AAG

## Minutes of Meeting

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| **Date** | **01/08/2024** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | Ruth Jennings (Chair), George Brown (Vice-Chair) – SQA Accreditation, Cath Henderson – Scottish Government, Diane Mitchell – Fife College, Sheila Dunn - SCQF, Alison Bucknell – FISSS, Matthew Barr – Glasgow University, James McDonald – RBS, Andy Sturgeon – Scottish Power, Colin Young – Leonardo, Terry Dillon – SDS, Nicola Conner - SDS |

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| **1.** | **Apologies & Guests** |  |
|  | Apologies  Bethany Welsh – Balfour Beatty  Stuart McKenna - STF  Tommy Breslin – STUC  Klaus Mayar – Education Scotland  Paul Gibson – Scottish Government  Catherine Ferry – Scottish Government  Guests  Cara Jones – Chartered Institute for Archaeologists  Catherine Cartmell – Historic Environment Scotland  Deborah Miller – SDS  Keith Spalding – SDS  Laura Brady - SDS |  |
| **2.** | **Welcome & Previous Minutes** |  |
|  | RJ welcomed new employer representatives to the group, James McDonald, Andy Sturgeon and Colin Young.  RJ also introduced Cath Henderson from Scottish Government who will be representing SG in AAG alongside CF and PG.  Previous minutes   * NC to ensure member details are up to date on previous minutes. * Update reference to Plumbing & Heating meeting with BSE Skills in July – this meeting has been rescheduled to August. |  |
| **3.** | **GA ODP** |  |
|  | DMil updated that the paper confirming HCPC qualification approval has not been received yet. DMil added that UWS colleagues expect to receive this within the next week. DMil requested for the apprenticeship to be scrutinised by members and granted in principle approval for delivery – with an online vote ratifying this once the notification from HCPC has been received.  RJ flagged a few minor amendments re layout of document.  RJ to send these amendments to NC.  Members asked for an update re union concerns and requested confirmation that these have been addressed. RJ responded that the key principles of apprenticeships have been followed and adhered to, as per AAG governance criteria. RJ added that the concerns surrounding the unions have been, in the main, due to the fast pace of the development activity and associated risks around consultation and governance, TB was also concern that this would set a precedent for future apprenticeship developments. RJ confirmed she has picked up with TB and reassured around the ‘pilot’ approach to this review and shared that this will not set a precedent.  Members flagged potential confusion surrounding registration of apprentices, as there is a different process for Modern Apprenticeships. Members asked for this to be amended to ‘Registration and certification of this apprenticeship is undertaken through HESA’  DMil updated that a GA Enhancement Group has been set up to provide more structure and engagement surrounding the development of GA’s. DMil highlighted that the work of this group should mitigate some of the risks flagged throughout the ODP GA development.  RJ acknowledged that initial concerns regarding the development were due to the fast pace. Members are comfortable that this submission has gone through the same steps and governance as other developments, and that the submission meets the requirements of the principles of apprenticeships.  **Members approve pending confirmation of qualification approval, which will be ratified via the AAG Extranet.** |  |
| **4.** | **Construction: Design & Contracting** |  |
|  | Members commended the work of AAG Subgroup and the support they provide to reviewing apprenticeship submissions.  Core Skills Mapping    Members flagged that within the Communication Core Skill tab, the last element has been left blank. LB confirmed that this is an oversight and will update this.  Framework Document  Members flagged that as there are 8 pathways, SQA Awarding Body will need to put forward 8 separate qualifications for accreditation. Members asked if there is a risk of SQA choosing not to develop all of them. LB confirmed that SQA AB will be developing all qualifications and aim to have these ready for November.  Members flagged a rogue ‘qualifications’ in Page 20 of document.  Apprenticeship Approval Document  Members queried consultation on level of Core Skills, as this is missing from the document. LB confirmed that the TEG were content to maintain the level of Core Skills at SCQF Level 5.  Members asked for references to ‘credit and levelling’ to be replaced by ‘SCQF credit rating’  **Members are content to approval in principle pending minor amendments.**  Members congratulated LB on her work on the development and commend all of the hard work. |  |
| **5.** | **Archaeology Self-funded Apprenticeship** |  |
|  | Cara Jones from CIfA and Catherine Cartmell from HES joined to present Stage Gate 0 proposal for a self-funded development in Archaeology.  Members asked for clarification on the two training providers, CJ confirmed that this is Orkney College and Historic Environment Scotland. Members asked if there would be enough of an intake to fill a classroom for off-the-job requirements. CC confirmed that HES have 2 training centres, they deliver apprenticeships but aren’t a college – HES work closely with employers to ensure industry is getting skills that they need.  Members flagged that consideration of the off-the-job provision will be vital as part of the development, as current apprenticeships (Stonemasonry) have struggled in this element of the framework. CJ added that there is potential for online delivery through a linked college in England which will be explored.  CJ confirmed that the current NVQ is at SCQF Level 6.  Members highlighted that the process for obtaining SQA centre approval can take up to 12 months, therefore, a submission for this is recommended as soon as possible. CJ confirmed that although they are commencing this process with SQA to develop the qualification, they will still be reaching out to other Awarding Bodies. Members were happy to hear other Awarding Bodies will be contacted to be involved.  Members also highlighted that a self-funded business case will need to be submitted to the S&F panel to get the green light to review the NOS. CJ confirmed that they are aware of this and will be supported through this process by SDS.  **Members content for this to progress to Stage Gate 1**  TD confirmed that Keith Spalding will be supporting CJ and CC throughout the development. |  |
