

SCOTTISH APPRENTICESHIP ADVISORY BOARD STRUCTURE AND REMIT

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INTRODUCTION

Originating from the recommendations of the Commissioning for Developing Scotland's Young Workforce, the purpose of the Scottish Apprenticeship Advisory Board (SAAB) is to provide employer leadership and contribution to the development of apprenticeships in Scotland; ensuring they are aligned with industry and economic need, Fair Work and job opportunities. It will be responsible for providing advice and making recommendations on the guiding principles, operational policy, systems and structures supporting apprenticeships in Scotland.

The Board will consist of four groups as follows:

A GROUP BOARD

Includes senior business representation responsible for providing advice and making recommendations on the guiding principles, operational policy, systems and structures supporting apprenticeships in Scotland.

EMPLOYER ENGAGEMENT GROUP

Includes employer and business organisations and a representative of the Developing the Young Workforce National Group. This group's specific role is to listen, engage and communicate and distil information from employers on matters affecting Apprenticeships in Scotland.

EMPLOYER EQUALITIES GROUP

Incorporates representatives from business with a focus on equality and diversity. The group's remit is to address under-representation in apprenticeships; supporting improved access and participation.

FRAMEWORKS AND STANDARDS GROUP

A technical group which will ensure that supporting structures are developed and maintained, and contribute to an effective apprenticeship system in Scotland.

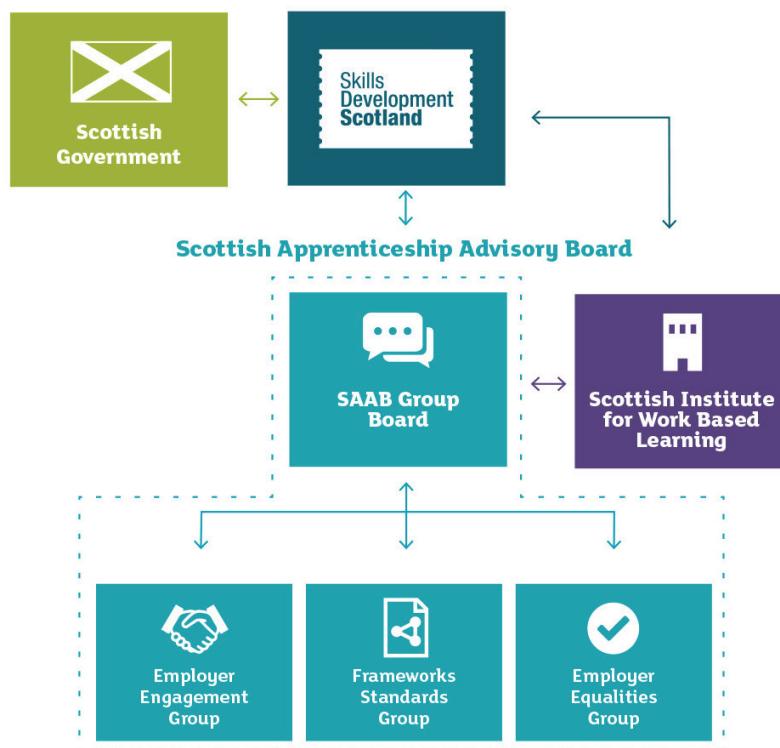
The set up of the Advisory Board comes at an important time for apprenticeships with the introduction of the levy from April 2017. SAAB will play a key role in advising on the use and fulfilment of the levy in Scotland which meets industry demand.

Skills Development Scotland (SDS), the national skills agency, is responsible for managing the funding and promotion of Apprenticeships on behalf of **Scottish Government**. The SDS Board is responsible for facilitating employer leadership of apprenticeships through the SAAB. SDS is working with the university sector to set up the **Scottish Institute for Work-Based Learning**, which has a remit to promote the value of work-based learning in the Scottish education and training system. Through its research and development activities, the Institute will support the work of, and be informed by, the Advisory Board.

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OVERVIEW OF THE STRUCTURE

Apprenticeship Governance & Engagement Structure



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SCOTTISH APPRENTICESHIP ADVISORY BOARD GROUP BOARD: TERMS OF REFERENCE

PURPOSE

Originating from the recommendations of the Commissioning for Developing Scotland's Young Workforce, the purpose of the Scottish Apprenticeship Advisory Board (SAAB) is to provide employer leadership and contribution to the development of apprenticeships in Scotland ensuring they are aligned with industry, economic need, and job opportunities. This will include Foundation, Modern and Graduate Apprenticeships. It will be responsible for providing advice and making recommendations on the guiding principles, operational policy, systems and structures supporting apprenticeships in Scotland. The Group Board will normally meet twice per year.

