

Employability Network Meeting

11th September 2014

10.00am in G34 Humanities Bridgeford Street Building

Attended by:	Apologies received from:
Matt Jefferies (AAD, Chair) Paul Gratruck (Careers) Tammy Goldfeld (Careers) Penny Clarke (MBS) James Garratt (SALC) Philip Bell (SEED) Petra Tjitske Kalshoven (SoSS) Vero Pin-Fat (SoSS) Sarah Helsby (Teaching and Learning Officer)	Emma Rose (TLSS) Adam Ozanne (SoSS) Katherine Smith (SoSS) Claire Fox (Criminology) Elaine Dewhurst (Law) Neil Allen (Law) Dinah Crystal (Law) Jennifer O'Brien (SEED) Lindy Crewe (SALC) Jannine Andrew (Careers) Miriam Firth (SEED) Anna Lomas (Careers)

1. Actions from last meeting

- As requested the Career Tab information was circulated to staff working with student experience interns by Sarah.
- As Emma Rose was not present to report, Sarah advised that the decision of DAG was not to support the set-up of formal Employability Advisory boards as outlined within the proposal. However the compromise will be to take forward the goals of the proposal without a formal Board. MBS have held employer days which have included attendance from recruiters; the vision is that this will continue in all the Faculty's Schools. Paul Gratruck is going to include this as part of his remit.
- Vero Pin-Fat presented hard copies of the 'SoSS Futures' booklet sent out with graduation letters. These employability booklets focus on all the transferable skills gained through programmes and state in which modules skills will have been applied and developed. The booklets include examples of recent employers for graduates and recent job roles using information from the DLHE data. Each employability lead within SoSS prepared a booklet for their discipline in the agreed format building on SoSS' attempt to increase recognition of their brand.

Vero reported that the cost for printing was charged to the UG budget.

Noted:

It was noted that if this were to be rolled out across the Faculty, consideration would need to be given to who would be responsible for writing content and how the costs of printing would be met.

Discussed:

The group discussed the proposal to roll out these Futures booklets. It was noted that SALC would have problems producing the information in the same format, however the presentation of HEAR statements in PDFs could be revisited.

Queried:

The group queried if it could be a task for student experience interns to work on preparing these documents in April - May ahead of them being sent out to graduates in July.

Agreed:

The group agreed in principle that this practice is recognised as being very worthwhile and an impressive piece of work by SoSS colleagues. No feedback has yet been received from students re. receipt of this information so the group will await formal appraisal before rolling out across the Faculty.

2. Introduction from Humanities Careers Manager (Paul Gratrick)

Reported:

Paul Gratrick is now in post leading the Faculty team of Careers Consultants. It was reported that since starting in August, Paul has been meeting with Humanities colleagues and collating common themes re. issues with embedding the Careers Service into students' lives.

Noted:

It was noted that the majority of issues reported to Paul have been linked to ineffective communication lines and a lack of affirmed points of contacts to triage information to relevant areas. A disconnect between students and their Schools as a whole has also been identified and so moving forward Careers will be focusing on improving communications at discipline level to encourage recognition and buy in from students.

Reported:

The new brand image of Careers will be launched soon and a Faculty-wide employability strategy developed with schools.

Paul reported that during Welcome Week, increased careers talks will be taking place to discipline groups and more final year events will be taking place to ensure that students are encouraged to take appropriate action in time.

Noted:

In the new academic year there will be careers outreach sessions in Schools on a weekly basis. The reading week in October will include careers events on the Monday and Tuesday.

Paul has met with student experience interns and reported that feedback has been fantastic. Communication will continue with these 50 students to maintain the network.

Paul has also met with Media Services and will be trying to shift careers provision to an 'on demand' resource, having content available online for students unable to attend events.

3. Membership and representation at this Network - Title, Purpose and Terms of Reference

Reported:

Matt reported that as this Network has been meeting on an informal basis there had been an ongoing issue with inconsistent representation from Schools.

Now that Paul is in post, as Careers Manager, more employability initiatives are likely to roll out and so it is of greater importance to ensure more regular attendance from all Schools.

Matt canvassed the network's views on proposing that it continue as a group with no limit on membership and no formal structure. Email would be the proposed method for exchange of information and sharing best practice could be carried out at occasional network meetings.

This Network would be supported by the creation of a smaller but more formal Employability Sub Committee reporting to the Humanities T&L Committee. Attendance at this Sub Committee would be required from all Schools and deputies would be required if School leads were unable to attend.

