AAG

## Minutes of Meeting

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| **Date** | **05/12/2024** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | George Brown (Vice-Chair) – SQA Accreditation, Klaus Meyer – Education Scotland, Catherine Ferry– Scottish Government, Diane Mitchell – Fife College, Helen Murdoch - SCQF, Matthew Barr – Glasgow University, Tommy Breslin - STUC, Alison Bucknell – FISSS, James McDonald – RBS, Terry Dillon - SDS, Nicola Conner - SDS |

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|  | Action |
| **1.** | **Apologies & Guests** |  |
|  | ApologiesRuth Jennings Stuart McKenna – STFColin Young – Leonardo Alison Eales – QAASheila Dunn – SCQF Development ManagersLiz Hyslop – SDSLaura McEwan – SDS |  |
| **2.** | **Welcome & Previous Minutes** |  |
|  | NC to amend action re progression pathways to clarify that this was just a discussion during the meeting and no follow up action was required.Group content to approve previous minutes Actions* TB met with Sharon Wilton and colleagues from Police Scotland re Custodial Care and Practice and have agreed a way forward following meeting with the POA.
* CF caught up with Ellen Harper re FA enhancement group who will pick up with KM regarding progression routes.
* NC will take forward action to agree where on the framework document the developer can be added in.
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| **3.** | **Collaboration work with SQA** |  |
|  | TD provided an update on ongoing collaboration work with SQA. TD updated that the joint programme board has been meeting regularly to discuss the collaborative process, focusing on areas such as, * Prioritisation – aligning resources to deliver all aspects of apprenticeships.
* Joint and Collaborative development process – Ensuring clear mapping of roles and responsibilities
* Insight and evaluation – information and data sharing between SDS and SQA to support decision making

The intention of this work is to bring all actors engaged within the development together into one agreed process, understanding roles and responsibilities. This will have a minor impact on the current milestones reported on within the dev manager update – any changes will be brought back to AAG for sight to ensure all members understand and support these changes.Through this work, AAG should see less delays and less blockers throughout the development process. TD confirmed that this agenda item intended to introduce ongoing work and provide context before bringing forward some of the outputs from these meetings to the group in the new year.Members felt reassured that the process will maintain focus on employer engagement, however, members raised concerns regarding the reduced time spent on developments, highlighting that we need to take the appropriate amount of time to ensure the quality of the apprenticeship. TD reassured that the joint approach will not reduce quality, it will increase effectiveness of the process, minimising areas where we have previously seen blockers. GB added that previously NOS, Qualifications and Apprenticeships were developed sequentially which took 3 years.TD will circulate slides to the group outlining the overall context and intended outputs.  |  |
| **4.** | **Agriculture (Stage Gate 3: Approval in Principle)** |  |
|  | Members praised the significant piece of work undertaken by Liz.Members highlighted that the agriculture web link referencing minimum wage etc. within the framework document, will be updated in 2025 with refreshed information. LH will ensure that this is updated accordingly before publishing.NC to circulate list of enhancements to group for feedbackMembers queried the number of hours dedicated for off-the-job learning which has been pulled from the credit rating forms – as these aren’t published how will learning providers know how much time should be spent off-the-job.DMit clarified that it only needs to be explicit on the framework document whether there is a requirement for off-the-job learning, the specific amount of time spent can vary on the employer/learning provider.Members agreed that it is the responsibility of the awarding body to provide insight into specific off-the-job requirements.**Group approved in principle.** |  |
| **5.** | **Electrical Installation (Stage Gate 1)** |  |
|  | TD provided overview to Electrical Installation development.Members confirmed that currently only one organisation can contract and deliver this framework.Members queried if opportunity will be given to other providers through this development process to feed into the design of the new apprenticeship and open up capacity for more providers to deliver the framework. TD highlighted that there will be engagement opportunities through various groups and consultations.  |  |
| **6.**  | **HVAC (Stage Gate 1)** |  |
|  | Members queried green skills and whether these are broader considerations or will it be specific to the job roles included within the apprenticeship framework. LM confirmed that the intention for greener skills in this framework is to look at technology, skills and knowledge required from apprentices working in these roles.LM confirmed that employers attending the meeting re NOS consultation and formation of the Development Group on 17th of December are from all nations, but there is a significant presence from Scottish employers.  |  |
| **7.**  | **Self-funded developments** |  |
|  | GB updated the group that the Business Case for BHS Equine submission to the Standards and Frameworks Panel was not approved at first pass. BHS and SDS are currently reviewing feedback and will resubmit to the panel. This has raised a concern that AAG have approved groups to develop apprenticeships, but these groups may not be approved to develop NOS.Group agreed that some more thought may need to be given to the sequencing of the self-funded apprenticeships with regards to governance stage gates.TD will return in the new year with options for members to consider. |  |
| **8.** | **Development Manager Update** |  |
|  | Accounting Members praised Laura for persevering through the development and progressing it to this point.Members queried if there is any indication from ACCA or AAT to deliver the main qualification – potential for AAT to deliver in future, may see them pick it up in 2026/27.TD asked for agreement for Aquaculture and Service to be removed from dashboard – members agreed that it is appropriate for developments to come off the deck when they are live. Members proposed adding a slide clarifying which developments have gone live, other activity can be detailed on this slide once approved for delivery.NC and TD will look at updating the slide deck. |  |
| **9..** | **AOB**  |  |
|  | TB catch up with GB offline re simulation Members asked for clarification on the Universal skills review (Core skills, Meta skills) – as there is not a clear understanding on what this is. Members asked for clarification on how to engage in this work, and how to get a seat at the table. TD highlighted that the work will look into overlap in these skills frameworks and will be investigating whether these can be brought together under one skills framework – this is in early stages. GB confirmed that Scottish Government have asked SQA Acc and SQA AB to look into this, but this will be a lengthy project due to levels of consultation required.GB will pick up with the lead on this work and arrange conversation with DMit on future opportunities for engagement  |  |

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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 |