



The University of Manchester

**Humanities Employability Sub-Committee**  
**28 April 2016 from 10.00-11.30am**  
**Committee Room B, Whitworth Corridor, Whitworth Building**

**Present:**

Head of the University Careers Service (Tammy Goldfeld, TG)  
 Head of Teaching and Learning Support Services (Carol Rowlinson, CR)  
 Employer Relations and Work Experience Manager (Jannine Andrew, JA)  
 Senior Alumni Officer (Richard Screaton, RS)  
 Faculty of Humanities Careers Manager (Paul Gratrack, PG)  
 Teaching and Learning Officer (Nicola Lord, NL) (Secretary)  
 School Employability Leads:

- SoSS (Andrew Balmer, AB) (Chair)
- SEED (Miriam Firth, MF)
- SALC (Hannah Cobb, HC)
- AMBS (Penny Clarke, PC)
- Law (Dinah Crystal, DC)

**In attendance:**

Faculty eLearning Manager – Anna Verges-Bausili (A V-B) for item 5.

**1. Welcome and Apologies**

Apologies received from AMBS Careers Manager (Chris Garnett).

**Action:** NL to ensure that Humanities UG and PGT reps are invited to the meetings.

**2. Minutes and actions from the last meeting**

**Agreed:** The minutes from the last meeting (28 January 2016) (HESC 3/15) were agreed as an accurate record, subject to a change being made to a reference to the fact that FLS has only one Employability Intern (p.3).

**Action:** NL to amend and add to Humnet (*Completed*).

**3. Matters arising from the last meeting**

**3.1 Promoting PGT study opportunities**

**Received:** List 'signposting' information for Employability Leads and academic colleagues to assist with internal conversion to PGT study (HESC 4/15/3.1).

**Discussed:** Outcome of discussions between Leads and recruitment colleagues regarding potential actions for further promotion of UoM PGT programmes to students.

PG and Bernard Strutt are working on a communication regarding PGT student loans. RS suggested that this could be segmented to include information on the Alumni Scholarship.

TG noted that in comparison with the University of Birmingham, the UoM has a better progression rate to PGR, but a greater proportion of UoB students progress to their PGT Accounting and PGCE offerings. NL noted that the UoM has just approved an MSc Accounting programme.

**Action:** MF to speak to ECB about conversions to PGCE.

TG to circulate a report.

### **3.2 Manchester Graduate Internship Programme (MGiP) – Employability roles in Schools**

**Discussed:** The outcome of discussions in each School regarding the possibility of appointing an intern.

- SEED will have a role again this year, sitting within the Student Experience stream
- Law will look into recruiting an intern with an employability focus.
- MBS – PC will make further enquiries.

*Secretary's note:*

- *It has been agreed that SoSS is to have an Intern, who will report to the Employability Lead and Paul Smith (Head of Student Support Services, SoSS).*
- *SALC has budgeted for two of these roles for 16/17, one of whom will have an employability focus. MF will provide a further update at the June meeting of HESC.*

**Discussed:** Could a role be appointed at Faculty-level? NL reported that this was considered in 2012.

**Action:** NL to add the MGiP discussion to the HESC agenda at an earlier date next year (*Complete*).

### **3.3 Employer and alumni engagement**

#### **3.3.1 'Meet the Professionals' events.**

PG reported that in 15/16, 10 evenings were held, each School hosted two, covering various sectors. RS submitted a document proposing the following for 16/17:

- Reduce the number of evenings from ten to seven, cross-Faculty events.
- DDAR and Careers to assume logistical set-up rather than devolve to School.
- Each School to fund one event.

This was AGREED.

MF requested that the 'Arts, Tourism and Events' session takes place in semester 1 next year so that students are present and not away on fieldwork. DC noted that the

'Legal Sector' event should take place in semester 1 too, due to early recruitment in the sector.

There was discussion of whether a session could be held aimed at students who are undecided, or a fringe event held at the Little Careers Fair.

Could a session be held aimed at students with disabilities? TG noted that this has been done before but was very poorly attended, even in conjunction with MMU.

TG suggested that 'Meet the Professionals' webinars could be developed, comprising a ten-minute interview to camera with short clips of advice provided by alumni. PG suggested that a framework for the creation of video materials could be created with development perhaps undertaken by a Faculty intern.

**Action:** PG and RS to meet to take this forward. Support will be requested from the Employability Leads.

### **3.3.2 16/17 Employer-led workshops**

PG proposed that in 16/17, employers are invited in to deliver the equivalent sessions, rather than Careers colleagues, allowing the sessions to become more interactive.

