

**Humanities Employability Sub-Committee**

**Confirmed Minutes from the meeting 23rd November 2017**

**Present:**

Assistant Vice Dean for Teaching, Learning and Students (Thea Cameron Faulkner, TCF) - Chair

Faculty of Humanities Careers Manager (Paul Gratrick, PG)

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)
* AMBS (Wendy Wild, WW)

1. **Welcome , Introduction and Apologies**

Received in advance from: Jannine Thomas, Emma Rose, Jacqui Carter

Wendy Wild was welcomed as incoming Employability Lead for AMBS

1. **Minutes and actions from the last meeting (15th June 2017)**

Approved: The minutes from the last meeting were approved.

Matters Arising: TG confirmed that the Library are running a pilot of the LINDA software which would co someway to combat the issues raised at the last meeting around students Excel skills. If the pilot is successful, the library would look to obtain a site license.

TCF has discussed with FS whether Progression to PGT is an issue given that the Graduate Employability rates are so high. It has been noted that Schools are working on this independently and are contacting 1st class and 2:1 students about the fast track scheme.

The challenge is seen as reaching those students who are falling through the gaps and are neither progressing to PGT, or entering employment. UoM has the highest PGT fees and does not accept 2:2 students so these slip through.

TEF

The Chair noted that TEF is being placed higher up on the University agenda and will possibly be looking at subject levels internally.

Attainment

Employability leads sent their key questions to RW and the overriding theme was that to be of use the data should be broken down further into areas such as WP and tariff at School or discipline analysis.

*Action - RW and TCF will meet to discuss how the attainment data can be used effectively.*

1. **Chairs Report**

Reported: Stellify

It has been agreed that there is still confusion across the University as to what Stellify actually is and the role of the Manchester Leadership Award and how students can apply for it. There are discussions ongoing to change this to the Stellify Award.

The Chair queried whether HESC as a group should be encouraging students to engage more and making use of the materials (such as marketing) already available.

Discussed: The Group noted they and colleagues had limited knowledge of Stellify and if they were unsure if themselves could not effectively direct students into taking part.

It was agreed that Humanities should be encouraging students to take part in Stellify but would like direction as to how and what it was.

It was suggested that the My Futures, although not part of Stellify, be tied into MyFutureFest which is taking place in February 2018 as way of using the resources already available.

*Action - PG to explore the use of MyFutureFest as a way of encouraging students to participate and use as a way of promoting Stellify*

*Action - TCF and TG will meet to discuss how to cascade information about Stellify down to Schools so they can effectively promote it to their students.*

Resourcing and Placements

Reported: The Placement Task and Finish Group presented its report to HTLC in June 2017 and made four recommendations encouraging Schools to adopt placements within their curriculum.

Schools appear to have taken this on board and are keen to do so, but it has become clear that resourcing is an issue.

SALC are in the process of gaining approval for piloting a placement year on two programmes and made a case for resourcing support. This post should be in place from January 2018.

RW is currently undertaking a placements resource audit amongst Schools and will assess their results and discuss further with TCF. It is however widely accepted that in order for placements to run smoothly and be administered correctly, additional resources are required which would require HoS support.

*Action - RW and TCF to meet and discuss the results of the placements audit to develop a Faculty guidance/good practice document for Schools as to how to cost the addition of placements.*

1. **DLHE Update (TG)**

Reported: The Careers Service has received endowment funding to manage summer internship programmes. This will be a four year project.

There are three strands to the programme

1. Research
2. Placing students in SMEs
3. Placing students with disabilities into internships.

TG has also been tasked with looking at how the Careers Service interacts with wellbeing and it is expected there will be some actions arising from this.

DLHE

This is the last year of DLHE before it changes to the Graduate Outcomes Survey (GOS) and collection is outsourced to the IFF. The Census date is 10th January 2018.

TG gave a short presentation on the GOS and will circulate to HESC members separately, however the key points were:

1. How Schools will maintain contact with graduates, this will require a culture shift in some Schools.
2. Should there be a Faculty wide plan in conjunction with the Alumni office as they already have a database of all graduates?
3. There will be a challenge in engaging students to become part of the alumni.

It was agreed that the Alumni Office and Central Careers team should be working together to come up with guidance to support Schools in maintaining contact with graduates,

LS will give a presentation on the Manchester Network at another meeting as this could be an excellent way of getting that engagement.

*Action - TG to circulate presentation on the Graduate Outcomes Survey to HESC members.*

1. **Careers and Employability Updates (PG)**

Received: Briefing note, completed by PG and JA (HESC/2/17/5)

Reported: It has been noted the engagement in careers events has dropped significantly after reading week. The School leads noted this appears to be a campus wide issue as lecture attendance has also dropped.

1. **School Lead Updates**

Reported: ***SALC (CG)***

* + - * The approval process is underway for the inclusion of a placement year on two programmes.
      * The School are discussing how they can bring all employment activities under one umbrella to ensure engagement with current and prospective students.

***AMBS (WW)***

* + - * The Schools first employability meeting will be in December 2017.
      * WW will be spending the time understanding with the School currently does by way of encouraging employability so expects to have more to report in coming meetings.
      * It has been noted that the School has a large number of timetable clashes with careers events which will require further exploration.

***SEED (MF)***

* MF attended the advanced DLHE course in October, and noted that the parameters are constantly changing but it is expected to incorporate wellbeing moving forward.
* The SEED Induction Survey 2017 report has been completed and was circulated to HESC members via email on 22 November 2017
* The School Board have invited MF to speak on Employability at the February meeting.

***Alumni (LS)***

* The falloff in attendance in events has also been noted by the Alumni team. PG, LS and Richard Screaton are meeting to discuss how this can be addressed.
* There is a new initiative (name to be agreed) underway to encourage students in the work application process to meet with alumni already working in the sector to aid their applications.

1. **AOB**

**None**

1. **Meeting dates 2017-2018**

All meetings will take place 10.00 – 11.30am

Thursday 25th January, Keepers Room, Whitworth Building

Thursday 19th April, Committee Room A

Thursday 14th June, Committee Room A