UNIVERSITY OF EXETER

9.0 EMPLOYABILITY STRATEGY 2003-06

Aim, Objectives & Implementation Plan

Aim: To establish the University of Exeter as a nationally recognised Centre of Excellence for Employability providing one of the best environments for student development.

Objectives	Actions	Indicators of Success [responsibility]	Comments & links to other strategies	Milestones/Targets		
				2003-04	2004-05	2005-06
1) To ensure that all undergraduates and postgraduate programmes of study maintain and develop the incorporation of employability skills and attributes to enhance academic learning and encourage students to be more employable.						
i. To influence the University culture to ensure that employability is considered at every level within the University structure.	a) To ensure the continuation of the post of Employability Co-ordinator. Needs central investment in this area.	Permanent post. [Emp Group, LTC, APC]	University Strategy			
	b) To improve the understanding of what is meant by the term 'employability' across the institution.	Marketing	Feedback from students and staff required			
	c) To consider the development of a new PT post for Team Development, work experience and PG Skills development work.	Post created [LaTiS, E.C., Graduate School]				
	d) Engage with relevant University Committees eg. APC, U/G & P/G Accreditation Committees, Faculty Boards and Learning & Teaching Committee.	On-going [E.C]				
	e) Assist the University in complying with the QAA Code of Practice on Careers Education and Information Guidance (CEIG).	Conduct a Careers & Employability Audit annually & report to LTC. [E.C., C&E tutors]	CEIG Precepts Document			
	f) Work with the Widening Participation Office and the Careers Advisory Service to develop a level playing field for employment opportunities for all students, including those with disabilities.	Participation in aspiration raising work, e.g. Summer Schools, Reach out Days [WP, E.C]	University Strategy WP Strategy	2 Summer Schools per year, Reach out days		
		Continuation of Earn & Learn, online jobshop [CAS, WP, E.C to promote]	University Strategy WP Strategy Funding implications			

		Schools to be encouraged to have subject specific C&E webpages	Financial Commitment, Emp Fund [E.C]			
	g) To encourage Schools to develop subject-related C&E Websites	Annual report by E.C.				
	h) Employability Group reports on implementation of Strategy to LTC, SAC & BRSG					
ii. To ensure that all UG programmes of study maintain and develop the incorporation of employability skills and attributes.	a) Promote the use of the following University projects in Schools: PESCA, Team Development, Work Experience Module, Work-based Projects, Student Business Projects	Sustained and increased number of Schools using projects.	L&T Strategy, University Strategy aim 31, Business Relations Strategy	PESCA – 3 Schools Team Dev – 8 Schools WE Module – 2 new Schools. 200 students taking student business projects	PESCA – 4 Schools Team Dev – 9 Schools WE Module – 2 new Schools. 250 students taking student business projects	PESCA – 5 Schools Team Dev – 10 Schools WE Module – 1 new School. 300 students taking student business projects
	b) To provide the opportunity for students to acquire the skills necessary to become entrepreneurs or self-employed.	Web based resources developed [Emp Grp, BRU]	University Strategy aim 38, Business Relations Strategy 6.3.2	Online support resources developed		Business incubation units under consideration
	c) To respond to the employability needs of international students.	[Int Office, E.C].				
	d) All new programmes of study to be commented on with regards to careers and employability.	On-going [CAS, E.C]	CEIG Precepts Document			
	e) To continue the mapping and coding of key skills within undergraduate programmes. The outcomes of the exercise to be fed back to LTC so that strengths and weaknesses of each programme can be evaluated and suggestions for amendment can be made as required.	[LaTiS, LTC]	L&T Strategy, University Strategy aim 31	5 Schools to be mapped & reported on	5 Schools to be mapped & reported on	
iii. To integrate Personal Development Planning into UG personal tutorials in line with national targets	a) To ensure that the institution is working towards national targets for Personal Development Planning. All students should use the online PDP and development plans, completed at least once annually for Personal Tutorials.	All students using self-appraisal and development plans through the PTS [LaTiS, E-C, LTC].	Funding for staff handbooks from Emp Fund L&T Strategy, University Strategy aim 31	5 existing Schools + 5 new Schools	**All** Schools involved with PDP	Responding to evaluation and feedback to improve the system.
	b) To ensure that all programmes at the University of Exeter in Cornwall have PDP fully integrated within them.	[Accreditation Committee, E-C, LaTiS]	L&T Strategy, University Strategy aim 31	All new programmes		
	c) To refine the links between Personal & Key Skills, PDP, Personal Tutorials, employability,	Consistent terminology and process used across the institution	L&T Strategy, University Strategy aim 31		Consistent use of terminology	

