**Faculty of Humanities**

**Notes from Employability Sub-Committee Meeting**

**Thursday 12 November 2015 10.00 – 11.30 in Committee Room G, Whitworth Corridor**

**Present:**

Assistant Associate Dean for Teaching, Learning and Students (Chair) (Matthew Jefferies, MJ);

Deputy Director of the University Careers Service (Tammy Goldfeld, TG);

Employer Relations and Work Experience Manager (Jannine Andrew, JA);

Senior Alumni Officer (Richard Screaton, RS);

Faculty of Humanities Careers Manager (Paul Gratrick, PG)

Teaching and Learning Officer (Gail Divall, GD) (Secretary);

School Employability Leads:

SEED (Jennifer O'Brien, JO’B);

SALC (Lindy Crewe, LC);

AMBS (Jenny Rose, JR);

Law (Dinah Crystal, DC),

1. **Apologies**

SoSS lead – Andrew Balmer,
AMBS lead- Penny Clarke
Teaching and Learning Officer, Nicola Lord

1. **Terms of Reference (ToR)**

Noted: There are no changes to the ToRs

Discussed: Membership of the Sub-Committee. To invite the AMBS Careers Manager to become a member. This was AGREED. **ACTION: NL (Complete)**

To consider requesting alternative UMSA representative to attend in replace of Michael Spence. This was AGREED. **ACTION: NL (Complete).**

To confirm that the sub-committee is responsible for both UG and PGT employability.
RS to attend in replace of Marie-Rose Delauzun until a replacement is made.
JO’B to step down, but will continue to support role while replacement is appointed.
LC is on research leave and replacement is being appointed.

1. **Minutes and actions from last meeting**

Item 7 – JO’B to complete, SEAP to be circulated

Item 9 – Strategy has been produced since last meeting and received positive comments from University Employability and Graduate Destinations Strategy Group.

1. **Implementation of the Faculty Employability Strategy (MJ/PG)**

Reported: MJ/PG currently meeting School employability leads to discuss implementation of strategy.
Law meeting to be set up
SoSS scheduled for next week
SEED with JO’B’s successor shortly

Discussed: how best to implement the plan and any difficulties that may arise.

Noted: Room booking an employability session is difficult as careers is not within the Central Teaching Spaces (CTS) priority of teaching. Finding availability for the large group sizes is therefore difficult even though they are annual events. AMBS use their atrium for career sessions.

**Action:** PG to gather issues around timetabling and arrange a meeting with CTS

**Action:** PG to discuss MyFuture Profiler with JR.

1. **Destination of Leavers from Higher Education (DLHE) update (TG)**

Reported: DLHE 2020 vision refreshed though no changes have been made to the KPI: moving into the upper quartile of the Russell Group remains the aim.

Discussed: Unemployment for Manchester graduates is 5.1%. The committee discussed reasons why this may be higher than the RG average.

Potential factors affecting the figures were highlighted

* Cost of PGT study
* Reduction of bursaries available
* Reduction of PGT programme profile
* Cost of external Professional accreditation
* Students living at home
* Fewer 2:1s and 1sts
* Higher retention to PGR at other institutions

TEF may look at more longitudinal data than current DLHE focus on 6 months, but it is not currently clear whether UoM would do better by this measure or not.

Involvement from Academic Advisors and Schools can help to improve DLHE return rates.

UoM is one of few institutions to collect the DLHE twice in a year due to the size of our December graduation.

A 30% response rate is needed for the 40-month DLHE. RS confirmed that they hold approximately 60% of alumni contact details and are always looking at improving this.

Confirmed: Data will be available in the summer

Action: TG to provide Committee with presentation information. **Received.**

*Secretary’s Note: PG circulated 5 year data broken down by School, Programme and Course Level to support presentation information received from TG.*

**SEED’s DLHE data collection method (JO’B)**

Reported: A communication plan set up to support DLHE data capture has been piloted in parts of SEED. It is based on an AMBS questionnaire and the School is very pleased with its impact. The next stage will be to roll it out to all programmes within SEED.

A graduate intern was used to deal with the data entry element. Law identified that for them there is no additional PSS support available for this. RS suggested that if there was willingness from Schools to collect and use the data then there may be resources within the alumni data team.

Geography engaged with their students by holding an event after completion of the programme to congratulate students and look back over the past 3 years. This provided an opportunity to promote the benefits of NSS and DLHE. It also helped enhance students’ feeling of belonging.

It was important to identify when students would physically be on campus in order to complete a hard copy. For some programmes this worked prior to dissertation submission.

RS mentioned that PGR have an eProg milestone in a similar way.

The use of BB to complete this questionnaire was raised; however it was acknowledged that it would be easier and quicker to have paper copies than to set up an on-line questionnaire.

SALC agreed they would be interested in piloting the SEED plan in their School. Programme Offices would need to be involved.

Action: JO’B to send out documents used by SEED (**Received).**
Action: RS to discuss with data team the possibility of resources to assist with inputting and reporting on data collected from Schools.

1. **Careers Service Update (PG)**

Reported: The semester 1 career fairs were a success and are viable for next year based on attendance. It was noted that room booking remains a problem for these events, especially as Schools don’t have their own buildings anymore.

Discussed: Careers Service presence in School buildings and where the bulk of student traffic will be; drop ins; Common Room (Law); booked meetings; weekly timetabled slots.

Feedback from the recent Law employability event was good.

 Agreed: Placements to become a standing item on future HESC agendas. **ACTION: NL**

1. **Uptake of MyFuture Profiler (PG)**

PG reported that use of MyFuture Profiler has seen a 24% increase within the Faculty since the summer. While this is encouraging, it is important to remember that the Faculty’s Strategic Plan for Employability calls for a doubling of students using the diagnostic tool during the current academic year.

**Action:** JO’B to look at whether SEED could embed the MyFuture Profiler report into sessions already set up.

**Action:** LC to look at pushing the Profiler in Semester 2.

**Action:** For all Schools to look at encouraging students to use the Profiler in each year of their studies.

**Action:** PG to re-circulate the links for MyFuture Profiler. **Received.**

1. **Academic Advising and Employability** (Andrew Balmer)

Item postponed due to Andy Balmer’s absence.

1. **Any Other Business**

None

1. **Meeting dates 2015-16:**
* 28 January 2016 Keeper’s Room, Whitworth Building
* 28 April 2016 Keeper’s Room, Whitworth Building
* 16 June 2016 University Place, 6.207