**Employer Advisory Boards: Implementation plan**

**Faculty HWB Dept. Academy of Sport and Physical Activity Subject Area: Sport**

***Course (S)*** BSc Physical Activity, Sport and Health, BSc Physical Education and School Sport, BSc Sport Business Management, BSc Sport Coaching, BSc Sport Development with Coaching, BSc Sport and Exercise Science, BA Sport Studies, BSc Sport Technology.

**EAB Lead** Rosemary Leach

**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) **YES**
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)** |
| **Context/Current Position**  Within the Academy of Sport and Physical Activity there are a number of existing 'advisory groups'.   * The University Sport Board oversees the strategic direction of sport provision and influences curriculum content. * The Academy Head of Department convenes a small group of senior industry representatives to provide advice and guidance in terms of industry developments. * The majority of Undergraduate courses have a semi-formal 'critical friends' group who advise on curriculum content and its relevance to student employment.   It has been now been agreed that the Academy will establish one Employer Advisory Board (EAB) that will focus specifically on HSE. Individual course will still have the option to utilise relevant 'critical friends' for specific support and guidance in their area, however, it will be required to filter relevant information in to the EAB.  It is important to also be aware that the Academy is currently undergoing a 'Portfolio Review' of all Undergraduate provision.  The timescale for this is that decisions with regard to new enhanced course content (and course titles) need to be made prior to Christmas and final documentation completed by Feb 2020. This provides the opportunity to fully embed HSE within each course and to fully establish the EAB and its consultative role.  **Proposed Impact**   * It is intended that the EAB for the Academy of Sport and Physical Activity with consider both teaching and research activities * There will be a strong focus on developing a better understanding of skills development to meet the needs of employers and industry projects * The convening of the EAB will provide the opportunity for interaction between Board members and our students (with the intention of showcasing our student projects/modules and work experience placements) * There will an emphasis on how our degree programmes prepare students for the world of work * A significant benefit will be the opportunity to become more well informed of the skills and attributes employers seek * It is also anticipated that we will gain advice and guidance on how to build commercial awareness and career focus from exposure to industry requirements. * It is intended to seek support from the EAB to ensure all students have access to all of the opportunities created   **Membership**  The intended membership of the EAB for Sport and Physical Activity has been discussed and agreed by the Academy Employability Group.  It has been determined that the most important factor is to initially identify and recruit dependable members so that the EAB can fully establish itself. We intend to recruit members who have and appropriate level of subject knowledge to comment on both curriculum and research interest.  Each undergraduate course will identify one appropriate Board member - taking into consideration background, experience and the ability and desire to fully engage (and commit to attending) the meetings.  A number of other Board members will be selected from the main sport bodies, Sport England, Sports Coach UK, YST etc. and relevant local/regional employers, for example Sheffield United/Wednesday, Yorkshire Sport Foundation.  The intention is that the EAB will consist of approximately 15 external representatives alongside alumni and current students.  **Initial Aims and Objectives**   * To support the development of student employability and highly skilled employment * To increase understanding of the external environment (and what employers are seeking in terms of professionalism * To explore employer input into new work experience/placement opportunities * To explore areas for collaboration in terms of research   **Communication**  The materials provided by the HSE project will be fully utilised to ensure potential members of the EAB have full information on the expectations and requirements for the Board. The benefits to the Employers will be outlined in terms of, access to graduates, the ability to influence the curriculum, understanding of student capabilities, access to research etc.  **Timescales**   |  |  |  | | --- | --- | --- | | **Activity** | **Date** | **Responsibility** | | Identification of EAB Members (Course Level and Main Sport Bodies) | By Oct 18th 2019 | Course Employability Reps and Employability Lead | | Invitations to take up Membership distributed | Oct 25th 2019 | Employability Lead | | Date of First meeting set | Mid Nov 2019 | Employability Lead | | Agenda development (linked to Portfolio Review) | Early Nov 2019 | Course Employability Reps 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.