**Employer Advisory Boards: Implementation plan**

**Faculty STA Dept. Dept of Computing Subject Area Whole department**

***Course (S)*** All courses

**EAB Lead** Mike Heselton

**Please identify below which category your EAB is operating within for 2019-2020: 1, 2 or 3**

1. Starting from scratch (Need to start now) | NO
2. Have EAB but weak HSE outcomes (It’s time to change) | NO
3. Have an established EAB and good HSE (Need to review) Yes |

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| **Category** | https://media-public.canva.com/MADBydlVqEM/2/thumbnail_large.png**Starting from scratch**  **(Need to start now)** | https://media-public.canva.com/MADByeJr70A/2/thumbnail_large.png**Have EAB but weak HSE outcomes**  **(It’s time to change)** | **Have an established EAB and good HSE (Need to review)**https://media-public.canva.com/MADByRQmsGg/2/thumbnail_large.png |
| **Next steps** | - Need an employer board in next academic year  - Templates and training (June/July) to save you time – but NOT there to dictate  - Use timeline to work out what you need to do NOW  - Attend existing successful board to observe and learn  - Better to do one well in March 2020 than doing it badly in Sep  - Choose employer ‘friendly’ staff to lead/chair groups  - Keep it simple | - You need a plan  - Refocus current EAB on HSE or create a complementary one focussed on HSE  - Use templates, tips and training (June/July) to help you do this quickly and think differently  - Focus on group membership mix, actual employers and employment destinations of your students, agenda items linked to employment and employability | - Opportune time to reflect, refresh, review, critique  - Look at your membership mix, tenure, sector and diversity representation  - Can you leverage these boards more for brand advocacy, research, knowledge transfer, student recruitment or more?  - Are they lively, engaging and memorable?  - Tips and best practice ideas can help |

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| **Actions** - e.g. proposed date(s), membership, ambitions, impact, membership, application to wider activity, agenda items, Communications, etc. | **Timescale** | **Owner(s)** |
| On 20 Sept the IAB addressed five key areas prompted by HSE  1. Focus should move towards employability  - to recognise this the Board will be renamed Employer Advisor Board                    - a new Terms of Reference will be created to show the new focus  2. Membership and Tenure                  - it was agreed by all that the Chair should remain an employer. Invite James Fox to continue in role                  - membership should be for a fixed term of two years when it will be reviewed by Chair. In some cases they Chair may decide to extend membership. Update ToR                  - it was agreed that there should always be more employers at the Board than SHU employees. This should be reflected in the new ToR. In anticipation of this a review of current members will be carried out and those that are not attending will be removed from the current constitution.  - it was also agreed that students should be invited to attend the EAB. Ideally these will be students who have already been elected as course representatives or it could be students who have returned from placement year. Invitations to be sent out closer to the next board.    3. Developing a dashboard for measuring the performance of the EAB  - this proved very difficult to complete. The advice from our employer partners influences policy and new courses but it's difficult to know what particularly the IAB contributed. There were two key metrics that were settled on 1. New courses reviewed at the EAB 2. Presentations/Events attended by members of the board that promote employability at SHU ( this may include conferences off site or Open Days on site.  4. The Board decided against having smaller subject focused Boards. It was felt that there are good relationships already at an operational level and the Board members valued seeing the bigger picture. Record in the new ToR | With immediate effect  1/11/19  1/11/19  1/11/19  Done  23/1/20  Done  1/11/19 | MH  MH  MH  MH  MH  MH |

To be completed and submitted to Esther Kent [E.L.Kent@shu.ac.uk](mailto:E.L.Kent@shu.ac.uk) for each department by 20th September 2019.