AAG

## Minutes of Meeting

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| **Date** | **05/10/2023** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | Ruth Jennings (Chair), Alison Eales - QAA , John Cairns – Balfour Beatty , Catherine Ferry – Scottish Government, Diane Mitchell – West Lothian College, George Brown (Vice-Chair) – SQA Accreditation, Hayley McDonald – ACS Clothing, Matthew Barr – Glasgow University, Sheila Dunn - SCQF , Stuart McKenna – STF, Tommy Breslin – STUC |

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|  | | Action |
| **1.** | **Apologies & Guests** |  |
|  | Apologies  Bethany Welsh – Balfour Beatty, Nicola Crawford – Education Scotland, Gaynor Cook – BT, Nicola Conner – Skills Development Scotland  Guests  Helen Murdoch-Wilson – SCQF, Laura Brady – SDS, Laura McEwan – SDS, Keith Spalding – SDS, Paul White - SDS |  |
| **2.** | **Welcome & Previous Minutes** |  |
|  | Introduction to Helen Murdoch-Wilson as observer. Will attend in Sheila Dunn’s absence in future.  Introduction to Hayley McDonald from ACS Clothing as new employer member.  SM requested update on hairdressing.  GB explained issues with NOS database causing delay. Due to be resolved.  RJ to share Ministerial response, NC will upload onto Extranet  NC to update previous minutes with correct date and reflect AE apology  Four SAAB meetings coming up and need members to attend.  GB to attend employer engagement group.  All members to check extranet for dates of upcoming SAAB meetings and volunteer for groups they can attend  Regulatory Services - All responses to circulation positive and **approved**. | RJ/NCo  NCo  All |
| **3.** | **Development Manager Update** |  |
|  | Laura McEwan (LM) presented the development manager monthly update.  NCo to update Aquaculture Key Action date  **Engineering**  DM raised concerns from Training Providers around infrastructure in place to deliver.  TD to pick up Engineering Training Provider concerns with Robert Bruce (Enginuity)  **Carpentry & Joinery**  TD explained current strategy for use of NOS.  GB detailed the reconvening of the SDS/SQA Accreditation NOS SLWG.  LB to provide paper on use of NOS in Carpentry & Joinery  **Land Use**  TD noted that SRUC have been given go ahead to begin credit rating.  AAG members to circulate Hospitality/Service surveys. | NCo  TD  LB  All |
| **4.** | **Phase 3 Developments** |  |
|  | LM, Laura Brady (LB) and Keith Spalding (KS) presented on their upcoming Phase 3 developments, as part of the AAG Governance approach.  TB, RJ and SM noted usefulness of slide deck and Stage Gate.  TB emphasised benefit of early TU involvement in all new developments.  TB to circulate slides to the Trade Union Apprenticeship Group  HMc to discuss ACS Clothing involvement in Fashion development with KS | TB  HMc |
| **5.** | **Accounting** |  |
|  | Members discussed circulated paper on options for Accounting.  **Agreement to proceed with Option 2.**   * Plan for Engagement to be drafted * Training Providers to attend AAG * Pause in TEG for sector stakeholder exercise * Employers to be made aware of lapsing date (GB suggestion - 30/11/24 due to the reaccreditation date)   LM to proceed with next steps detailed for Option 2 | LM |
| **6.** | **Self-funded Developments** |  |
|  | TD explained challenges of self-funded developments.  AAG SLWG for consistency and quality – SM, GB, TB, SD, CF volunteered.  NCo to circulate Doodle Poll for SLWG date | NCo |
| **7.** | **AOB** |  |
|  | n/a |  |

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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 **May 2023.** | GW |
| Continuous Improvement Activity Update **October 2023** | TD |
| MA Digital Marketing update **November 2023** | NCo |

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| **Apprenticeships Approved in Principle (Stage Gate 3)** | |
| **Name of Apprenticeship** | **Date Approved** |
| Hairdressing & Barbering SCQF Levels 5 and 6 | 06/10/2022 (Final approval 7/09/2023) |
| Aquaculture SCQF Levels 5 and 7 | 06/10/2022 |
| Engineering SCQF Level 7 | 06/04/2023 (Final 7/09/2023) |