**Employer Advisory Boards: Implementation plan**

**Faculty Social Sciences & Humanities Dept. Psychology, Sociology & Politics (PSP) Subject Area Psychology, Sociology & Politics**

***Course (S)*** BSc Psychology, BA Sociology, BA Politics, BA Applied Social Sciences initially, in future our Postgraduate provision could also be represented via the EAB

**EAB Lead** Catherine Day (Employability & Placement Lead for PSP)

**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. |
| **PSP EAB Ambitions**Working with employers, stakeholders and SHU staff to:* Ensure our students have the skills and knowledge to meet employer needs
* Shape the teaching of Psychology, Sociology and Politics
* Inform our world-leading applied research
* Contribute to the local community and local economy

**Timeline for set-up**

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|  | **Timescale**  | **Owner** |
| Establish administration support for PSP EAB | ASAP | HoD/Faculty/Departmental Manager |
| Learn from others with established EABs / attend an EAB if possible | Before Christmas and ongoing | Employability & Placement Lead |
| Identify the EAB chair (or co-chairs), title of the EAB, statement of purpose and ToRs | October DLT meeting | Employability & Placement Lead in discussion other DLT members |
| Establish membership and confirm in writing\* | December DLT meeting | Employability & Placement Lead to start this / EAB Chair to officially invite |
| Set date for first EAB meeting\*\* | Before Christmas | Employability & Placement Lead / EAB Chair |
| Invite members to first EAB | End of January | EAB admin support |
| Set agenda and send out to members | March 2020 | EAB Chair / EAB admin support |
| Organise EAB logistics (venue, catering, parking permits, printing etc) | March 2020 | EAB admin support |
| Host EAB | April 2020 (end of placement event) | Employability & Placement Lead / EAB Chair |
| Review internally and gain feedback from external members to inform future meetings | May/June 2020 | Employability & Placement Lead / EAB Chair |

**Membership\***Through consultation with subject representatives (Course Leaders and Heads of Area) to ensure student destination employers and key stakeholders are represented. Membership will also include representatives from our key placement providers, some of whom have already agreed to be involved (including: South Yorkshire Police, South Yorkshire Housing, Sheffield City Council, South Yorkshire Community Foundation). SHU representatives may include: PSP Placement and Employability Lead, a representative from the Student and Graduate Employability team (either Employability Advisor, Consultant or both), a representative from the PSP Research team or PG teaching – to be discussed. It would be good to also consider national stakeholder membership also, i.e. those who employ students from our disciplines in the long-term, and in addition representation from the British Psychological Society (BPS).**Proposed date\*\***For the initial EAB for PSP this will be held in semester 2, ideally during the day of placement celebration event as employers will be invited to attend this (April 2020). Following this future Departmental EABs will be held once per semester. |

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