



**Career Development and Employability Subcommittee
Thursday 27th October 2016
Unconfirmed minutes**

Key Highlights

- **Discussed** the revised committee structure document and terms of reference, focusing on the role of the committee in overseeing the activity of employability services, endorsing new employability projects and the role of School Representatives. Proposals for revision will be reviewed at the next meeting.
- **Received** a report on the recently published Times and Sunday Times League table results. City's employability rank has improved from 25th to 15th nationally, but subject tables still show room for improvement.
- **Received** a verbal update on employability in the curriculum. Plans are underway for two optional employability modules in Politics and one in Journalism, for 2017/18. Employability in the curriculum is the theme of the current Annual Programme Evaluation process.
- **Received** a report on the Microplacement pilot for Law. The committee **endorsed** in principle expanding the programme for Law in 2017 and introducing it in Politics for 2017/18, with a view to expanding throughout all schools where relevant.
- **Received** an update on the Careers Registration pilot. Due to an IT issue with implementation data was received for new first year students only. Plans are underway to collect data from 2nd and 3rd year students. The response rate from first years was very high and the data is already proving useful to Careers.
- **Received** an update on the Employability Award pilot. The scheme had been designed and created using CareersHub over the summer, and was introduced to 1st year Civil Engineering students in October. Talks are still underway to roll out to Journalism this year. A full evaluation will take place from April 2017 to consider the impact of the pilot.

Actions

Action 1: The Head of Careers to propose changes to the structure document and revise the committee Terms of Reference. Proposed changes to be reviewed/approved at next meeting

Action 2: Head of Careers to review APE submissions when available for discussion at next committee meeting.

Action 3: Student Development Manager to provide update on the Employability Award for the next meeting.



Attendance

Name of Member	27/10/16		
Richard Verrall (Chair)	√		
Gemma Kenyon, Head of Careers (Professional Lead)	√		
Brenda Welch, Careers Information Manager (Committee Coordinator)	√		
Ben Butler, Student Development Manager	A		
David Street, Director, Development and Alumni Relations	√		
Viola Polakowska, Head of Alumni Relations, Cass	A		
Alex Elkins, Enterprise Education Manager	√		
Sarah Juillet, Director of PG Careers and Professional Development, Cass	A		
David Smith, Cass Representative	√		
Ffyon Reilly, Law School Representative (Pupillage Advisory Service)	A		
Sarah Gale, Law School Representative	A		
Laurence Solkin, SASS Representative	A		
Alison Coutts, SHS Representative	A		
Mohson Khan, MCSE Representative	√		
Yusuf Ahmad, Students' Union Representative	A		
Pam Parker, Acting Director, LEaD	A		
Megan Butler, Education and Student Strategy Coordinator	A		

√ Indicates attendance

A Indicates apologies

* Indicates present for part of the meeting

Attending: Jenny Portalska, Head of Professional Development, Cass Careers
 Keith Simpson, Law School Representative (Pupillage Advisory Service)*
 Mona Vadher, Employer Engagement Manager



Complete Minutes

1. Welcome and apologies

Apologies were received and noted.

2. Minutes of previous meeting

The minutes of the previous meeting were approved.

3. Matters arising

Review of actions from the previous meeting:

Action 1: Brief report on the key areas to be highlighted as best practice to be circulated by Education and Student Strategy Coordinator – Circulation of the report was confirmed.

Action 2: Chair, Head of Careers, and Education and Student Strategy Coordinator to continue to develop proposals and plan next steps. – Proposals had been developed in the time since the last meeting. Several updates received at this meeting.

Actions 3 – 7: Included as agenda items below.

Action 8: Chair, ESS Coordinator and Head of Careers to develop questions to send to schools to gain feedback and explore how best to proceed (related to employer/industry involvement in programme development) – Noted that this action needs to be picked up in future. A mapping exercise and review of school plans should be planned. Head of Careers and Chair to discuss.

4. Committee Terms of Reference update

The Head of Careers presented a proposed update to the committee terms of reference from the Head of Student Experience. A full review of the Education and Student Strategy hub committee structure is being undertaken to ensure that the hub committees areas efficient and effective as possible to support the Vision and Strategy, the new KPIs and the Education and Student Strategy.

Discussion centred on the points under the committee's remit to support strategic aims, specifically:

- "Oversight of service developments supporting KPI: Careers Plan, Enterprise Plan, School Placements teams"
- "Stage 1 approval for new career development and employability projects"

There was discussion around the definition of "employability initiatives", and concern that this might be too broad, in that anything undertaken by the university could be seen as an "employability initiative". The Head of Careers confirmed that this was not officially defined but her perception was that the committee would only approve new strategic employability projects that are outside the normal course of business of the schools/services and that would require resource commitment.



There was discussion about the words “stage 1 approval”, and whether this implied a new level of approval required for projects that would normally go through the PARC process. It was agreed to change the wording to “endorsement” rather than “approval”. The Head of Careers envisions that new projects would be proposed and discussed by the committee, and projects endorsed by the committee would proceed to approval from Education and Student Strategy Committee and then to Finance Committee and ExCo if necessary. There was a general consensus that this was appropriate.

