



The University of Manchester

**Humanities Employability Sub-Committee
Minutes from the meeting of 16 June 2016**

Present:

Head of the University Careers Service (Tammy Goldfeld, TG)
Employer Relations and Work Experience Manager (Jannine Andrew, JA)
Faculty of Humanities Careers Manager (Paul Gratrick, PG)
Teaching and Learning Officer (Nicola Lord, NL) (Secretary)
School Employability Leads:

- SoSS (Andrew Balmer, AB) (Chair)
- SEED (Miriam Firth, MF)
- AMBS (Penny Clarke, PC)

1. Apologies

Received in advance from: Hannah Cobb, Dinah Crystal, Carol Rowlinson, Richard Screaton.

2. Minutes and actions from the last meeting (28 April 2016)

Approved: The minutes from the last meeting were approved.

Matters arising:

3.1 TG to circulate Birmingham's report on promoting conversion to PGT study. TG noted that this must be confidential.

3.2 NL to add the discussion about the MGIP to an agenda earlier in the year next year (Nov 2016, to feed into budget setting). **Action: NL.**

2.1 Manchester Graduate Internship Programme (MGiP) – Employability roles in Schools

Received: Reports on progress from Schools following the April meeting.

- SoSS: The post has been advertised.
- Law will have two Interns
- SEED: MF to check that the role has been advertised. **Action: MF**
- SALC: PG will discuss progress with HC. **Action: PG**

2.2 Employability audits

2.2.1 Placement activity

Received: Lists of placement activity as recorded in Campus Solutions, plus information on other areas where such activity is recorded.

Reported: SALC has completed an employability audit, which HC had circulated to the members.

MF reported that the HEA has a Framework for carrying out an audit. TG noted that this had been adapted for use in carrying out the University-wide audits which took place in 2012.

MF noted that she would like to create clearer online areas in Blackboard, linking to Careers resources, to increase visibility. The challenges of communicating information to staff and students was discussed. It was suggested that a meeting be held over the summer to discuss this. The Faculty's Comms and Marketing Officer should be invited. The experience of attending face-to-face events could be replicated online.

Agreed: NL to arrange a meeting over the summer to discuss this (early September).

Tabled: NL circulated a Faculty document titled 'FAQs about Internships, Placements and other work experience'¹ for the information of the members.

Agreed: JA to assist NL in updating this document.

Discussed: Can Academic Advisors see their tutees in MyManchester?

Secretary's Note: Advisors can see their tutees using [MyStudents](#).

SoSS has a pack 'Guide to Academic Advising for UG Students' which is given to each AA. Paul Smith is SoSS is the contact. Can this be replicated at Faculty-level? There is already a University Toolkit available at <http://www.tlso.manchester.ac.uk/advising/>. NL has passed the SoSS Toolkit to the Faculty colleague with responsibility for Academic Advising.

AMBS has training for its advisers.

2.2.2 Request for list of 'Client-Set projects' from Business Engagement Team

Received: Rachel Kenyon had requested a list of client-set projects within the Faculty, to assist with dealing with approaches from external organisation. The request was discussed at Faculty T&L Committee in April. It was suggested that Rachel be asked what models the employers want, and ensure that she knows who to contact in each School. TG noted that students are usually paid.

Action: NL to liaise with RK.

3. Careers update (PG)

3.1 PG reported that the Graduate Fair is taking place today.

¹ <http://www.humanities.manchester.ac.uk/tandl/resources/employability.html>

- 3.2 500 replies / 20% of the eligible cohort has replied, there will be an additional push.
There was discussion of whether a questionnaire could be circulated at graduation, but this approach is not desirable.
- 3.3 DLHE 15/16 part 1 collection ends on 19/06. There has been a 90% response rate so far.
- 3.4 Graham Keating, Careers Consultant, will be working with AMBS on a 1 FT basis.
- 3.5 A response to the employability aspects of the Teaching Excellence Framework (TEF) has been drafted by the Careers Service for submission to the University.
- 3.6 A consultation on the new DLHE is taking place. There will be recommendations to change the collection. The proposal is that data is collected centrally by a government body.
- 3.7 The Association of Graduate Recruiters is holding a conference in Manchester, starting on 22 June, to be attended by 400 graduate recruiters. The UoM is to sponsor a welcome reception and two workshops.

4. Employer insight days (PG)

Reported: PG reported that Humanities T&L Committee had discussed a proposal for a combined Employer Insight day for SALC, SEED and SoSS where there is overlap between potential employers. It was agreed that it should take place in the week prior to Welcome Week over a morning / afternoon. Otherwise the format should remain the same. HoDAs should be asked to nominate 2-3 people to promote their area. Schools will need to contribute for the cost of catering.

Agreed: PG will sketch out a format, consider a date and discuss the proposal with Law.

5. Employer engagement & update (JA)

5.1 'Meet the Professionals' events

Reported: PG reported that work is ongoing. Discussions are taking place regarding how to make better use of those evenings, and how to digitise some of the content.

JA reported that she is in discussions re: semester 2 activity for new academic year. If any Schools want to engage employers in a particular way, please contact Janine.

Leeds is holding a 'Reverse Careers Fair' where academics man a staff and invite employers, so that they can gain an insight into their programmes and raise the profile with employers.

Action: Careers will explore the possibility for this event further. It could be alternated with the Employability Showcase.

6. Professional Learning (MF)

Received: SEED discussion paper, 'Thoughts on professional learning'.

- Reported:** MF reported that her role title includes 'professional learning' and requested a discussion on how this differs from 'employability'.
- PC noted that AMBS prefers the remit 'employability' as academic colleagues are not able to train people to do jobs.
- Action:** Members to provide thoughts on this topic to MF.

7. JACS code DLHE analysis completed across Humanities (MF)

- Received:** Analysis documents, completed by MF, one looking at The Guardian's league table ranking 2017 and another at the DLHE JACS code data 2013/14 for the Faculty.
- MF reported that the DLHE will have increasing significance in the KIS and TEF. We need to aim to have a score of 82% to get into the top quartile.
- TG noted that the Careers Service carries out this analysis annually, using the Times methodology which uses the most recent DLHE results. The weighting is slightly different in each league table.
- Agreed:** HESC will discuss strategic priority areas to consider at an upcoming meeting (**Action:** NL to add to an upcoming agenda). Each School Lead should consider should consider their areas and targets and whether they are accurate when considered alongside competing institutions.
- The meeting will also discuss what Leads can do to help Programme Directors.
- MF is hoping to do more to engender engagement from colleagues across SEED and the Faculty. It would be useful to have DLHE training for all staff. PG will discuss DLHE / recruitment priorities with the appropriate colleagues.
- AB will send SoSS reports to MF for information (**Action: AB**).

8. AOB

It was noted that Andrew Balmer's role as SoSS Employability Lead is coming to an end. Andy was thanked for everything he had done in the role and for the assistance he has provided the Faculty by chairing HESC in recent months.

9. Meeting dates 2016-17

All meetings will take place on Thursdays from 10.00 – 11.30am

- 6 October 2016
- 24 November 2016
- 26 January 2017
- 27 April 2017

- 15 June 2017