

Employability Task Group

The University's Committee Structure aims to put the University in a position of strength to deliver the evidence base that will enable us to engage with the OfS and its conditions of registration: [OfS - advice-and-guidance](#)

Individual Committees are expected to utilise a range of indicators, quantitative and qualitative intelligence and horizon scanning that will enable them to monitor and review trends and spot (early on) any issues that may affect compliance. In doing so, they are empowered to drive and effect changes accordingly.

Purpose and Scope

The four primary purposes of the Employability Task Group are:

1. To identify and implement ways of improving the post-graduation outcomes of Newman University students.
2. To monitor and to work with colleagues so that the University actively promotes the Graduate Outcomes Survey and secures a good response rate.
3. To monitor and facilitate necessary actions so that the University meets its Institutional benchmarks, or any external benchmarks set by appropriate bodies, in relation to student employment outcomes.
4. To achieve the above the Task Group work in partnership with a range of stakeholders including, students, graduates, staff and employers towards achieving the aims of the group.

Terms of Reference

- i) Receive an analysis of the Graduate Outcomes Survey results each year and develop an action plan based on this analysis to improve future outcomes.
- ii) Explicitly address differential outcomes by a range of student characteristics (including gender, ethnicity, socio-economic background, age and mode of study) and include actions within the action plan to reduce differential outcomes.
- iii) Set targets, at subject level, for graduate outcomes, relating these to institutional benchmarks.
- iv) Hold meetings with colleagues at subject level, as required, to address subject level performance.
- v) Monitor progress against the action plan.
- vi) Promote greater emphasis on employability within all subjects
- vii) Regularly review the approach to employability within undergraduate courses and make recommendations to *Learning, Teaching and Academic Quality Committee* regarding validation requirements in relation to employability

- viii) Promote initiatives aimed at improving student employability both within and outside the formal curriculum
- ix) Oversee the administration of the Graduate Outcomes Survey ensuring that the University fulfils its requirements in relation to maintaining and supplying contact information to the agency running the Graduate Outcomes Survey.
- x) Organise internal data gathering (for example, at graduation) so that the University is aware of its graduate outcomes before the Graduate Outcomes Survey takes place.
- xi) Members to conduct research to better understand student employment aspirations and the outcomes that are achieved.
- xii) Monitor and plan actions in response to any other measures that relate to employability that may, from time to time, be introduced by external agencies
- xiii) Be the first point of *response* to any Office for Student (OfS) queries in relation to student outcomes.
- xiv) Report findings and actions to both *Learning, Teaching and Academic Quality Committee* and *Student Experience Committee, University Operations Team and the University Leadership Team*.

Quoracy

50% plus 1. Attendance of members will be monitored on an annual basis.

Frequency of Meetings

Bi-Monthly unless otherwise stated.

Constitution

Chair and Vice Chair, together with representatives from each faculty and ex officio professional staff from relevant areas including Careers, volunteering, Work related learning, and representatives of Newman Students' Union

Membership

Associate Dean, Department of Social Science, Sport and Business - Chair

Deputy Director of Learning, Teaching and Scholarship - Deputy Chair

Associate Dean, Faculty of Education (FEEd)

One representative from each of the four academic departments, where possible

Senior Lecturer in Enterprise and Employability

Senior Progression Coach

Careers Manager

Events Officer

Management Information Officer (PSD)

Representatives of both Faculty offices

Newman Students' Union (NSU) representatives - SU President, SU Vice-President and SU General Manager (rotation of 2 out of 3 representatives to attend each meeting).

Account Manager (Enterprise Team) (Currently Vacant)

Representative of the Enterprise Team.

Tenure

Annual nomination for Newman Students Union representatives

Three years for representatives from each faculty

Servicing & Arrangements for Papers

Quality Officer - Secretary

Calendar of business

September	<ul style="list-style-type: none">• Items for calendar for business to be added by Chair and Committee Secretary – reviewed and agreed at first meeting• ToR to be reviewed and agreed at first meeting
October	
November	
December	
January	
February	
March	
April	
May	
June	<ul style="list-style-type: none">• Committee to review and update as required ToR and Calendar of Business
July	
August	