KEY ROLES AND RESPONSIBILITIES

The Group Board's main responsibilities are to:

- Strengthen employer input to, and endorsement of, the strategic direction of apprenticeships and work based learning pathways, ensuring that the supporting apprenticeship "system" meets the needs of industry.
- Ensure the alignment of apprenticeships with economic growth and job opportunities
- Set and maintain the guiding principles for the core requirements of apprenticeship frameworks to achieve a competent, high skilled and flexible workforce.
- Inform and make recommendations on, and the priorities for, development and continuous improvement activities, including in the area of equalities.
- Provide advice on relevant matters affecting employers and on emerging policy which is likely to impact on the strategic direction of apprenticeships (e.g. the UK Apprenticeship Levy).
- Act as the "custodian" for approved apprenticeship frameworks on behalf of industry
- Be ambassadors for apprenticeships with other businesses and young people

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SCOTTISH APPRENTICESHIP ADVISORY BOARD GROUP BOARD MEMBERSHIP

NAME	ORGANISATION	TITLE
John F McClelland CBE (Chair)	Skills Development Scotland	Chair
Graeme Waddell (Vice-Chair)	Skills Development Scotland	Board Member
Alastair Salvesen CBE	Dawnfresh Seafoods Ltd	Chief Executive Officer
Adriana Konjani	Shell UK	General Manager
Alison McGregor	HSBC	Chief Executive Officer, Scotland
Annmarie O'Donnell	Glasgow City Council	Chief Executive Officer
Bill Robertson CBE	Robertson Group	Executive Chairman
Brendan Dick	British Telecom Regions	Chief Executive Officer
Damien Yeates	Skills Development Scotland	Chief Executive Officer
David McMillan	LifeScan Scotland	Managing Director
Doug Keillor	BAM Construct UK Ltd	Regional Director
Douglas Millican	Scottish Water	Chief Executive Officer
Ed Monaghan	Mactaggart & Mickel Group Ltd	Chief Executive Officer
Eddie Hawthorne	Arnold Clark	Chief Executive Officer
Ellis Watson	DC Thomson & Co Ltd	Chief Executive Officer
Frank Mitchell	Scottish Power Networks	Chief Executive Officer
Grahame Smith	STUC	General Secretary
Heather Metcalfe	Baxters Food Group	Chief Financial Officer
Iain Stevenson	BAE Systems	Offshore Protection Vessel Project Director
Jim McColl OBE	Clyde Blowers	Chairman and Chief Executive Officer
John Reid	Michelin Dundee	Operations Director
Keith Cochrane	The Weir Group PLC	Chief Executive Officer
Les King	Doosan Babcock	Director of Power & Technology
Maggie Morrison	CGI Scotland	Director
Martin Crewe	Barnardo's Scotland	Director
Nora Senior	Weber Shandwick	Chair, UK Regions & Ireland
Paul Gray	NHS Scotland	Chief Executive Officer
Sandy Begbie	Standard Life	Group People & Transformation Director
Steve Gold	Oracle Corporation UK Ltd.	Vice President
Toby Peyton-Jones	Siemens UK & North West Europe	Director HR
Observer Hugh McAloon	Scottish Government	Deputy Director, Youth Employment Division, Fair Work Directorate



SCOTTISH APPRENTICESHIP ADVISORY BOARD EMPLOYER ENGAGEMENT GROUP: TERMS OF REFERENCE

PURPOSE

The overall aim of this group is to strength employer input into the strategic direction of apprenticeships and work based learning pathways, ensuring that the supporting apprenticeship “system” meets the needs of industry.

This group’s specific role is to listen, engage and communicate and distil information from employers on matters affecting Apprenticeships in Scotland. It will gather insights from employers and industry groups on how best to support and encourage employer participation in apprenticeships. Its work will inform the other SAAB Groups.

The Group will normally meet twice per year, prior to Group Board meetings.

KEY ROLES AND RESPONSIBILITIES

The main responsibilities of the SAAB Employer Engagement Group are to liaise with the SAAB Group Board in relation to the following:

- The alignment of MAs with economic growth, job opportunities and fair work
- The guiding principles for the core requirements of apprenticeship frameworks to achieve a competent, high skilled and flexible workforce.
- The priorities for development and continuous improvement activities
- Promotion and communication on apprenticeships to employers
- Relevant matters affecting employers e.g. emerging policy which is likely to impact on the strategic direction of apprenticeships (e.g. the UK Apprenticeship Levy)

And to:

- Be ambassadors for apprenticeships with other businesses and young people
- Establish and maintain links with Developing Young People Regional Groups
- Provide advice on relevant matters affecting employers and on emerging policy which is likely to impact on the strategic direction of apprenticeships (e.g. the UK Apprenticeship Levy).
- Act as the “custodian” for approved apprenticeship frameworks on behalf of industry
- Be ambassadors for apprenticeships with other businesses and young people



SCOTTISH APPRENTICESHIP ADVISORY BOARD EMPLOYER ENGAGEMENT GROUP: TERMS OF REFERENCE

CONT.

