

Faculty of Humanities

Notes from Employability Sub-Committee Meeting

Tuesday 11th November 2014 12.30 – 13.30 in Committee Room A, Whitworth Corridor

Present:

Assistant Associate Dean for Teaching, Learning and Students (Chair) (Matthew Jefferies, MJ); Head of Teaching and Learning Support Services (Emma Rose, ER); Deputy Director of the University Careers Service (Tammy Goldfeld, TG); Employer Relations and Work Experience Manager (Jannine Andrew, JA); Faculty Alumni Officer (Marie-Rose Delauzun, MRD); Teaching and Learning Officer (Nicola Lord, NL) (Secretary); SoSS lead – Andrew Balmer, AB; SEED lead - Jennifer O'Brien, Jo'B; SALC lead - Lindy Crewe, LC; MBS lead - Penny Clarke, PC; Law lead - Dimitrios Doukas, DD, Careers Manager, Postgraduate - Elizabeth Wilkinson

1. Welcome and apologies

Paul Grattrick – Elizabeth Wilkinson in attendance.

2. Terms of Reference for the Sub-Committee (HESC 1/14/2) (MJ)

2.1 To discuss the terms, including membership and representation.

2.2 To discuss future operation of the wider Employability Network.

2.3 To discuss dates and times for forthcoming meetings in 2014/15.

2014/15 meetings have been scheduled for one hour on the following dates. It has subsequently been proposed that 1.5 hours is scheduled for each.

- 29th January 2015, start time 10am
- 30th April 2015, start time 10am
- 18th June 2015, start time 10am

Reported: This is the first meeting of HESC, which will report to Humanities Teaching and Learning Committee (HTLC).

Agreed: The Terms of Reference and Faculty Operational Priorities for employability should be circulated. School SEAPs should also be analysed for employability themes / operational priorities and these should be shared at a future meeting. **Action: NL**

The operation of a wider Network was discussed in terms of how often it should meet and what should be discussed.

Workshops were suggested for the sharing of good practice. It was suggested that the Group look outside of Faculty for practice too. A semester 2 Showcase could share practice. TG could help to facilitate, inviting employers etc.

A meeting of the Network should be held in February (Secretary's Note: It was agreed that this should be done after the employability events being held in Feb).

Action: NL to invite a student rep. to future meetings.

Action: Members to schedule for 1.5 hours for the upcoming meeting dates.

3. Positive Graduate Destinations – Faculty and School KPI targets to 2020

Received: the above information (HESC 1/14/3).

Noted: Schools had received the following information by email (from NL; 17/10/2014)

- a. The Institutional DLHE (12/13) Report
- b. The Russell Group Analysis DLHE Data (12/13) at Institutional and subject levels for Russell Group institutions.

Discussed: Schools' initial responses to the subject level data; how are Schools considering / using the data?

Destination data by subject area has been very useful, and Schools will take it will take to Committees, and AAs will use it. Handout sheets for AAs for subject areas have been produced by Careers for some subjects.

<http://www.careers.manchester.ac.uk/staff/studentemployability/academicadvisers/>

Becky Lovelady (Careers Service Data Analyst) has been analysing data with a view to looking at destinations of widening participation students. AB noted that programme level data would be useful. Longitudinal data would also be useful at programme level.

MRD noted that certain sets of longitudinal data might be available from the Alumni Office. Data sets are slightly smaller, providing information on 2nd/3rd jobs. The data has been used by the Alumni Office to create A4 handouts for recent graduates of certain subjects.

Action: MRD to circulate examples of the reports (circulated 11/11/2014).

Action: Subjects which do not have them and are interested in having them should contact MRD.

There was discussion of whether the DLHE data could be contextualised on the KIS with examples of longer term roles that students go into but there were concerns about this. MRD noted that languages have just produced a video to help contextualise the DLHE stats.