The Chair and Head of Careers see the role of the committee to be a forum for information sharing, discussion of challenges, and a way to provide visibility of employability initiatives in the schools and professional services and feedback on the efficacy of projects and interventions. The Head of Careers hopes to see annual reports from each employability service presented to the committee. The role of the Education and Student Strategy Committee is to evaluate competing demands from the different hubs and propose work to benefit the student experience generally.

The second main topic of discussion was the role of the School Representatives on the committee. It was felt that the section on School Representatives in the proposed structure document was too long, and it was unclear whether the representatives on the committee are actually those staff with oversight of the relevant parts of the School plan and the leads for the employability KPI.

The Chair asked if this wording has been discussed with the Deans. The Head of Careers confirmed that the Head of Student Experience was in the process of collecting feedback from the Deans.

Action: The Head of Careers to propose changes to the structure document and revise the committee Terms of Reference. Proposed changes to be reviewed/approved at next meeting

5. Employability League Table Performance

The Head of Careers presented a paper on City’s recent league table results. In the Times and Sunday Times City’s graduate prospects rank improved from 25th to 15th nationally. This was largely the result of high employability and high response rates from School of Heath graduates. Although the overall performance was good news for the institution, there is still a lot of room for improvement within specific subject areas.

There was discussion of what City courses constitute the subject groupings, and note of the number of HEIs offering courses in each subject area. The Head of Careers mentioned that more specific breakdowns are available but it is useful to consider the information as it is being presented to the public via the league tables and as it will be used in the TEF.

6. Employability in the Curriculum

The Head of Careers offered a verbal update on progress to embed employability in the curriculum. This year’s APE theme is employability in the curriculum and courses will need to submit evaluations on this theme. At the time of the next Committee meeting the APEs will be available for review. This will help the Committee develop future priorities.

Currently talks are ongoing to embed two employability modules in the new Politics degree and one in Journalism. Discussion is ongoing with MEng but no confirmed plans are in place.



Action: Head of Careers to review APE submissions when available for discussion at next committee meeting.

7. Placement Support

The Employer Engagement Manager presented a paper on the pilot Microplacement programme for Law that ran in Spring-Summer 2016. The pilot was felt to be very successful, having attracted high levels of interest from employers and students, and being recognized at the VC Awards and by HEFCE.

Conversations are now ongoing about expanding the programme for Law in 2017 to 64 students from the original 32, and to start an optional credit-bearing Microplacements module for Politics.

The Chair posed a question about tracking the participants in order to measure the impact of the module on their employability and potentially student satisfaction. The Employer Engagement Manager confirmed that participants can be tracked and further research with these students on their employment destinations will occur.

The Chair also wondered if the programme could be used in recruitment as a benefit of attending City. The Employer Engagement Manager reported that there are plans to feature the participating students on the Law school section of the City website. The students also produced a reflective blog about their experience and these will be published. It was also noted that the participation of new employers in the scheme has led to new partnerships and to generation of more placements, as well as ongoing employment of some students who undertook microplacements.

There was discussion about what the expansion of the scheme would look like for different departments. Due to the mismatch in numbers of law students versus number of vacancies, looking outside the legal field is important for these students, however this is not necessarily the case for other degrees. The Cass Representative wondered if this was expanded to students in business subjects, would the focus remain on looking outside their degree subject. Members agreed that "broadening horizons" can be interpreted differently by each school and that future modules would be tailored to the course requirements. Length of placement would also vary by sector; two weeks works for Politics but might not work for Business. There was also discussion about running the module in term 1 and term 2 to give more students the option to take it, which was seen as a possibility for future modules.

There was concern that participants were self-selecting students who would do well without the extra support. The Employer Engagement Manager confirmed that one of the criteria for selecting students was lack of any previous work experience. This criteria, in addition to making microplacements an optional module for new courses, would help to make sure that students who would benefit the most were on the programme.

The committee **endorsed** in principle expanding the scheme to support the goal of all UG students gaining professional experience as part of their studies by 2026.

8. Careers Registration

The Careers Information Manager gave a paper updating the Committee on the Careers Registration pilot. Despite an IT issue causing 2/3ds of students not to have seen the questions, for the students who did see the questions the response rates were very high and data was proving useful.



There were suggestions from the Committee on how to increase responses to the email survey that would be sent to all students who did not see the questions during registration, and advice to work with Course Officers to make students aware of the survey.

There was a note about the wording of the option “I am ready to apply for graduate jobs,” noting that the word “graduate” might make some students think that this meant only graduate schemes, as opposed to any full-time job at a relevant professional level (i.e. jobs requiring a degree). The Head of Careers noted that there is currently a HEFCE-funded research project being led by the Careers Group that will analyse the questions at different institutions and provide guidance on the most effective wording.

9. Employability Award

Speaking for the Student Development Manager who was not able to attend the meeting, the Careers Information Manager presented a paper updating the Committee on the Employability Award pilot. The Employability Award design was completed through a working group over the summer, and presented to 1st year Civil Engineering students in mid-October.

Action: Student Development Manager to provide update on the Employability Award for the next meeting.

10. Date of next meeting

The optimal time for the next meeting is early February. Meeting request will be forthcoming.