SBS Partnership Planning 2017-18

**Employability Partnership Agreement**

***“****Every student will be prepared for high skilled employment or further study upon graduation*

*- delivered through an innovative, impactful and consistent employability offer”.*

The purpose of this document is to provide an agreed partnership framework for a collaborative and targeted approach to enhancing the employability of all SBS students. It aims to highlight collaborative activities in line with departments, courses, support staff and the Employability Business Partnership model in order to continue the 'employability eco-system' within SBS and to support the delivery of the **SHU Employability Plan** within the 4 core elements:

**Targeted Support**

Students at all levels will have access to our core offer of specialist & discipline-specific careers support but it is our intention to continue to target WP, BAME & students with disabilities, along with those with Learning Contracts.

We will also prioritise our resources to support subject areas & courses with actionable DLHE & Placement indicators, according to agreed RAG criteria

Your Careers and Employability faculty team and dedicated Employer Partnership Officer are on hand to support you in the development of career management & employability activity, teaching resources and employer input within the curriculum.

**How the Faculty works with CES**

We value our collaboration with academic & professional services colleagues to provide the most effective service to students and graduates. This agreement is effective from the date of signature by both parties for the 2017-18 academic year.

The Business School will continue to support us through:

1. Promotion of our services via tutors and established student communication channels
2. Continued access to inductions, outductions, placement briefings and other time-specific activity.
3. Joint delivery of embedded & timetabled co-curricular activity
4. Enabling information sharing regarding enrolment, engagement & progression
5. Priority referral of students at risk of withdrawal or not progressing to advice & guidance appointment
6. Facilitating early engagement/preference setting with UniHub for placement & job-seeking
7. Facilitating student attendance at fairs & events
8. Membership of strategic & operational forums at Faculty & Department level
9. Continued liaison with employability leads and other stakeholders across the faculty.
10. Regular planning & student tracking meetings with Course Leader/APAs/PAs with half-yearly review

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| Activities supporting the 4 elements of the plan |
| **1. Better Prepared Students** | A guarantee of specialist, discipline-specific advice & guidance, delivered in-faculty and centrallyAccess to a dynamic & timely CEC Central Programme ie. Careers FocusCareer Mentoring SchemeCareer ImpactEnterprise advice, drop-ins and mentoringCollaboration with Hallam Volunteering, including drop-ins at CECSBS to pilot the mapping of the 3+3 Student Attributes Framework against Employability Pathway learning outcomes |
| **2. Innovative & Applied Curriculum** | Capacity building with tutors and shared delivery of the Employability Pathway at all levelsA dynamic curriculum toolkit for tutors Implementing the new Enterprise Curriculum at all levelsSupporting embedded applied, real-world learning and consultancy projects alongside 'Venture Matrix' and 'SBS Live' |
| **3. More and Better Jobs** | Facilitating take-up of student & graduate employment, including Campus JobsIntegrated employment & placement systems via UniHubOffering a dynamic programme of bespoke SHU InternshipsEvents, fairs and dynamic employer partnershipsTimetabling SHU Careers Fair for all SBS L6 studentsSupport for employers and from employers: Employer Partnership Officer (EPO) to provide info/ results on applications from key employers where possible to identify areas where are students could benefit from additional support |
| **4. Engaged & Skilled Staff** | Capacity building: Supporting academic staff with training and CPD in careers and enterprise-related practiceA dynamic curriculum toolkit for tutors Briefing sessions with Student Support Officers to facilitate cross referral where appropriate  |

**Careers and Employability support offered to all Departments**

Specialist **Employability Advisers** based in each department offering practical job-seeking support to students:

* Offers 1:1 appointments to students
* Runs sessions within the curriculum as negotiated with course leaders
* Offers extra-curricular sessions where appropriate
* Liaises with the Placements Team, Enterprise Team and Hallam Union to co-deliver sessions to students where appropriate, and raises awareness of teams with staff and students
* Promotes the central Careers and Employability Service support and opportunities to students (Careers Fairs, Career Impact, Mentoring, appointments, practice interviews, Enterprise support, employer presentations, job vacancies, Hallam Freelancers)
* Promotes relevant opportunities, events and careers information to students via channels including Blackboard, social media, newsletters
* Contributes to department-led and student society employability-related events