	Pesca and academic programmes of study.	[E-C, LaTiS, LTC].				
	d) To conduct a project to investigate online profiling tools, other than PESCA, to make recommendations about whether we need something new integrating into MLE etc	Project to be undertaken and reported back to Employability Group [E-C, LaTiS]	L&T Strategy, University Strategy aim 31	Report to Employability Group		
	e) Conduct a project to evaluate the implementation of Personal Development Planning into the Personal Tutorial System.	Longitudinal Study [E-C, LaTiS]	L&T Strategy, University Strategy aim 31 Funding from Emp Fund	Report to Employability Group	Report to LTC	
iv. For Research Postgraduates; To provide moving discipline orientated training programmes to develop a range of skills and knowledge consistent with the Joint RC/AHRB skills statement, including skills for employment, and to provide mechanisms to monitor the development of these where appropriate.	a) To develop one day skills sessions for each of the three years of study integrating the conceptual frameworks necessary for the development of higher level personal and employability skills b) To redevelop the Graduate School Skills Programme	[E.C. Grad School, LaTiS]. [E.C., Grad School, LaTis]	Funding implications			
v. To provide resources for the evaluation and development of personal, key and employability skills for Taught Postgraduates	c) Develop webpages	Online resources developed. [E.C., LaTis]				
b) To establish effective mechanisms between employers, external agencies, the wider community and the University to determine their mutual employability needs and promote opportunities to students.						
	a) Promote the use of specific business projects such as STEP, GBP, etc	Increased numbers of students undertaking projects [BRU, E.C to promote]	University Strategy aims 30, 31, 36, 37, 38 Business Relations Strategy 6.3.2	30 STEP Projects, 30 GBP, 10 TCS	33 STEP Projects, 33 GBP, 11 TCS	36 STEP Projects, 36 GBP, 12 TCS
	b) Greater dialogue between CAS, BRU & WP Office working with local employers	[CAS, BRU, WP]		Working Party to be established	Working Party to report to Employability Group	
	c) Seek to increase the retention rate of graduates remaining in the SW	[CAS, BRU]	University Strategy aims 30, 31, 36, 37, 38			Generic graduate training programme that encourages SMEs to employ graduates est.
	d) Encourage local SMEs to employ more graduates	[CAS, BRU]	Business Relations Strategy 6.3.2			
	e) Promote GradSW website	[CAS]	CEIG Precepts Document			

c) To develop a coherent approach to supporting staff involved in delivering employability skills and related activities to students.						
i. To maintain, promote and disseminate good practice	a) Track the employment of Exeter graduates, monitor our performance against peer universities and strengthen our position in the league tables	[CAS]	CEIG Precepts Document Report annually to Emp Grp	EPI Position??		
	b) Maintain current good practice, e.g. *Go for Something EXTRA!,* the employability and PDP websites, clear statements in Prospectuses and School Handbooks	Progression and development of these resources [Emp Grp, E.C]	Funding from Emp Fund			
	c) Examine areas of good practice nationally and bring new ideas to the institution	On-going [E.C]	Report to Emp Grp			
	d) Disseminate good practice	Publish research in Journals, conference papers, articles etc [E.C, LaTiS]	Research Funding – Emp Fund			
	e) Monitor effectiveness of publicity resources and marketing	On-going [E.C]	Student focus groups			
ii. To support staff in Schools, the central administration, and the Guild who are involved in delivering employability skills and related support activities to students.	a) Provide funding to help embed good practice	Funding provided by LTC for employability projects, managed and reported on annually by E.C.	Annually			
	b) Find opportunities to make bids for further funding in this area	[Emp Group]				
	c) Strengthen network of Careers & Employability Tutors.	Review role description, widen remit in line with new strategy. Tutors meet biannually, E.C. co-ordinates	CEIG Precepts document			
	d) Provide Staff Development workshops for Staff induction and for the Open- Programme	[E.C., LaTiS,]	University strategy aim 53, LT Strategy		2 presentations to HoS, 2 open access sessions, 2 staff induction sessions, other presentations as required.	
iii. To ensure that the Employability Strategy is reviewed annually and keeps up to date with Government, regional and University policy where appropriate	a) Review external reports as required [E.C.]	Annually [E.C]				