

Student Skills and Employability Group

Terms of reference:

The Student Skills and Employability Group (SSEG) takes responsibility for guiding the University's approach to student skills development and employability, in order to:

- optimise student self-awareness, personal development and reflection
- optimise student participation in work-based and work-related learning experiences
- align in-curricular and extra-curricular learning and development pathways
- enable students and graduates to identify and achieve their potential

This will require coordination and leadership of the following:

1. To define and oversee an institutional approach to student skills development and employability and related priorities. To ensure these priorities align with the themes and goals articulated in the University's strategy for Education and Employability.
2. To coordinate activities across faculties and professional services and the Student's Union in support of the Strategic objectives for student skills and employability, ensuring that these are aligned, relevant and outcome focused.
3. To establish and manage the activities of sub-groups and/or task & finish groups as required to develop and deliver specific services and solutions.
4. To seek and receive updates from key stakeholders, including students and employers, and relevant University groups in such a way as to track progress and to guide and inform future actions and/or areas of investment.
5. To report through VPESG to the Senate Education Committee on activities and initiatives in support of student skills and employability, and any associated resource requirements.
6. To promote and communicate the importance of a coordinated and appropriately consistent approach to student skills development and employability across the University, encouraging staff and student engagement.
7. To consider the outputs of research and evaluation activities related to the Strategy and the delivery plans, and to use the findings to inform further activities and developments; including the sharing of best practice.

Reports to: Senate Education Committee.

Meets every 4-6 weeks as required.

Membership:

Chair:

A Deputy Vice-President for Education Professor Matt Marshall

Faculty representatives:*

Faculty of Arts & Humanities

Professor Adrian Bingham (Head of the Department of History)

Dr Caoimhe Nic Dháibhéid (Faculty Director of Education) (Interim)

Faculty of Engineering

Professor Joan Cordiner (Director of External Engagement)

Professor Matt Carré (Faculty Director of Education)

Jo Marriott (Deputy Faculty Director of Operations)

*It is required that at least one representative from each Faculty attends all meetings.

<i>Faculty of Medicine, Dentistry & Health</i>	Dr Vanessa Halliday (Faculty Director of Education)
	Dr Catherine Tattersall (Director of Learning & Teaching, Health Sciences)
<i>Faculty of Science</i>	Sarah Mirfield (Academic Services & Employability Manager)
	Professor Louise Robson (Faculty Director of Education)
<i>Faculty of Social Sciences</i>	Professor Graham Gee (Faculty Director of Education)
	Sarah Hunter (Employability Manager)
	Lucy Thorp (Deputy Faculty Director of Operations)

<i>Representative members:</i>	
<i>Representatives of Academic Practice & Skills Development (APSD)</i>	Amy Jeffries (Head of APSD)
	Matthew Martin (Academic Skills Manager, 301)
<i>Representative of Student Support Services</i>	TBC
<i>Representative of the Library</i>	Vicky Grant (Head of Library Learning Services)
<i>Representative of the English Language Teaching Centre</i>	Dr Victor Guillen Solano (Deputy Director)
<i>Representative of Corporate Communications</i>	Malcolm Roberts (Student Communications Manager)
<i>Representative of Student Recruitment, Marketing & Admissions</i>	Mark Roberts (Student Recruitment Manager)
<i>Representative of Campaigns & Alumni Relations</i>	Lizzie Ruse (Alumni Volunteering Manager)
<i>Representatives of Global Engagement</i>	Claire Hunter (International Partnerships & Global Opportunities Officer)
<i>Representative of IT Services</i>	Katie Attwood (Education Product Manager)
<i>Representatives of Careers Services / Academic Programmes & Student Engagement (APSE)</i>	Helen Smith (Head of Careers & Deputy Director of APSE)
	Dr Claire Conway (Deputy Head of Careers)
	Kerry Hyde (Senior Careers & Employability Consultant)
	Tracey Hill (Employer Engagement & Placements Manager)
	Stephen Davie (Information & Systems Manager)

<i>Representatives of the Students' Union:</i>	
<i>Chief Executive of the Students' Union</i>	Daryl Ormerod
<i>Student Development & Employability Lead</i>	James Zeller
<i>Students' Union Activities & Development Officer</i>	Rose Franchi (2022-23)
<i>Students' Union International & Community Officer</i>	Anna Fedotova (2022-23)

<i>In attendance:</i>	
N/A	

<i>Secretary</i>	Ann Yeomans (Careers Service)
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