The **Careers and Employability Consultant -** works across the faculty:

* Liaises with key department staff to coordinate and prioritise the work of the Employability Adviser and Employer Partnership Officer
* Provides advice and support for planning and delivery of employability-related content within the curriculum, for new courses and at course review
* Provides employability-related staff development and support for faculty staff, including academic tutors
* Provides written contributions and resources for course/module handbooks, and to support academic staff at Open Days
* Provides information on destinations of graduates, and information on the labour market for different course areas - locally and nationally
* Offers careers guidance appointments to students
* Runs sessions within the curriculum on career management skills and career options, or provides resources/training to support academic colleagues in delivering within the curriculum
* Contributes to department-led and student society employability-related events

**Employer Partnerships Officer -** works across the faculty:

* Supports Careers & Employability Consultant to liaise with key department staff to coordinate and prioritise the work of the Employability offer
* Provides support for bringing employers in to deliver employability-related content within the curriculum
* Provides information and results on SHU students applications to  key employer accounts
* Organises and runs central employer events e.g careers fairs, employer presentations
* Make sure there is good representation from employers at central careers fairs offering roles to the target course areas
* Supports faculty to run bespoke employer events for targeted/selected areas
* Contributes to employers being involved in department-led and student society employability-related events
* Develops new employer relationships to increase graduate/placement/internships opportunities for targeted/selected areas
* Supports faculty to maximise existing employer relationships
* We will attract more and better employment opportunities for our students during their studies and upon graduation by increasing number of internship/placement and graduate opportunities on UniHub.

**FINANCE ACCOUNTING & BUSINESS SYSTEMS**

Employability Adviser: Philippa Fairfax

Employability Partnership Officer: Gemma Thomason

Head of Department: Nigel Garrow

Deputy Head of Department: Lucian Tipi

Associate Head/Student Experience: Diane Jamieson

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| **Suggested Target Courses** |
| Accounting & Finance | DLHE professional/managerial outcomes: 59% [The Source] |
| International Finance & Banking | DLHE professional/managerial outcomes: 60% [The Source] |
| Forensic Accounting | DLHE professional/managerial outcomes: 63% [The Source] |

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| **Actions and Priorities** | **Stakeholder Contribution/ Faculty Support** |
| **Employability Adviser*** Dissemination of L6 SBS Career Readiness Survey - target delivery according to need and RAG Analysis
* Encourage setting of UniHub preferences in inductions
* Introduction to all L6 students through Induction session/Socials and will offer weekly drop-in in Deli in Autumn term at time agreed with Judy Randle/Diane Jamieson.
* Priority L6 Red students (non-placement and at least one of WP/BAME/Learning Contract) receive phone call September 2017 offering appointment/support **and** email sent.
* Other Level 6 Amber (all other non-placement students) receive email offering appointment/support.
* Priority students will also be highlighted to us at monthly progression meetings with Course leaders and/or APAs & PAs
* Continue to see students from all years across any priority groups if they choose to book in (universal offer)
* Re-contact all Red priority students again in February 2018 to provide support for the Spring Fair etc. and email all Amber priority L6.
* Continued work with other levels of students, duty appointments in CEC and Career Focus but want to negotiate limited curriculum delivery (apart from placement/induction-related) until Feb 2018

**Employer Partnership Officer*** Provide support for bringing employers in to deliver employability-related content within the curriculum for FABS disciplines.
* Provide information and results on targeted FABS students’ applications to key employer accounts: areas where students are falling down, and work with Link EA and Course Leaders to increase support sessions in these areas.
* Support department to run any bespoke employer events in target areas for FABS disciplines
* Work with FABS Departmental Groups and Course Leaders to develop new employer relationships to increase graduate/placement/internships opportunities in target areas