This was AGREED.

### **3.3.3 Little Careers Fair 16/17**

PG proposed that the event is held again in 16/17 but opened out to the whole Faculty (beyond SALC) with the budget shared across Faculty. The cost would be £400 per School.

It was noted that this could be marketed to students who are unsure of their future career.

**Action:** PG to send an email outlining the expected costs for this and the Meet the Professionals Event to leads.

## **3.4 Placements**

**Discussed:** Outcome of discussions between Employability Leads, Programme Directors and Recruitment & Admissions colleagues regarding potential for further placement of study abroad opportunities.

**SoSS:** NL reported that discussions are ongoing. SoSS is looking to increase its study abroad activity and then may move to consider placements. It has been suggested to the T&L Director that a meeting could be held with AMBS colleagues to discuss issues, practicalities and resource implications following the introduction of placement / IE on each of their UG programmes. The Students Union is to be involved in discussion.

**SALC:** HC is undertaking an audit as it is likely that the School has more work placement-type activity than is realised. Students undertake fieldwork, some of which could also be badged as a professional work placement. HC is producing a report for the School's UG Board which will be shared with HESC members.

**Law:** There is lots of activity already but DC suggested that work in the Legal Advice Centre could be badged as placement work.

**AMBS:** Attempts are being made to look at work experience opportunities via volunteering where value could be added.

It would be helpful to gather a list of activity which takes place.

**Action:** NL to speak to the Discoverer data team to see if a list can be gathered, and circulate an historic list held in Faculty of such activity.

### **3.5 Academic Advising and Employability**

Discussed: Outcome of discussions with Senior Academic Advisers about how the model can be used and integrated more effectively.

- AB reported that a SoSS Working Group is discussing this.
- Law is meeting to discuss it.
- AMBS have been trying to signpost the information.
- SALC are looking into how well their students engage with their Advisers.

## **4. Careers update (PG)**

### **4.1 DLHE update, and preparations for next collection – working with 2016 graduates**

PG reported thanks to everyone involved in raising the Faculty's scores for the most recent exercise. The University's score has risen to 82.2% in positive destinations. The Faculty's score is 73.5% against its target of 72%. SEED is up 11.3% on last year's score.

The process is starting again for those who graduated 6 months ago. TG requested that colleagues work with Careers contacts throughout the process. The collection ends in June. SEED used a pre-graduation survey last year to gather information; this will be rolled out Faculty-wide this year.

### **4.2 Update from Employability Showcase**

Reported: TG reported that the event had been a positive experience with opportunities for practice sharing between academics from other Faculties.

Louise Sethi in Careers is working on online resources for new academics.

## **5. Online resources in support of employability (PG)**

Reported: PG reported on discussions which have taken place with Schools, regarding how Blackboard can be used to support employability. PG has met with Employability Leads and eLearning leads for each School. Most Schools are to add an 'employability' tab and create resources on a School-wide community page.

AV-B noted that there is a need to ensure that we do not duplicate resources and that BB is used as a portal to redirect to existing information.

AV-B reported that a pilot is being run with AMBS using the ePortfolio tool to support personal and career development planning. Attempts are being made to examine whether this material is more engaging in an online format. AV-B can report on how this goes.

SoSS had a School-wide UG Hub but relevant material is now discipline-specific. Consideration will be given to how to direct students to the School-wide material. AV-B suggested that the standard course structure could have links to the page.

Reported: PG reported that the new MyFuture online resource will enable the creation of interactive and engaging eLearning resources. The Careers team is creating a new online resource which will eventually sit within MyManchester. It will include topics on academic advising, psychometric testing, your year after graduation, careers link, interviews and receiving feedback. It will contain three questionnaires with links to a resource bank. The Robertson Cooper questionnaire will be phased out.

<http://www.myfuture-interactive.manchester.ac.uk/functionwalkthrough/introduction/>

## 6. Any Other Business

- JA noted that there have been requests from L’Oreal and Unilever who are keen to engage with first and second year students in SoSS and AMBS. EY are also very keen to engage with Humanities students.
- PG noted that three Humanities students were shortlisted for the 2016 Undergraduate of the Year Awards.
- MF requested that ‘professional learning’ be added to the next agenda for discussion, as her role has been expanded to cover this.

## 7. Meeting dates 2015-16:

- 16 June 2016                      University Place, 6.207, 10.00 – 11.30am.