Agreed:

It was agreed that moving forward a tighter Sub Committee would be more effective, and therefore the dates already scheduled for the Employability Network should henceforth become Sub Committee dates (29th January, 30th April, and 18th June).

Action:

Matt will draft some Terms of Reference for discussion at the first Employability Sub Group committee meeting

Discussed:

The lack of SALC representation at Network meetings was discussed. It was proposed that learning from the effective approach taken in SoSS with leads present from each discipline, Divisional UG representatives in SALC should be asked to take on some responsibility for employability in their areas. This would mean that five additional people could support Lindy in the development and dissemination of employability initiatives.

Action:

It was agreed that Matt, Lindy and James will meet to discuss employability in SALC.

4. Interns update

Reported:

In Janine's absence Paul shared the following student experience internship information and advised the group that a further 34 students were appointed in non-School specific internships and at least 40 places were earmarked for widening participation students:

School	Post	No of Interns appointed
SEED	Employability Intern	2
SEED	Welcome Week (Short)	2
SALC	Welcome Week (Short)	2
SALC	Welcome Week	1
SALC	Employability Intern	1
SoSS	Intranet & Comms Intern	1
Humanities (Law)	Marketing Intern: Recruitment Project	1
MBS	Careers Destination Survey	1
MBS	Employability Intern	1
SALC Project	Student Comms & Engagement	1

MBS	Marketing, Comms & Recruitment Intern	1
Brooks World Poverty	Content Curator	1
MBS	Welcome Week (Short)	2
Law	Welcome Week	1
Law	Welcome Week (Short)	2
Institute of Population Health	Comms Intern	1

Reported:

Tim Westlake has confirmed he will make a contribution to continue this student experience internship programme but the Faculty will have to produce the remaining funds to cover its cost. It was noted that FLS has committed to running it next year already whereas EPS and Humanities are awaiting the evaluation exercise before committing financially.

It was also noted that along with student experience internships, Careers were able to augment the 'Q-step programme' stipend which was previously just £500.

It was further reported that Essex University have an internship scheme operating all year round which they are able to add on to degree titles for students who choose to participate.

Action:

Careers to investigate internship provision at Essex University to see what best practice can be identified.

5. Careers Update

- **MyFuture Ambassadors pilot in SALC**

Reported:

Tammy reported that an initiative is being piloted within SALC to recruit peer mentors to act as MyFuture Ambassadors. These Ambassadors will be tasked with developing initiatives to engage first year students in employability through peer mentoring. Financial support for the operation of this scheme for its first year is to be financed by Tim Westlake's office.

Noted:

Moving forward if the initiative is effective it was acknowledged that there is also the potential for commercial sponsorship to fund this.

- **MyFutureFest**

Reported:

Tammy reported that on the 7th October there will be a MyFuture Camper Van from Careers, located outside the Samuel Alexander Building to promote careers awareness, moving on from the welcome period.

Noted:

It was noted that the MyFutureFest initiative will be repeated again in the spring

- **Recruitment**

Reported:

Tammy reported that there is a newly created university division linking the areas previously managed by Pat Sponder who has now retired. The Division for Student Life will be led by Dr. Paul Redmond.

Careers are advertising for a Careers Consultant (International) and also a new Careers Consultant post to develop a PGT strategy and to focus 50% of their time on technology.

- **Widening Participation**

Reported:

Tammy reported that Careers have targets for improving DLHE results for widening participation students and are now reporting to the widening access support group chaired by Clive Agnew.

- **International Recruitment**

Reported:

Tammy reported that Careers are working with Mike Gibbons to develop strategies to help international students with their employability.

6. Any other business

- **Careers Support Communication to 2014 Graduates**

Queried:

Tammy queried what action Careers can take to reach the graduates of 2014 that are not yet employed ahead of the next DLHE report and if follow up letters sent to graduates by Programme Directors in November could be sent out any earlier.

Noted:

It was noted that a communication has been sent out prior to the DLHE in the past by hard copy letter signed by Heads of Schools to remind students that they can continue to use the Careers service.

It was noted that there is a lack of resource within Schools to carry out this task at this busy time. Tammy offered the support of Careers to each School if this could enable this task to be completed any sooner.

- **Business Finance and Management Fair**

Tammy queried if Schools could encourage their students to attend the [Business Finance and Management Fair event](#) held at Manchester Central Conference Centre on 16th October 2014 at 10.30am -4.00pm.

Next meeting date:

- The first Employability Sub Committee meeting will take place on the 29th January 2015 at 10.00am (venue to be confirmed).