**Enterprise Team*** Enterprise Awareness (L4), Enterprise Capabilities & Mindset (L5), Enterprise Effectiveness (L6)
* Business simulation games (Xing / Pizza Games): All levels
* PYES info sessions (L5)
* Tier 1 info sessions (L6)
 | * Access to all new & returning student inductions
* Access to all final year outductions
* Ongoing contact with named person(s) with overview of department's Employability Pathway. Currently VACANT
* Access to appropriate departmental meetings (existing or new)
* Membership of Placement Operations Group
* Monthly student tracking/ review meetings with CLs for target courses and/or course APAs & PAs
* Active referral of target finalists by CLs/APAs/PAs
* Student data/reports via Student Experience Managers (Claire Parkin/Danielle Hague) Senior Administrators (Kirsty Parkin/Matthew Collins)
* Appropriate timetabling support
* Early involvement in Employability related events
* Shared Employer/Key Account information
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| **Indicative Course Planning** |
| **Accounting & Finance** | **Level 6** Induction & Outduction sessions, **Consultancy Project** Careers/Employability Session 1 Maximising Your Impact with Employers (Sem 1), Session 2 Recruitment Skills x 3 (Sem 2) **Level 5** Placement Briefings PPD/Assessment Centres Session x1**Level 4** Induction/Career Directions Session | Judith RandleDavid Jones |
| **International Finance & Banking** | **Level 6** Induction & Outduction sessions, **Consultancy Project** Careers/Employability Session 1 Maximising Your Impact with Employers (Sem 1), Session 2 Recruitment Skills x 2 (Sem 2)**Level 5** Placement Briefings**Level 4** Induction/Career Directions Session | Damion TaylorDavis Jones |
| **Forensic Accounting** | **Level 6** Induction & Outduction sessions, **Consultancy Project** Careers/Employability Session 1 Maximising Your Impact with Employers (Sem 1), Session 2 Recruitment Skills x 2 (Sem 2)**Level 5** Placement Briefings**Level 4** Induction/Career Directions Session | Celeste ThatcherDavid Jones |
| **All FABS** | 2 x ‘Psychometric Tests - How To Succeed’ (Open to all SBS students).Bespoke Psychometrics and LinkedIn Sessions in Semester 2 -(To be delivered as 1 lecture and up to 6 Seminar sessions for **Professional Accounting** **Module** and 1 lecture and up to 6 Seminar sessions for **Understanding Financial Systems Module**) | Lesley Buick Denzil Watson |

**DEPARTMENT OF MANAGEMENT**

Employability Advisers: Helen Armitage, Johanne Gilroy, Philippa Fairfax (Marketing)

Employability Partnership Officer: Gemma Thomason

Head of Department: Ann Norton

Deputy Head of Department: Tina Harness

Associate Heads/Student Experience: Michelle Blackburn & Mark Godson

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| **Suggested Target Courses** |
| Languages | DLHE professional/managerial outcomes 52% |
| Business & Financial Management | DLHE professional/managerial outcomes 64% |
| Business Studies | DLHE professional/managerial outcomes 69% |
| Business Economics | DLHE professional/managerial outcomes 71% |
| Business & Enterprise | DLHE professional/managerial outcomes 73% |

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| **Actions and Priorities** | **Stakeholder Contribution/ Faculty Support** |
| **Employability Advisers*** Dissemination of L6 SBS Career Readiness Survey - target delivery according to need and RAG Analysis
* Encourage setting of UniHub preferences in inductions
* Offer all L6 Target courses an individual interview in Semester 1
* Focus on L6 students and identify other priority groups: BME, non-placement students, WP, Disability
* Re-contact all priority students again in February 2018 to provide support for the Spring Fair etc.
* Priority students will also be highlighted to us at monthly progression meetings with Course Leaders and/or APAs & PAs
* Promotion of Enterprise offer
* Co-location with SSOs in faculty for half-day/1 day a week to enhance visibility and encourage greater partnership working
* Exploring idea of additional informal careers support via a What’s App Group (need to discuss with Simon on Monday);
* Delivering sessions on how to determine career options and different methods to develop your employability;
* Monthly meetings with linked SSOs and Course Leaders to look at issues around L6 progression, preferential access to careers webinars
* Developing personal branding and networking via LinkedIn
* Customised and bespoke communications via Telephone and/or email on relevant Careers Focus sessions, Enterprise sessions, Employer presentations and offer of one to one appointment for help and support. At least, once a semester