| **6.** | **Engineering Construction Update** |  |
|  | NC highlighted that ECITB are updating the qualifications within the Modern Apprenticeship in Engineering Construction at SCQF Level 6/7. The previous qualifications lapsed on 30June 2024. NC added that the new qualifications contain the same content, with added enhancements in Digital Skills and Sustainability. NC also flagged that ECITB are planning to commence a full review of the framework, as they are aware there are other elements of the framework which need to be updated, however, this is an interim update to allow apprentices to register in the September intake.  NC signposted to papers on the AAG extranet platform.  Members flagged discrepancies on lapsing dates on the CBQ list provided by ECITB, as well as incorrect credit numbers.  GB will send list of correct lapsing dates and credits onto NC who will pick up with ECITB.  Members added that when the framework is reviewed in full there is a requirement for the levels to be separated out into two frameworks – as it is currently a L6/7 framework.  TD suggested that this may be an opportunity for members to look at similar updates in the FA/GA space.  FA in Accounting  DMil updated on FA in Accountancy update to the ACCA route (replacing FA2 with FA1) as it is deemed too complex for students in full time school education. DMil highlighted that Aberdeenshire council are the only Learning Provider who deliver the ACCA route, and that industry have been consulted.  DMil clarified that the change request has been submitted to and approved by SQA Awarding Body.  Members feel it would be beneficial for there to be a paper submitted alongside these updated to ensure the group has an audit trail for decision making processes.  NC to upload relevant papers on FA Accountancy  GA in Business Management  DMil confirmed GCU have completed a minor change form for the framework. DMil added that they are expanding scope to include pathways in Hospitality Management and  DMil proposed to meet with MB offline to review the template and then share with wider group  DMil to meet with MB offline to review the GCU change template  TD and NC to create a draft template for framework updates and circulate to group – this will support decision making on whether changes to frameworks require approval or inform.  Members highlighted that consideration should be given to the number of small tweaks made to a framework – audit trail will be important to ensure the framework hasn’t been significantly changed through several minor amendments. |  |
| **7.** | **Development Manager Update** |  |
|  | Accounting  Members queried if there would still be an enhancement through the ACCA route if there is 100% exemption offered. Members also commented that it is likely that most apprentices will choose the ACCA route as they are offering a higher exemption.  KS confirmed that there are still discussions ongoing on how the two routes will sit within the framework. KS will put development manager in contact with GB to discuss this from a qualification perspective.  Members agreed that there needs to be further discussions on how the two routes will work in practice.  Services & Hospitality  KS updated that the development manager has completed a Core Skills Mapping, and confirmed that from this, Core Skills can be embedded in the frameworks. KS added that the mapping has been sent to members of Subgroup for feedback and confirmed that these frameworks will be submitted for review in the September AAG. |  |
| **8.** | AOB |  |
|  | * Definition of Apprenticeships   RJ provided update on the review of the 14 principles within the definition of Apprenticeships. RJ updated that work has commenced, next meeting on 13 of August, drafts currently sitting with members to review in time for this meeting. RJ flagged that SD will be contacted for feedback on the principle relating directly to SCQF – SD confirmed that she has already been contacted and has provided feedback on this principle.  RJ to forward meeting invite/papers to DM re the working group – RJ will tie DM in with Maxine McClintock.  RJ confirmed that this work will impact the way the AAG review apprenticeships. RJ added that AAG members will be kept informed.   * Core Skills   CH confirmed that Core Skills are mandatory for all apprenticeships moving forward.  SQA have made some interim adjustments to the ICT Core Skill unit to remove some of the more outdated requirements.  GB and SQA AB are working together on a project to review the skills frameworks – GB confirmed that this will be a long project. Proposal paper in draft which will be submitted for approval in October then progressed to consultation.   * Terms of Reference   RJ and TD will continue to work on this – work is ongoing in the background, RJ confirmed that a draft will be shared when available |  |

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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 **February 2024.** | GW |
| Continuous Improvement Activity Update **September 2024** | TD |

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| **Apprenticeships Approved for Delivery (Stage Gate 4)** | |
| **Name of Apprenticeship** | **Date Approved** |
| Driving Goods Vehicles | 04/07/2022 |