**Employer Advisory Boards: Implementation plan**

**Faculty HWB Dept. Social Work, Social care, Community studies Subject Area: Social Work, Social Care**

***Course (S)*** Scope Under discussion (See action points below) in the context of embedding the approaches across the department.

Definitely: BA Social Work, FDA/BA Working with Children Young People & Families, MA Social Work.

Potentially: BSC Top Up: Health & Social Care, CPD Courses: Advanced Mental Health Practitioner, CPD

**EAB Lead** Lesley Gornall

**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

**\*Really none of the above**: **The department has very good HSE Outcomes, and extensive employer links, but no specific EAB. This Action Plan is based around a participatory approach to developing EAB from existing partnerships and extended links as appropriate, with an event Semester 2 2020, and specific actions relating to the digital offer.**

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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** | **Progress** | **Owner(s)** | **Outputs** |
| **July 16 2019 Departmental Meeting:**  Brief departmental team on HSE and contextual links to TEF/SHU Strategic Plan. Proposed digital offer.   1. Begin discussions re overall scope across the department. 2. Identify existing partnerships. 3. Agree outline timescale, recognising holiday and overseas work arrangements across the department until September. 4. Confirm ongoing alignment with Subject TEF activity, particularly embedding HSE into student involvement for TEF. | Following July presentation to EAB Leads. | Information – sharing/meetings in place.  Review of existing arrangements September/October. | LG working with P/Ls.  LG | Agreed process. |
| Meeting 30/9 with P/Ls to discuss existing links, appropriate scheduling.  Implementation of Hallam Award, align with four core principles and draft new version of Plan issued 22/8.   1. Agree scope of EAB – i.e entire department or just those within scope. 2. Links to existing boards and partnerships developing a helpful overview of links across courses and professions. ( Examples include Social Work Teaching Partnership, Placement moderation panels, Practice Placement Development Group, and FDA Employment Partnership) Explore ideas for extending existing links and potential for establishing EAB as a Community of Practice. 3. Student representation and timing. 4. Promote Hallam Award as first stage towards meeting the requirements of the digital offer. 5. Promote HWB TEL Digital training across the department. 6. Agree future digital literacy needs across professions, and potential actions to extend to meet the revised requirements of the digital offer. 7. Assess success factors for BAME students on FDA and identify transferable approaches to ensure positive placement experiences and future employment goals.   Schedule, Actions and revised digital offer (21/11/19) presented to Departmental Meeting 9/10/19 | Confirmed Action Plan (new format) to dept. Meeting 9/10 & ESG 10/10  Promote Hallam Award across all courses. |  | LG (Assess scope of current partnership agreements)  LG, Course teams.  Report on participation, completion rates. For both Hallam Award and Digital Training. | Online Community of Practice established.  One event Summer 2020 – date to be agreed with partners.  Numbers of Hallam Award registrations and completions.  Numbers completing Digital TEL training. |
| Establish communication strategy.  Work with Course Leaders, partnership representatives & existing/new partners, student representatives to identify: Aims & Membership  Draft Constitution/Partnership agreement  Existing & new partnership Links  Digital Literacy requirements within the professional context.  Most effective meeting schedule within academic commitments.  Proposals for summer EAB.  Review impact on digital literacy of Integrated Care Curriculum. | Nov. – Jan.  Proposals to Departmental meeting 8/1/20 (tbc)  Jan 2020  Report to dept. Meeting 19/2 |  | LG Existing Partnership representatives, Course leaders.  LG, students. | Agreed digital content and developments |
| Jointly develop partnership agreement, programme, publicity and participation for first EAB.  Timing flexible to facilitate effective partnership participation. | Jan. – April 2020  Progress to Departmental Meetings.  Publicity from March |  | LG & Partnership representatives, service users, students. | Related documents. |
| First EAB Summer 2020: to include both business (confirm the partnership agreement) and operational activities. | Date to be agreed through partnership development process. |  | Partners. | Event & Evaluation |
| Review, report, forward plan. | Report to July departmental meeting.  Planning cycle as above. |  |  | Planning 2020/21. |

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.