS could deliver this at any time.TD will pick this up with NTP Ops to confirm **The group approved this framework for delivery** |  |
| **5.** | **Dental Nursing Core Skills** |  |
|  |  Shellie Montgomery alongside representatives from the Dental Nursing development groups, Helen Donaghy and Caroline Taylor, presented an update on the current discussions ongoing with Dental Nursing and the accompanying Core Skills – focusing on a proposed Numeracy Core Skill sitting at SCQF L3* Members feel a wider conversation on Numeracy as a Core Skill is required, as many other sectors will be able to make similarly well-articulated arguments for a lower level of Core Skill.
* Members highlighted that Core Skills should be a developmental framework and feel L3 is extremely low for a L7 framework. Members felt there should be scope to improve Numeracy skills through a higher Core Skill. Helen clarified that Numeracy is currently delivered by Training Providers as a standalone and is often delivered as a separate maths class.
* Members clarified that if frameworks are to be lower than 2 levels below the level of the framework then developers need to provide substantive evidence to support this.

Members asked if there any resources that could be developed at Numeracy SCQF Level 4 for an apprentice to complete in the workplace, which wouldn’t be a stretch for those in the role to complete. Helen clarified that they have a series of scenarios, however, these are not common to the role of a dental nurse.Members felt that it is time to review Core Skills and agree what we want apprentices to gain from undertaking these units. There is an opportunity to feed this into the current review of the skills frameworks.Take offline to discuss further* Members to discuss common approach to reviewing these submissions at AAG
* Dental Nursing colleagues to further investigate potential for a L4 Numeracy profile

Members acknowledged that there are strict timelines for this due to regulatory changes to the framework and agreed for this to be brought back in February. |  |
| **6.**  | **Development Manager Update** |  |
|  | EquineDevelopment Manager to update date of business case re-submission, as this hasn’t yet been received by the S&F Panel.Carpentry & Joinery Members queried why C&J is flagged as red – TD confirmed this is due to delays in updating the Industry Specific TrainingTrees & Timber LH updated that they are rescheduling meeting which was meant to take place 16/01. Will be able to provide update next monthGroup asked for clarification on what is required for an apprenticeship to be classed as live, TD confirmed that this is when frameworks are available on FIPS and uploaded onto the SDS websites.  |  |
| **7.** | **AOB**  |  |
|  | SAAB changes * SAAB groups will be retired in the coming weeks, with work ongoing on a replacement approach
* Steve Petrie has stepped down as chair of Standards & Frameworks Group – S&F and AAG will be maintained. Jacquline Hall from BAE systems will be joining as Standards & Frameworks Group chair
* RJ updated that she will be stepping down as AAG Chair and will be joining the Standards & Frameworks group as Vice-chair.

To support this group moving forward – Rohaise and Jennifer will be joining as Co-chairs of AAG. RJ will be supporting them through this transition.GB wanted to note a massive thank you to Ruth for her amazing contribution as AAG Chair – members echoed this note and praised all the hard work and effort given to the group throughout her time as AAG chair The group also wanted to pass on their thanks to George as Vice Chair, his contribution and knowledge has been invaluable. |  |

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| **Outstanding Actions from Previous Meetings** |
| **Action** | **Owner** |
| AAG Members to attend TEGs in an observatory role.  | MG |

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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 |