AAG

## Minutes of Meeting

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| **Date** | **07/11/2023** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | Ruth Jennings (Chair), George Brown (Vice-Chair) – SQA Accreditation, Catherine Ferry – Scottish Government, Diane Mitchell – West Lothian College, Hayley McDonald – ACS Clothing, John Cairns – Balfour Beatty. Matthew Barr – Glasgow University, Sheila Dunn - SCQF, Stuart McKenna – STF, Tommy Breslin – STUC, Nicola Crawford – Education Scotland, Terry Dillon – SDS, Nicola Conner – SDS, Alison Bucknell – FISSS |

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|  | Action |
| **1.** | **Apologies & Guests** |  |
|  | ApologiesAlison Eales – QAABethany Welsh – Balfour BeattyKate Mooney (apprenticeship supplier manager) – BT **RJ to follow up with a couple of members who have been absent for a number of meetings to understand their view and on-going status, as per TofR**GuestsSharita Guy – SDS  | **RJ** |
| **2.** | **Welcome & Previous Minutes** |  |
|  | Previous minutes * SAAB meetings have been moved around/cancelled, RJ will follow up with Maxine to firm up when AAG updates will be happening.

NCo to make amendments to previous minutes and update actions.* Amend November minutes on Page 2, discussion regarding engineering – change to concerns raised that ‘some centres may need more time’.
* Update timescales for actions on framework uptake and CI activity to February 2024
* Amend date of Digital Marketing update to December 2023
 | **RJ****NCo** |
| **3.** | **Development Manager Update**  |  |
|  | Members queried what scoping work is ongoing for Business Admin and related. SG confirmed that Instructus have been awarded a contract to investigate several frameworks (Business Admin, Digital Marketing, Digital Applications and Payroll) to see if there are any key areas of commonality. TD added that this consultation, alongside desk research, will help inform how the development is progressed in Phase 4.EngineeringMembers asked if a decision been made on a launch date for this apprenticeship. TD clarified that it is available for bidding in the new contracts, however no set launch date has been agreed, this is likely to happen in Q1. TD informed members that contribution rates should be set for this framework next week - **TD will tie in with SM and DM** Carpentry &JoineryGB raised concerns that using content from existing NOS with minor revisions, whilst continuing to use the same tiles, may cause confusion. Potential for a UK wide consultation on these revised NOS, which would allow them to officially be seen as NOS. **TD to meet with GB, Gill Harkness and Laura Brady.**Fitting Building InteriorsMembers raised concerns on building in Heritage elements, they flagged that it may make it difficult for many apprentices to evidence and achieve, therefore a pathway may be more suitable. However, there may not be enough demand to support this. SG confirmed that discussions are still ongoing on this, and members will be notified when there is agreement.ServicesSG confirmed that the development covers customer service, retail and travel. SM asked if there have been any key concerns raised by providers. SG highlighted large Provider engagement, with over 20 providers attending meetings. SG assured that communication has been consistent, with concerns being addressed as they are raised. SG also highlighted large provider input into the wider consultation, with constructive comments, which have been taken into consideration and addressed as part of survey consolidation. HospitalitySG highlighted that colleagues from STUC will be leading a session on Fair Work, specifically focusing on the hospitality enquiry which has been undertaken.TB flagged that this may be an interesting piece of upskilling for AAG members for a future meeting.Members queried whether Front of House hospitality fits in with the Service development. SG confirmed that this has been kept separate following the findings from the initial scoping exercise, which has been consistently backed by feedback throughout the process. There will be common units in both Service and Hospitality as there is crossover. PlumbingAAG members praised Plumbing and the high levels of positive engagement. The employee survey has been very visible and has reached a wide audience, which makes a big difference to stakeholders feeling involved.Fashion & Textiles First employee workshop held with 6 employees – all ex-apprentices. HM queried low number for employee workshops, TD confirmed that there will be more employee workshops run to increase employee input. Geographic spread of the sector is being considered. **NCo to take note of longer agenda time for AAG Dev Mgr Update – 40 mins may be more suitable**Members feel encouraged by the monthly updates and feel like this will positively impact the process for when these frameworks come through for approval. Members can use these slides to share with stakeholders. | **TD****TD****NCo** |
| **4.** | **Core Skills – Hairdressing & Barbering**  |  |
|  | Members discussed the proposal from Habia to lower Numeracy and ICT Core Skills. The group agreed that there needs to be additional evidence directly from employers, and that more consultation is required with employers on the level they feel Core Skills should be at for these frameworks. DM highlighted a strong response from colleges on the current level of Core Skills, which have been coming in from employers – they don’t need it within the industry and all of them have said they will create a barrier for success, specifically at Level 6.**DM will forward these responses onto NCo to enhance evidence base.**HM flagged that ICT and Numeracy are relevant to the industry, so it will be important to go back to the employers and understand what level this will be required at. TB would be keen to include unions, as there is representation in this sector.The group acknowledged that apprentices and employers are currently very worried about this and agreed that this shouldn’t be delayed unnecessarily. The group agreed that once additional evidence has been received from Habia and collated, it can be circulated for electronic approval.**NCo work with Habia to collect employer & union feedback.**The group agreed to build Core Skills upskill into the agenda for the new year.GB flagged that the Core Skills framework needs to be refreshed, however it is owned by Scottish Government.**CF will take this back to colleagues.** | **DM****NCo****CF** |
| **5.** | **Construction** |  |
|  | Revisiting ongoing issue raised in summer on delays to apprentice completions in the Construction Sector.GB updated:* It has been agreed that accepting evidence from PDA to demonstrate competence is not a solution.
* Energy Skills Partnership hosted an event on 29 November which brought together assessors from all colleges delivering Carpentry & Joinery, Bricklaying and Painting & Decoration. SQA AB and SQA Accreditation also attended along with CITB. Many of those present were not aware of the amendments that had been put in place.
* A meeting, being hosted by the Minister for Further & Higher Education, to discuss other potential solutions will be held in December.
* Progress is being made, however there is still some differences in progress with different providers.

It’s a very complex situation. Conversation hasn’t stopped, colleges are aware of the backlog and information is being shared and communicated to find a resolution. |  |
| **6.**  | **AOB** |  |
|  | Digital Marketing UpdateNCo updated that the new L7 SVQ in Digital Marketing will be available as part of the apprenticeship from April 2024. Communications are being sent out to providers who deliver the framework this week, and it will be included in the newsletter. Discussions currently ongoing on updating parts of the framework to align with the new L7 qualification.SM queried whether this would come to AAG as a revised framework – NC confirmed that this will come to members for review and approval.* Group agreed to move meeting back to the 11th of January.
* TD flagged the Gatsby report, he will share a link and provide a summary.
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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 **February/March 2024** | TD |
| MA Digital Marketing update **December 2023**  | NCo |

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| **Apprenticeships Approved in Principle (Stage Gate 3)** |
| **Name of Apprenticeship**  | **Date Approved**  |
| Aquaculture SCQF Levels 5 and 7 | 06/10/2022 |