**Employer Advisory Boards: Implementation plan**

**Faculty STA Dept. Engineering and Maths Subject Area Whole department**

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

**EAB Lead** David Clegg

**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~~ | NO
2. Have EAB but weak HSE outcomes (It’s time to change) ~~Yes~~ | NO
3. Have an established EAB and good HSE (Need to review) **Yes** | ~~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)** |
| * Review current infrastructure of stakeholder meetings within the Department and with the Director of Placement * Identify membership for all groups and review membership * Align agenda items to reflect wider HSE activity. * Propose key agenda items and meeting frequency aligning dates to maximise attendance to incorporate other curriculum agendas e.g. ICC input including placements * Our current status   + The department's Industry Advisory Board has been operating successfully for a number of years where the department uses its board members to shape the department's strategy. However to better reflect the desired membership of the board and the department's courses we intend amending the name to Employer Advisory Board.   + The terms of reference were updated last year but will be reviewed in light of the adjustment in focus. * Identify membership for all groups and review membership   + The Chair of the board is currently an employer. It is anticipated that this will remain unchanged.   + 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 is 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.   + Although students have been invited to attend the IAB this has historically been on an adhoc basis. It is 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. * Align agenda items to reflect wider HSE activity.   + Terms of reference were updated last year to reflect the HSE activities. * Propose key agenda items and meeting frequency aligning dates to maximise attendance to incorporate other curriculum agendas e.g. ICC input including placements   The following is an example of the typical agenda items:   * + **Apologies**   + **Minutes of the previous meeting**   + **Review Action Tracker**   + **Matters Arising**   + **Department Updates such as** IET Accreditation**,** Portfolio Review   + **Employability**     - Destination of Leavers from Higher Education (DLHE)     - Recruitment Fair     - Placements     - Formula Student     - Alternative Forms of Work Experience   + **Strategic Input into Department Business Plan**   + **Apprenticeship Update**   The frequency of the board is bi-annual an typically aligns with events such as EngFest thus enabling employers the opportunity to see understand the quality and types of projects our students undertake. | With immediate effect  1/11/19  Done  1/11/19  1/11/19  1/11/19  Done | Deputy Head of Department and Employability Lead  Deputy Head of Department and Employability Lead |

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.