

**Education & Training Policy Group**  
**Monday 28<sup>th</sup> January 2008 @ 3.30 pm**  
**Baillie Gifford**

Present: Ray Harris, David Gilmour, Gordon Rodgers, Lorna Pellet, Stephen Leach, Vivienne Taylor, Gillian Steele, Roger Horam  
Apologies: Alistair Hector, Eddie Chance, Graham Bell, Helen Benzie, Jane Richardson, Kay Smith, Marissa Lippiat, Martha Baur, Peter Griffiths, Ron Hewitt, Simon van Heyningen, Wilson Sibbett, Dave Fisher, Gary Love

**Minutes**

1. Welcome and apologies

Ray welcomed the group. Roger noted apologies from many as shown. As Gordon Rogers was attending for the first time all members of the policy group introduced themselves and what their interests were (what they were looking for out of the policy group).

2. Minutes from 22/10 meeting and matters arising

Matters arising from the previous minutes which would be covered in the meeting included:

- Meeting up between policy group meetings – Ray and Roger had met twice since the last meeting and would continue to do so (hopefully with Graham Bell also).
- Ray mentioned (confirmed by Gordon) that there is a report on Polish qualifications mapped against UK/Scottish qualifications. It was agreed that would be a good thing to have and publicise to businesses – Action: Roger to source and set up link on ECC website
- Funding for skills strategy – everything appears to be in place for Skills Development Scotland to be up and running by 1 April. The first 'shadow' board meeting had taken place and the adverts had been placed to get a new board. The split between skills and economic development (as originally outlined by Jack Perry) appears now to be happening (mostly)
- There appears to be a good link established now between SCQF and learndirect Scotland.

3. Update on projects

- a. Schools/Business Clusters (Lead Roger) – Gillian updated the group on the CUBE event and distributed fliers. The previous event had had to be cancelled due to a lack of both teachers and businesses and this one was being strongly pushed at both ends.

A discussion followed about the best way to build the clusters and optimise the input from business, whilst bringing teachers up to date with the needs and issues of businesses. Ray felt there was a need for case studies. Vivienne proposed using current technology (such as YouTube) to develop the case studies. David talked about GLOW (developed through Learning and Teaching Scotland) being available to deliver video conferencing into the schools. He felt that you could develop "the day on the life of....." Highlighting what involved in a job with embedded videos.

There is a need to catch up where children are.

Action: Roger will follow up with David and with the relevant person in the children and families department at City of Edinburgh Council (not sure who that is yet)

- b. SCQF (lead Ray) – everything is in place for this to run as an event, but wait until April/May until the SCQF have appointed additional staff.  
Action: Ray to continue dialogue with SCQF and Roger to lead on setting up event
- c. Science (lead Ray) – Action is on Ray to speak to (Sir) Tim O'Shea. Roger has already had discussions internally and Wolfson, Johnson and Johnson and other private sector partners have been highlighted to be approached. A lunch to be set up. Action: Ray and Roger to continue the preparation for this to be held May/June
- d. Language Support (lead Vivienne) – Vivienne has a questionnaire which would be better delivered either over the phone or face to face, but she would consider running electronically. There was a discussion on the multipliers who could give Vivienne access to businesses to survey. Action: Vivienne to carry on this piece of research
- e. Skills Gaps (lead Marissa) – Marissa not present, so no update from her. Roger reported that 5 private sector HR professionals had expressed interest in meeting up to discuss the Skills Strategy document and feed back to the Scottish Government. Stephen has agreed to lead this group. Action: Stephen to arrange meeting(s) and feed responses back through the policy group  
Enterprise and Employability leaflet from SQA. Action: Gordon to send link (attached) <http://www.sqa.org.uk/sqa/29970.html>

#### 4. AOCB

Ray raised the issue of the developing influence of sector skills councils and Gordon noted that the 'cross-cutting' basic skills and employability agenda had been allocated to Asset Skills ([www.assetskills.org](http://www.assetskills.org)). Ray suggested that it might be helpful for the Committee to meet with their representative in Scotland, and it was also suggested that a similar approach might be made to the sector skills council with responsibility for retail and lifelong learning.

Ray also suggested that the Committee might usefully reflect on the support and funding of part-time study, not least because many agencies place the emphasis on articulation from Higher National Qualifications to full-time degree programmes whilst the alternative route into part-time study might be more productive for both the individual and their employer.

5. DONM and dates for 2008

Monday March 10<sup>th</sup> 2008 at 3.30 pm at Baillie Gifford and then suggested every 6 weeks thereafter until projects developed, and with opportunity to change as required (provisionally 21 April, 2 June, 14 July (Perhaps earlier to allow for holidays?), 25 August, 6 October, 17 November and 29 December (perhaps early January?))