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UNIVERSITY OF ABERDEEN

EMPLOYABILITY & ENTREPRENEURSHIP COMMITTEE (EEC)

Minutes of the Meeting held on 25th May 2022

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Present: John Barrow (Co-Chair), Tracey Innes (Co-Chair), Stuart Durkin, Lenka Mbadugha, Alisdair MacPherson, Joy Perkins, Flora Alapy, Heather May Morgan, Rafael Cardoso, Amir Siddiq, Scott Carle, Alisdair McKibben
Apologies: David Green, Gillian Mackintosh, Helen Pierce, Norman Hutchison, Megan Smith

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1. **Approval of the minutes** (3rd March 2022)   (EEC/250522/001)
   Minutes approved by committee.

2. **Matters Arising including review of Action Log**   (EEC/250522/002)
   Ref. 16 – Scottish Government Led Career Review Report   (EEC/250522/003)
      During the review of the action log, Tracey gave an update on the Scottish Government Career
      Review working on the "Skills Ecosystem" for Scotland with representatives across schools, colleges
      and universities along with other partners being led by SDS. Paper EEC/250522/003 highlights
      recommendations being made.

3. **Aberdeen 2040 Graduate Attributes and Skills**
   John gave verbal update on Aberdeen 2040 Graduate Attributes and Skills progression. Initial data
   analysis has taken place and John will share report via circulation. The transcripts from the two focus
   groups, which have recently taken place, are currently being analysed and once complete will be shared
   with the committee. From this point John Barrow will work in partnership with Kate Robertson who
   leads the Enhanced Transcript Review TFG as the work taking place in both these areas have similar and
   consistent overlaps.
                (Action: John to share data analysis with the committee via circulations/TEAMS channel)

4. **Careers Readiness**
   Tracey gave verbal update on Career Readiness progress and implementation. Career Readiness form is
   in its final stages of revision. Showcased the 169 responses so far and discussed initial ways that the
   data will be used to inform decisions taken both in terms of Careers and Employability Service provision
   and individual school responses (Power BI type dashboard to present all the data for schools to interact
   with). It is still the decision that the current form will only go out to UG students.

5. **Adding Value through Enterprise and Entrepreneurship Education Collaborative Project**
   John gave verbal update on this collaborative project which we joined almost a year ago and files are
   stored in the EEC shared TEAMS files. One of the key goals is to try and give students the tools to be
   able to gain the skills required to be entrepreneurial and not necessarily to make students
   entrepreneurs. Request for anyone with case studies relating to entrepreneurial or enterprise to be
   sent to John.

6. **Work Placement Task and Finish Group**
   Tracey gave verbal update on the status of the group and the progress they have made. Working since
   January on notion of upscaling Work-based Learning across the University. The group has recently
   submitted a paper to SMT with recommendations based on the work completed. The paper seeks to
   understand what level of ambition the University has in regard to work-based learning which will help
   inform the resource requirement to help with the upscaling. Tracey to share the paper on TEAMS site
   and give update of outcome of SMT meeting via circulation/TEAMS comments when minutes are
   published.
                (Action: Tracey to add the recently submitted paper into the TEAMS site)

7. **School of Law (internal) EEC**
   Alisdair MacPherson shared with the committee that the School of Law have created an Employability and Entrepreneurship Co-Curriculum Committee (EECC) which in some ways is a replacement of what was the longstanding employer liaison committee. The committee have their own focused remit which will include the dissemination of information from this EEC to the school committee to considered school specific implementations. It was suggested that similar types of committees be set up in other schools in order to allow more school specific work to take place although workload of individuals in each school needs to be considered. Going forward, having more school specific input in the agenda of EEC meetings would be desirable as way of sharing best practices and updates.
   (Action: Alisdair to share the EECC Remit with the EEC committee)

8. **Graduate Outcome (GO) Data Leads**
   John shared the overview and requirements of the GO Data Leads for School Representatives taking on the role. Responsibilities include:
   - Knowledge of School-specific needs and requirements linked to employability/careers and GO
   - Work closely with key colleagues within the School to foster engagement with GO data
   - Disseminate GO data reports within the School as and when they are created by Planning and feedback to inform the GO Steering Group as needed
   - Monitor GO strategy and initiatives informed by the GO Steering Group
   - Lead engagement with students within the School at key times during the academic year (e.g., graduation)
   - Engage with GO data using Power BI (requires Power BI licence) as required by the School and/or the GO Steering Group

   Suggestion that GO Leads receive some training on using Power BI and data analysis.

9. **Careers & Employability Service Co-curriculum**
   Due to time constraints this will be discussed via circulation/TEAMS channel.

10. **AOB**
    10.1: Three-year partnership with the Wood Foundation secured for Social Justice Internships (£50,000 per year for 3 years). Once the formal paperwork is completed Tracey will bring this item back to the committee for wider discussions.

11. **Date of Next Meeting**
    Next meeting of the committee via TEAMS on September 29th at 14:05.
    For information: Dates of all future committee meetings now scheduled for next academic year as follows; 29/09 | 06/12 | 28/02 | 27/04 |30/05