**Employer Partnership Officer*** Provide support for bringing employers in to deliver employability-related content within the curriculum for DoM disciplines.
* Provide information and results on targeted DoM students’ applications to key employer accounts: areas where students are falling down, and work with Link EA and Course Leaders to increase support sessions in these areas.
* Support department to run any bespoke employer events in target areas for DoM disciplines
* Work with DoM Departmental Groups and Course Leaders to develop new employer relationships to increase graduate/placement/internships opportunities in target areas

**Enterprise Team*** Enterprise Awareness (L4), Enterprise Capabilities & Mindset (L5), Enterprise Effectiveness (L6)
* Business simulation games (Xing / Pizza Games): All levels
* PYES info sessions (L5)
* Tier 1 info sessions (L6)
* Extra-curricular support e.g. pop-up shop (Business & Enterprise (L5)
 | * Access to all new & returning student inductions
* Access to all final year outductions
* Ongoing contact with named person(s) with overview of department's Employability Pathway. Currently Michelle Blackburn
* Access to appropriate departmental meetings (existing or new)
* Membership of Placement Operations Group
* Monthly student tracking/ review meetings with CLs for target courses and/or course APAs & PAs
* Active referral of target finalists by CLs/APAs/PAs
* Student data/reports via Student Experience Managers (Megan Hartley-Clarke),Senior Administrator (Laura Hart)
* Appropriate timetabling support
* Early involvement in Employability related events
* Shared Employer/Key Account information
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| **Indicative Course Planning** |
| **Languages** | **Level 6** - InductionBranding your Global Skillset (Sem 1)                  Developing your career ideas (Sem 1) | Cristina Lopez-Moreno |
| **Business & Finance** | **Level 6 -** Outductions - 1 session March 2018 plus **Business and Finance**Drop-ins offered in Autumn TBC x 9 minimum | Michael Charlton |
| **Business Studies**  | **Level 6** - Induction, 5/6 x Employability sessions**Level 5** - Induction, 4 x Employability sessions; The Placement, What employers want, Skills Audit, STAR (Sem1)               Applications, LinkedIn, Assessment Centres, Interview Skills  (Sem1)**Level 4 -** Induction (Sem1)2 x Making the most of summer/Internship opportunities (Sem 2) | Jules D'Or |
| **Business & Enterprise** | **Level 5** - 'Finding' - the placement & right placement for you (Sem1)              'Applying' - online applications, CVs, LinkedIn, Making the most of the Careers Fair. (Sem1)'Re-Focus' - Reflection, Action Planning, Resilience, reviewing approach to placement search. (Sem1)'Securing' - interview skills and assessment centres (Sem1) | Karen Quine |
| **Marketing/Business and Marketing:**  | **Level 6** - Inductions and Outductions for Level 6, **Level 5 -** Placement Briefings x 2. | Emily Moorlock |
| **International Business**  | **Level 4** - Professional Skills for IB workshop - input on developing your employability - making the most of the Summer (Sem 1); LinkedIn (Sem 2) | Jeremy Head |
| **Business & HRM** | **Level 5 -**  Induction, Unihub, Psychometric Tests (Sem1) Video interviews and selection stage (Sem1) | Claire Taylor |
| **All MANAGEMENT** |  **All levels** 2 x Psychometric sessions - How to  Succeed in Psychometric Tests |  |

**SERVICE SECTOR MANAGEMENT**

Employability Adviser: Karen Allan

Employability Partnership Officer: Gemma Thomason

Head of Department: Emma Martin

Deputy Head of Department: Sam Giove

Associate Heads/Student Experience: Susie Jones & Phil Goulding

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| **Suggested Target Courses** |
| **Tourism** | DLHE professional/managerial outcomes: 38% [The Source] |
| Nutrition | DLHE professional/managerial outcomes: 38% [The Source] |
| Hospitality | DLHE professional/managerial outcomes: 59% [The Source] |

