



**Humanities Employability Sub-Committee  
Confirmed Minutes from the meeting of 24 November 2016**

**Present:**

Faculty of Humanities Careers Manager (Paul Grattrick, PG) - Chair

Head of the University Careers Service (Tammy Goldfeld, TG)

Teaching and Learning Officer (Rachel Walton, RW) - Secretary

Faculty Alumni Officer (Lauren Sanderson, LS)

School Employability Leads:

- SEED (Miriam Firth, MF)
- SALC (Chris Godden, CG)
- Law - (Kirsty Keywood, KK)
- SoSS - (Madeline Abbass, MA- Discipline Employability Lead for Sociology)

**1. Apologies**

Received in advance from: Carol Rowlinson

**2. Minutes and actions from the last meeting (16<sup>th</sup> June 2016)**

Approved: The minutes from the last meeting were approved.

Matters arising:

- 2.1 Rachel Kenyon has requested a list of client set projects within Faculty. NL was liaising with RK regarding the exact requirements. RW will confirm back to the group the outcomes of these discussions.

**Action** - RW to liaise with NL and report back to the group

**3. DLHE Update (TG)**

Reported:

- The first major round of DLHE data collection has begun and the census date is 12 January 2017. The data collection will run until March 2017.
- The required response rate is 80% for UK, full-time students (UG and PG).
- There were 400 fewer Humanities students in last year's collection.
- The University has increased its overall positive destinations to 82.2% for the previous 2014/15 collection.
- Currently the University is well placed overall against other RG institutions and is in 11<sup>th</sup> place.
- Whilst in the top quartile of the Russell Group for graduate jobs, the results are not quite so positive for progression into postgraduate studies. It is hoped that the work Faculties are currently doing on degree attainment will help these statistic improve.
- The Careers Service strategy remains the same, that is:

Unconfirmed

- 1) Academic engagement (embedding employability within academic advising)
  - 2) Promoting internships and placements (employers are very keen to diversify their workforces and would like students from a range of disciplines)
  - 3) Student engagement (how to engage students who are disengaged)
- The Government is planning to change DLHE and may move the 6 month census date collection to around 15-18mths. There are uncertainties as to who will collect the data to ensure accuracy particularly over salaries. There are suggestions that it will be carried out centrally by collecting the information directly from HMRC, which UoM is in favour of.

Discussed:

MF questioned the 80% collection figure and what would happen if this was not achieved - would the data then be skewed? TG confirmed that the requirements are 80% for UK FT students, 50% EU students and 20% International students. The 80% target is therefore set to ensure a full range of students are reached.

It was discussed as to whether Academic Advisors have the tools to embed employability within their sessions. PG was concerned that Advisors are worried that they are expected to be careers specialists when in fact the Careers Service can provide all the information they need. It was also noted that the Careers Service have prepared a video for new academics on embedding employability within their teaching and it was suggested that this could be useful for academic advisors. PG and RW will look into this further as Faculty is currently providing additional sessions for Academic Advisors.

It was questioned as to whether Academic Advisors are aware of the employability events that the Careers Service offer? PG confirmed that an email is sent out to Schools with this information, but further discussions revealed that these only seem to then be forwarded onto students and not staff.

Action:

RW to find out if further Academic Advising sessions are planned by Faculty and whether the Careers Service can feed into this.

PG to send the training video across and RW to upload to the HUMNET Academic Advising pages.

### **3.1 DLHE JACS Code Data Analysis (PG)**

Received:

JACS Code Data Analysis document completed by RW highlighting the changes in positive destinations since 13/14.

Unconfirmed

PG queried whether staff are aware of the JACS coding system and the impact these results have on the overall DLHE results.

It was agreed that not all staff are aware of the JACS codes system, however there was strong consensus that most do care about the results but a push to explain them and make this data clearly available would be useful.

Action: RW will forward the data to T&L Directors for dissemination and discussion within their Schools

#### **4. Operational Priorities/Revised Employability Strategy (PG)**

Received: The current Operational Priorities document for employability.

PG highlighted that the strategy document is in need of revision and that it had been discussed with the Vice Dean for Teaching, Learning and Students that this group would be best placed to do this.

Agreed: it was agreed that further consideration needed to be given to the employability strategy by this group and that as it would take more discussion that time allowed for today, to carry this over to the next meeting. RW is currently preparing a document detailing all employability goals from each of the Schools SEAPS which can feed into any revised strategy document.

Action: RW to add Operational Priorities/Revised Employability Strategy to next agenda and will complete and send out the Employability SEAP paper as part of this.

#### **5. Manchester Graduate Internship Programme**

Reported: SEED, SoSS, Law and SALC confirmed that they all have interns within their Schools.

PG and TG encouraged Schools to keep up with the employment of interns as it helps with data collection.

PG will examine whether internships will be offered next year and follow up with Schools. TG confirmed that the Careers Service do have job descriptions for the internships and can provide assistance if necessary.

#### **6. Careers and Employability Updates (PG)**

Received: Briefing note, completed by PG and JA.

PG can break down the information regarding events and workshops to Discipline and School level if required.

## 7. School Lead Updates

### Reported:

#### ***SALC (CG)***

- CG reported that SALC have previously identified a number of core level 1 courses where employability has been embedded.
- The School have formed their own Employability Subcommittee who meet on a regular basis.
- There will be a work placement module created for 2018 which will be both full year and semester based.
- Further is being done on embedding employability into academic advising.

#### ***Law (KK)***

- KK is acting as Employability Lead in a temporary capacity until February 2017.
- Priority is being given the DLHE and student engagement in semester 2 in regard to addressing the Schools concerns of careers skills, in that students place more value on careers above skills development.

#### ***SoSS (MA)***

- Sociology are using PROD to embed employability which is being well received within the discipline
- The School is working on embedding employability into academic advising.
- There is a T&L Away Day planned and it is hoped that employability will be discussed here.

#### ***SEED (MF)***

- SEED have held their 2<sup>nd</sup> bi-annual employability leads meeting and discussions focused on the best use of the student experience fund. Also discussed was JACS codes data and future targets.
- Geography now have a new discipline level employability lead.
- PEM have held 2 very positive careers days.
- MLL have started a new 2 day career workshop which was delivered by PG and employers.

## 8. AOB

LS reported that the Alumni Team are being approached directly by a number of student societies who are arranging their own careers events requesting alumni to attend and speak. Whilst the Alumni Team are happy to do this, there are concerns that as well as a duplication of events, the societies are not generating enough interest or being well enough attended.

Current preferences are for 30 students to 8 alumni and previous events arranged by societies have not reached this ratios.

Unconfirmed

It was agreed that society events should be treated as talks as opposed to networking events so as to avoid these problems. Schools should also encourage their societies to give more consideration to the timings of their talks.

PG reported that he recently spoke at the Humanities Teaching and Learning Committee meeting to provide an update on DLHE and the Schools performance.

TG informed that the University is in receipt of funding from HEFE to foster good relations between students and businesses/initiatives. The Careers Service is allocated a portion of this funding and is currently focusing on improving connections with SMEs. Careers would like to promote more internships with SMEs and TG encouraged all Leads to feed this back to their Schools.

#### **9. Meeting dates 2016-17**

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

- 26 January 2017
- 27 April 2017
- 15 June 2017