

Employability Forum

Thursday 12 November 2015, 4:30pm, Large Rehearsal Room

MINUTES

Present

<u>Name</u>	<u>Position</u>
Vienna Kim	Art History Employability Rep
Kirsten Einset	Biology Employability Rep
Charlotte Sansome	Chemistry Employability Rep
Paul Brown	Director of Careers Centre
Joe Tantillo	Director of Representation
Ilaria Gidoro	Education and Representation Coordinator
Kit Klaes	Film Studies School President, acting Employability Rep
Angelica Costa	IR Employability Rep
Lorella Kessler	Management Employability Rep
Max Gilligan	Modern Languages Employability Rep
Caitlin Greig	Psychology Employability Rep
Nils Turner	SRC Employability Officer

1. Introduction

Nils welcomed all. Everybody introduced themselves.

2. Apologies

David van Brussel	Chemistry Employability Rep
Tim Stackhouse	Divinity School President, acting Employability Rep
Pamela Andrew	Employability Co-ordinator (Careers Centre)
Alexander Lee	Medicine Employability Rep
Tania Struetzel	PG Convenor
Anna Rauter	Social Anthropology Employability Rep

3. Overview of Semester 1 events

In turn, all reps described events that they have planned so far or events that they are planning. The School of IR run a successful "Inside Pathways" event with the help of the Careers Centre, also attended by members of the British Council. The School of Management has not had events so far, but many are in the planning, including an event with alumni, a Saint Connect event, and a management marketing fayre in March. Modern Languages had a year abroad event, with returning students giving presentations. Film studies run a "How to use your degree" event and an internship event. Future events include: three events with the American director Joe Russo, an event with recent graduates, and a networking event. In Chemistry, there has been a summer placement and industrial placement speed-dating event, where they offered free pizza funded

through the [Education Discretionary Fund](#). They will also have a bigger career event with alumni in the second semester. The School of Psychology and Neuroscience hosted a speaker who gave a talk on occupational therapy. Biology run an internship event. In the near future, they will have a speed-dating event with lecturers and students. Art History run a career event with professionals from different disciplines followed by a wine and cheese reception. They also wanted to update the Art History webpage of the Careers Centre with new material, and they were reaching out to alumni through [Saint Connect](#) in order to create a database. Lastly, they were organising a workshop on what students can do while being at University to gain skills.

4. Challenges with employability events

- Difficult to estimate attendance to events from Facebook events;
- Art history had difficulties involving the Careers Centre for the organisation of events
- It is difficult to find a porter in the Union during evenings and weekends if reps need technical support. **Action: Joe to tell the Union that this is a problem.**

4.1. Funding

Nils stated that Schools should be able to provide funding for career events. Some reps said that their Schools are reluctant to give money for events. The School of Chemistry, for example, is more willing to fund ChemSoc than class reps.

Action: Joe to tell DoTs that class reps should have the precedence over societies for funding.

Other reps said that their Schools are supportive.

The Careers Centre can also look for sources of funding to pay for speakers.

Class reps can get funding from the [Education Discretionary Fund](#).

4.2. Promotion and attendance

Suggestions:

- Offer free food (perhaps at the end, so students have to stay until the end);
- Plan events around deadlines (you can ask Nils or Joe for a calendar of deadlines, which are provided by IT services. **Action: Nils to share calendar of deadlines with employability reps**);
- Make posters to advertise events;
- [Advertise in the Library](#) (toilet frames and TV screen);
- Advertise on TV screens in your School;
- Posters on local coffee shops' pin boards (especially in the Rector's Café);
- Ask your School President to send out an email;
- Word of mouth (use other class reps!)

4.2.1 Lecture shout implementation progress

Some reps presented this idea at SSCC meetings. Some lecturers were concerned about disruption and about time taken from a lecture. In other Schools, lecturers encouraged reps to do lecture shouts. It was suggested that reps contact relevant lecturers individually to ask for a few minutes of a lesson for lecture shouts.

5. Sharing good practice

- Collaborate with other Schools;
- Do not be afraid to send a follow-up email if people do not reply;
- Look at Schools' websites for the right staff member to invite;
- Contact your careers advisor for relevant people to contact and invite from other Universities. **Action: Paul to share list of career advisors and School links with employability reps.**
- Contact Morag Fraser, the Student Connections Facilitator, at mef10@st-andrews.ac.uk to find alumni, employers, and speakers. She also has a Premium Saint Connect account and can contact users for you;
- Use Saint Connect. It also has groups for particular areas of interest, and users can create new subgroups. If you need help with adding users to subgroups, ask Morag Fraser;
- Organise virtual presentation (e.g. through Skype) with alumni to present what they are doing now;
- Contact the IT manager of the Careers Centre, Waleed Akram, at wa21@st-andrews.ac.uk for relevant IT support;
- If organising events in the Union (especially during evenings and weekends), where you might require technical support, always let Union staff and the [Ents Crew](#) know in advance.

6. AOCB

Nils encouraged all to email him or the Careers Centre with any relevant question.

The meeting adjourned.

Next meeting: 17th February 2016 – 4pm – Committee Room (Students' Association)