

# Employability Forum

Wednesday 17 February 2016, 4pm, Committee Room

## MINUTES

### Present

<u>Name</u>	<u>Position</u>
Charlotte Sansome	Chemistry Employability Rep
Paul Brown	Director of Careers Centre
Ilaria Gidoro	Education and Representation Coordinator
Pamela Andrew	Employability Co-ordinator (Careers Centre)
Kit Klaes	Film Studies School President, acting Employability Rep
Mark Brougham	Geography and SD Employability Rep
Niclas Huebner	Management Rep
Kamilla Rekvenyi	Mathematics & Statistics Employability Rep
Poppy Russell	Modern Languages Employability Rep (CompLit)
Daniel Winch	Modern Languages Employability Rep (French)
Juliet Edwards-Heathcote	Modern Languages Employability Rep (German)
Yunkai Li	Psychology Employability Rep
Nils Turner	SRC Employability Officer
Prof. Verity Brown	Vice-Principal (Enterprise and Engagement)

### **1. Introduction**

Nils welcomed all to the second meeting of the year.

### **Apologies.**

Vienna Kim	Art History Employability Rep
Rufus Sullivan	Biology Employability Rep
David van Brussel	Chemistry Employability Rep
Joe Tantillo	Director of Representation
Lorella Kessler	Management Employability Rep
VACANT	PG Convenor
Ursula Guy	Philosophy Employability Rep
Ieva Vasiljeva	Philosophy Employability Rep

### **2. Overview of Semester 2 events**

Comparative Literature had a translation initiative. Poppy was working with the French and Spanish departments to set up film events.

Management had an employability event organised by the School and the Management society. Most of the careers events organised in the School regarded banking, investment, or consulting. However, they thought of including the area of marketing and wanted to organise a broader event.

Psychology and Neuroscience was going to have a Careers talk on the following Friday and Yunkai had been in touch with Ilaria about funding. They also wanted to invite speakers to talk about their own research. They had also involved the School of Biology. Yunkai said that she had difficulties estimating how many people would attend an event, especially when another school was involved. Nils stated that it is useful to log how many people attend events in order to have an idea for the following year.

Film had an exciting year. Kit said that students were interested in the production side of film studies. They did three events with the film producer Joe Russo. At the first event, the auditorium was almost full. They also run a Q&A time at the Byre and 30 people signed up by email. Prof. Brown stated that she would give Kit details of a person coming to St Andrews that might be interested in collaborating. She also said that she could help employability reps get in touch with speakers.

Maths focused on letting people know about internship opportunities. Kamilla was looking for opportunities and circulating these among students.

French concentrated on internships for the summer. They had an informal event in Sandy's Bar with four speakers talking about their internships. About 40/50 people attended.

In the German department, 2<sup>nd</sup>-year students were interested about year abroad or internships with the British Council. They thought it was a good idea to hold a workshop, also for 1<sup>st</sup>-year students. They notices an issue with older students: not many choose languages for a career. Therefore, they wanted to show what people could do with languages degrees. Paul suggested students look into research assistant roles. Prof. Brown mentioned the Laidlaw scholarship. She stated that CAPOD also had funding for transition events.

Geography had an internship event that was well attended and was coordinated with the Geography Society. There had been a big Geography careers day organised by the School President and the Careers Centre, and it was compulsory for 3<sup>rd</sup>-year students. 102 people attended. Pamela said that that was the 3<sup>rd</sup> year that this event run and was attended also by alumni and employers.

Chemistry had an industrial placement internship speed-dating event the previous semester, where 5<sup>th</sup>-year students talked about their experiences and gave advice. They provided free pizza. This semester they had an event with a guest lecturer from United Biscuits, organised with the ChemSoc, attended by 30 people.

Pamela covered what happened in the other Schools, whose employability reps were not in attendance: careers meet-ups, workshops, an event in Biology on how to use LinkedIn, alumni events, and networking events. She encouraged reps to approach their careers advisors for help with this kind of events. The Careers Centre also circulated a survey.

Prof. Brown asked how often their events focus on entrepreneurship, e.g. setting up a business. Paul replied that, the previous year, they invited two entrepreneurs. Nils said that events on this were sometimes harder to implement.

### **3. Challenges with employability events**

- **Funding**

- **New Employability Speaker Fund**

Nils announced that an employability speakers' fund had been set up. It was £5000 per semester for employability-related and speakers events. It was only open to employability reps. It was meant to cover the costs of speakers' travels and accommodation. There was no limitation on how much reps could ask. Paul stressed that they wanted to have at least one event in each school per semester. Reps could still apply for the Education Discretionary Fund (EDF) and to their Schools for funding for refreshments and other costs.

Nils also informed that they were restructuring the Employability Subcommittee and there would be a specific person the following year, who would act as a link with employability reps. Nils asked reps what they thought of this change, and on which areas they would need more help. A rep stated that they had difficulties getting in contact with students by email because they did not have access to email lists. The Management rep said that it would be helpful to have an email signature, to make their emails look more official. Prof. Brown replied that they could probably do this, and she would talk with this with the Careers Centre. **Action Point.**

Pamela said that it would be useful to have a calendar of events, so that reps would avoid scheduling events in the same period as other events organised by societies. Nils stated that, yes, they wanted to have a calendar for all extracurricular events in the University. Pamela Small was keeping a diary, but it was difficult to compile it. She suggested Nils get in touch with her.

- **Promotion and attendance**

This item was not discussed.

### **4. Sharing good practice**

This item had already been covered.

### **5. AOCB**

There was no other competent business.

**The meeting adjourned.**