**Employer Advisory Boards: Implementation plan**

**Faculty Social Sciences and Humanities Dept. Education, Childhood and Inclusion**

**Subject Area Early Childhood and Childhood; Education; Education Studies;**

***Course (S)*** BA (Hons) Early Childhood Studies; BA (Hons) Childhood Studies; BA (Hons) Education Studies; BA (Hons) Education with Psychology and Counselling; Foundation Degrees – Early Years; Education and Learning Support

**EAB Lead: Pam Dewis** (PD)

**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) Yes
2. Have EAB but weak HSE outcomes (It’s time to change) NO
3. Have an established EAB and good HSE (Need to review) NO

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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)** |
| **Background:**We have in ECI a well-established placement and employability development (PED) group who meet every six weeks. Our focus is the enhancement, innovation and creativity of placement and employability experiences for students and staff. Our objectives are:* Sharing good practice
* Future proofing our placement and employability offer
* Strengthening networks
* Informing policy decisions

The group is comprised of:* Employability Lead
* Senior Employability Advisors
* SSH Employability Consultant
* Representation from BESE
* Representation form the SU
* Academic Placement Leads
* Department Manager
* Representation from Partnership (Placement admin) Team
* Student representation

This group will be heavily involved in setting up an EAB for the whole of ECI (although we may decide we need sub EABs) and some may become internal members of the Board**Our implementation actions (with a view to hosting our first EAB in March 2020) are as follows:*** Meet to agree internal membership and employers to invite to achieve suitable mix of views and perspectives.
* Meet with Head of Department and faculty to agree and arrange administrative support and catering allowance etc
* Send first round of invites.
* Follow up with invitees who have not responded
* Send second round of invites to fill the gaps where invitees have not responded
* Schedule date and location of first meeting
* Plan agenda for first meeting with terms of reference
* Send out calendar invites to secure the date of the first meeting
* Contact Employers to thank them for their interest and wish them a good Christmas (with a note to say they will receive the agenda for the first meeting in January)
* Send out agenda for first meeting with TORs and ask re dietary requirements and parking needs (if appropriate) and location map
* Arrange logistics such as catering, car parking etc
* HOST FIRST MEETING IN MARCH -DATE etc TBD
 | 16th October17th October23rd October6th November20th November25th November27th November29th November18th Dec27th January5th FebruaryTBD | PD/PED groupPDPD & admin supportPD & admin supportPD & admin supportPD & admin supportPD & PED groupPD & admin supportPD & admin supportPD & admin supportPD & admin supportPD & possibly PED group |

To be completed and submitted to Esther Kent E.L.Kent@shu.ac.uk for each department by 20th September 2019.