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| **Actions and Priorities** | **Stakeholder Contribution/ Faculty Support** |
| **Employability Adviser*** Dissemination of L6 SBS Career Readiness Survey - target delivery according to need and RAG Analysis
* Encourage setting of UniHub preferences in inductions
* Offer all L6 Target courses an individual interview in Semester 1
* Focus on L6 students and identify other priority groups: BME, non-placement students, WP, Disability
* Re-contact all priority students again in February 2018 to provide support for the Spring Fair etc.
* Priority students will also be highlighted to us at monthly progression meetings with Course leaders and/or APAs & PAs
* Promote Enterprise offer to tutors/students. Particularly useful for Nutrition students , Events (freelance), Food development
* Offer more targeted sessions for SBS students according to need
* Continue to create work opportunities for Nutrition students (See review below)
* Targeted support for Grand Heritage applicants
* Curriculum support and input for the Food CMPD module
* Produce department specific careers calendar (helpful if DEEP could support this)
* Weighting between additional targeted work actioned and the core offer

**Employability Partnership Officer*** Provide support for bringing employers in to deliver employability-related content within the curriculum for SSM disciplines.
* Provide information and results on targeted SSM students’ applications to key employer accounts: areas where students are falling down, and work with Link EA and Course Leaders to increase support sessions in these areas.
* Support department to run any bespoke employer events in target areas for SSM disciplines
* Work with SSM Departmental Groups and Course Leaders to develop new employer relationships to increase graduate/placement/internships opportunities in target areas

**Enterprise Team*** Enterprise Awareness (L4), Enterprise Capabilities & Mindset (L5), Enterprise Effectiveness (L6)
* Business simulation games (Xing / Pizza Games): All levels
* PYES info sessions (L5)
* Tier 1 info sessions (L6)
* Short-term placement enterprise opportunities (L5 Events Management) – as yet unconfirmed
 | * Access to all new & returning student inductions
* Access to all final year outductions
* Ongoing contact with named person(s) with overview of department's Employability Pathway. Currently Susie Jones
* Access to appropriate departmental meetings (existing or new)
* Membership of Placement Operations Group
* Monthly student tracking/ review meetings with CLs for target courses and/or course APAs & PAs
* Active referral of target finalists by CLs/APAs/PAs
* Student data/reports via Student Experience Managers (Helen Tompkin/Louise Barrett) Senior Administrators (Diane Dawson/Fiona Gilpin/Jen Laing)
* Appropriate timetabling support
* Early involvement in Employability related events
* Shared Employer/Key Account information
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| **Indicative Course Planning** |
| **Tourism** | **Level 6** 2 x sessions in Employability Module – using UniHub and promoting servicesAlumni Event Sem 2**Level 5** Industry experience (**All Tourism students**) - Making Applications | Philip Goulding |
| **Nutrition** | **Level 6**  Induction 2 x sessions. Careers/services offer, volunteering and job options. Nutrition Fair | Anna Hall |
| **Hospitality** | **Level 6** Nothing planned yet |  |
| **Food & Nutrition &** **Food Marketing** | **Level 6 (CMPD**) Delivering part of 2 lectures Sem 1 and being available in another 4 seminars in February | Michael Benson |
| **Events** | **Level 6** Intro in Employability Module in Sem 1Employability Day in Sem 2 (Jan) – 4 sessions – colleagues may be asked to help. | Jay Idris |
| **All SSM**  | **Level 5 HRM / Employability Module** (**All Service Sector students**)  Promotion of our services and using LinkedIn   (delivering with Johanne Gilroy)   **Level 4** Will invite all **SSM** students to the activities in the CEC during inductions | Sue Harrison |