Jo'B noted that the alumni voice is very powerful. Longitudinal data shows that Geography students do well 40 months after graduation. Alumni come to open days to discuss their progress and support that message.

The process of setting targets to 2020 was discussed.

- JO'B noted that with the change in methodology, SEED is likely to meet target, although things will take time to settle down due to the merger with Education and a number of new programmes.
- AB noted that the leap in target may be difficult for SoSS to reach.
- There was discussion of how the targets are set. ER explained that they are set through Faculty negotiation with Heads of School. We must be careful not to use the data to justify current practice.
- MJ noted that revising targets downwards is not likely to be possible; this has already been done two years ago for Schools in the Faculty, our targets also feed into an overall University-level process of target setting thus our targets contribute to University targets.
- MJ noted that it would be good practice for Heads of School to consult with their employability leads prior to the target-setting exercise.
- LC noted that it would be helpful if other institutions positions could be taken into account in target setting.
- ER noted that Faculty representatives will be defending the Faculty's position to University representatives as part of the APR exercise. Sarah Helsby pulled together a list of 13-14 activities which have taken place which has been supplied for their reference.

Action: ER to discuss the process of target setting with Russell Ashworth and circulate further information for the group (see below).

Secretary's Note: ER: All School high level KPIs are set by the Schools and submitted to the Faculty in mid-February (by either the HoSA or HoS) as part of their operational priorities and strategic plan submissions, in advance of the March budget & planning meetings. The Faculty then has an opportunity to review the School KPIs, before they are submitted, along with the Faculty Operational Priorities, to the PSO in June.

4. Student Experience Internships (SEI)

Received:

- a. Humanities Employability Internships – Feedback from Schools (HESC 1/14/4a)
- b. SEI Review of activities and evaluation report (HESC 1/14/4b)

ER provided an update on the scheme for 2014/15. The original set of funding for the scheme from the DSE was a one-off. The Faculty is discussing repeating the schemes this year, but Schools would need to build the funding for any interns into their budgets for 15-16 and consider what could be done this year. An upcoming meeting of the Faculty's HoSAs will discuss this. The DSE will however provide the same level of administrative support for the scheme as provided last year.

A separate pot of central funding will cover the other projects benefitting Humanities.

It was noted that there had been some issues regarding SEI access to systems and of confidentiality, but it is not yet clear what can be done.

The intention is that the scheme will be advertised earlier this year, so as to allow a longer planning time.

5. Update from the Careers Service

- 5.1 TG reported on branding. The Careers Service has had a visual rebranding to attempt to create consistency. The words and themes used have been simplified. There are now four themes; 'My Future', 'Explore', 'Experience', 'Connect'. Schools are welcome to share the branding if they are interested in using it.
- 5.2 EW provided an update on the Robertson Cooper questionnaire (working title 'My Future Profiler') and competency framework. This is a diagnostic / self-reporting tool for undergraduate students and provides an instant report to help them plan their next steps. The aim is to stretch already motivated students and provide lower-hurdle actions for those who have not made many plans.

Academics are encouraged to ask students to complete the RC questionnaire.

A management information tool, now live, will allow leads to see how many students have completed the questionnaire and how they have responded. It can be filtered by Faculty, School, timeframe or question asked. Leads will be provided with access to the data.

6. **'My Story, Next Steps' (ER/EW)**

Received: ER reported on a proposal for a web-based pedagogical, 'gamified' and personalised careers resource for Humanities students which was discussed at the Faculty Away Day.

It is noted that the intention is that the development should coordinate with other relevant developments so as not to lead to duplication.

Action: Members should send comments on the proposal to Paul Gratrack by the end of November.

7. **Future discussion items**

January meeting

- Sharing of employability practice from School Student Experience Action Plans (SEAPs)
- Data on students from a WP background (from Becky Lovelady)
- Planning for Employability Network

8. **Any Other Business**

9. **Date of next meeting**

29th January 2015, start time 10-11.30am, venue TBC