MEMBERS OF THE SAAB EMPLOYER ENGAGEMENT GROUP:

- Employer members
- Developing Scotland's Young Workforce (DYW) National Group Representative
- Confederation of British Industry (CBI)
- Federation of Small Businesses (FSB)
- Chambers of Commerce
- Scottish Council for Development and Industry (SCDI)
- Institute of Directors (IoD)
- Skills Development Scotland (SDS)
- Scottish Trades Union Congress (STUC)
- COLSA
- Other experts as required

OBSERVERS:

- Scottish Government (SG)
- Scottish Qualifications Authority (SQA) Accreditation
- Colleges Scotland



SCOTTISH APPRENTICESHIP ADVISORY BOARD EMPLOYER EQUALITIES GROUP: TERMS OF REFERENCE

PURPOSE

The overall aim of this group is to strengthen the employer contribution to the development of apprenticeships in Scotland ensuring they are aligned with industry, economic need, and job opportunities.

This group's specific role is to address under-representation in apprenticeships and support better access to and participation in Modern Apprenticeships. It will gather insight on equalities in relation to apprenticeships and any challenges or good practice from employers. Its work will inform the other Groups.

The group will normally meet twice per year in advance of Group Board meetings.

KEY ROLES AND RESPONSIBILITIES

The main responsibilities of the SAAB Employer Equalities Group are to provide advice to the other Groups in relation to:

- The strategies and policies which are most likely to impact on employer behaviour to improve representation in participation and outcomes.
- The content and prioritisation of continuous improvement activity and policy in addressing under-representation

And to:

- Be ambassadors for Apprenticeships with other employers
- Champion and promote best practice amongst employers in addressing under-representation

MEMBERS OF THE SAAB EMPLOYERS EQUALITIES GROUP:

- Employer members covering:
 - Private, public and third sector
 - Large companies and SMEs
 - A range of sectors and industries
- Equality & Human Rights Commission (EHRC)
- Skills Development Scotland (SDS)
- Business Organisations
- Scottish Trades Union Congress (STUC)
- Other experts as required

OBSERVERS:

- Scottish Government (SG)
- Scottish Training Federation (STF)
- Scottish Funding Council (SFC)

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SCOTTISH APPRENTICESHIP ADVISORY BOARD FRAMEWORKS AND STANDARDS GROUP: TERMS OF REFERENCE

PURPOSE

The Frameworks and Standards Group will oversee apprenticeship framework development and standards and ensure they are aligned with industry, economic need and job and progression opportunities. This will include Foundation, Modern and Graduate Level Apprenticeships. It will ensure that supporting structures are developed and maintained, and contribute to an effective apprenticeship system in Scotland. The group will normally meet 4 times per year, with sub group operational meetings every six weeks.

KEY ROLES AND RESPONSIBILITIES

The main responsibilities of the Frameworks and Standards Group and associated sub groups are to:

- Share information and intelligence with the other Groups to support policy development and delivery of apprenticeships in Scotland
- Identify and share good practice to improve the operation of apprenticeships in Scotland
- Use knowledge and expertise to promote greater understanding about apprenticeships
- Provide advice to the other Groups on prioritising development activity
- Monitor development activity for standards, qualifications and apprenticeships
- Scrutinise, challenge and approve all apprenticeship frameworks for use in Scotland
- Act as the custodian of approved apprenticeship frameworks on behalf of industry

The Frameworks and Standards Group will also liaise with the ‘Celtic Nations’ on an interim approach to developing frameworks and standards. It will:

- Represent Scotland on the Tripartite Commissioning Board
- Make recommendations on approval of standards to the Tripartite Commissioning Board
- Report on the approval of Scotland-specific products to the Tripartite Commissioning Board

MEMBERS OF THE SAAB FRAMEWORKS AND STANDARDS GROUP:

- Employer representatives (Additional employer members will be co-opted in as required)
- Scottish Qualifications Authority (SQA) Accreditation
- Scottish Training Federation (STF)
- Colleges Scotland
- Scottish Trades Union Congress (STUC)
- Skills Development Scotland (SDS)
- Sectoral experts

OBSERVERS:

- Scottish Government (SG)
- Scottish Funding Council (SFC)

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SCOTTISH INSTITUTE OF WORK BASED LEARNING

PROPOSITION

The Institute will align its work with the Scottish Apprenticeship Advisory Board, its committees and regional partnerships of work based learning providers (including further and higher education) to build the capacity needed to implement a quality experience through the apprenticeship family of products.

The core of the Institute's work with policy makers, educators, employers and individuals will be through a tripartite approach around:

POLICY

Supporting research to develop and influence policy in work based learning;

PRACTICE

Supporting the development and delivery of high quality work based learning pathways through the apprenticeship family through innovative and flexible delivery/funding models;

PERCEPTION

Providing a voice for work based learning to challenge thinking and effect attitudinal and cultural change.