**POSTGRADUATE**

Employability Advisers: Helen Armitage, Johanne Gilroy

Employability Partnership Officer: Gemma Thomason

Postgraduate Employability Lead: TBC

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| **Actions and Priorities** | **Stakeholder Contribution/ Faculty Support** |
| **Employability Advisers*** Offer all PGs from target courses an individual interview in Sem 1 or Sem 2, accommodating September and January starters
* Encourage setting of UniHub preferences in inductions
* Priority students will also be highlighted to us at (monthly) progression meetings with Course Leaders and/or APAs & PAs
* Promotion of Enterprise offer
* Delivering sessions on how to determine career options and different methods to develop your employability;
* Monthly meetings with linked SSOs and Course Leaders to look at issues around progression, preferential access to careers webinars
* Developing personal branding and networking via LinkedIn
* Customised and bespoke communications via Telephone and/or email on relevant Careers Focus sessions, Enterprise sessions, Employer presentations and offer of one to one appointment for help and support. At least, once a semester

**Employer Partnership Officer*** Provide support for bringing employers in to deliver employability-related content within the curriculum for PG disciplines.
* Provide information and results on targeted PG students’ applications to key employer accounts: areas where students are falling down, and work with Link EA and Course Leaders to increase support sessions in these areas.
* Support department to run any bespoke employer events in target areas for PG disciplines
* Work with PG Departmental Groups and Course Leaders to develop new employer relationships to increase graduate/placement/internships opportunities in target areas

**Enterprise Team*** Enterprise Awareness, Capabilities, Mindset and Effectiveness (L6/7)
* Business simulation games (Xing / Pizza Games): All levels
* Tier 1 info sessions
 | * Access to all new & returning student inductions; September & January
* Access to all PG outductions
* Ongoing contact with named person(s) with overview of PG Employability Pathway
* Access to appropriate umbrella meetings (existing or new)
* Membership of MART Group
* (Monthly) student tracking/ review meetings with CLs and/or course APAs & PAs
* Active referral of target PGs by CLs/APAs/PAs
* Student data/reports via Departmental Student Experience Managers/Senior Administrators
* Appropriate timetabling support
* Early involvement in Employability related events
* Shared Employer/Key Account information
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| **Indicative Course Planning** |
| **All PG** | * **PG Conference** 2 x Careers Support Sessions
* **PG Inductions**
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| **MBA** | * Induction
* Careers& Employability session within **Managing Global Business**
 | Claire Moonan Louise Suckley, Melanie Bull |
| **THEF** | * Induction
* 4 x sessions in Semester 1:
	1. How to gain work experience
	2. Professional Networks and making the most of the fairs
	3. LinkedIn
	4. identifying Prospective Employers
* 3 x sessions in Semester 2 are:
	1. Interviewing Skills
	2. Assessment Centre Overview
	3. Assessment Centre
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| **Marketing** | * Induction
* 4 x sessions in Sem 1
	1. How to gain work experience
	2. Professional Networks and making the most of the fairs
	3. LinkedIn
	4. identifying Prospective Employers
* 3 x sessions in Semester 2 are:
	1. Interviewing Skills
	2. Assessment Centre Overview
	3. Assessment Centre
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| **FABS** | * 5 Career Bitesize employability sessions for both September and January cohorts.
	1. Session 1     How do I choose a career? (skills audit/self-awareness/career awareness)
	2. Session 2     Where to look for work?
	3. Session 3     Making the most of the Careers Fair
	4. Session 4     Winning CVs - where to start and what to say
	5. Session 5     Impressing at Interviews
* Bespoke workshop on how to gain UK work experience for International students
 | David Jones |

**ALL SBS**

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| **Actions and Priorities** | **Stakeholder Contribution/ Faculty Support** |
| * Automatic referral from SSOs; students at risk of not progressing/potential withdrawals
* Selected referral of placement seekers with learning contracts
* Agreed delivery of 3 x Careers & Employability sessions for TAR UC Summer Semester
* Bespoke sessions for SBS PGR Development Programme
 | SSO Team automatic referralPlacements SSO (Helen Parkin)TAR UC Course Leader (Kiefer Lee)Collaboration with Doctoral School/SBS PGR Development Programme, Nicola Palmer (Programme Leader) |

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| **Careers & Employability Service****Signed: Date:** | **Sheffield Business School****Signed: Date:** |