



Minutes of Employability Rep Forum

14th of February 2017, 4:10pm

Students' Association Society Room D

Present

Member	Position
Zachary Davis	Director of Education
Pam Andrew	Careers Advisor
Joel Moore	Classics Employability Rep
Jamie Bell	Computer Science Employability Rep
Abigail Urquhart	Earth & Environmental Sciences Employability Rep
Tom Williams	English Employability Rep
Hannah Burnett	History Employability Rep
Kat Lawlor	IR Employability Rep
Quintin Parsons	IR Employability Rep
Kamilla Rekvenvi	Mathematics & Statistics Employability Rep
Katherine Ellis	Psychology & Neuroscience Employability Rep
Reem Awad Mohamed	Social Anthropology Employability Rep

In Attendance

Member	Position
Erin Phillips	Biology School President
Cameron Smith	Divinity School President
Sophie Hill	Film Studies Class Rep
Carissa Jacobs	Medicine School President
Caitlin Macdonald	Modern Languages School President

Absent

Member	Position
Pat Shareefy	Employability Officer
Sarah Park	Art History Employability Rep
Seaf Hartley	Social Anthropology Employability Rep

1 Apologies

Member	Position
Paul Brown	Director of Careers Centre
Harrison Dockerty	Geography & SD Employability Rep
Amy Studdards	Physics & Astronomy Employability Rep

2 Minutes & Matters Arising

The minutes from the previous meeting were taken as approved.

3 Update from the Students' Association

The Director of Education informed the members that the SSC had voted to remove the Employability Officer and the Employability Subcommittee from the SSC. The remit of the subcommittee was redistributed into the roles of the Director of Education and the Director of Student Development & Activities.

4 Updates from the Employability Reps

4.1 Medicine

Nothing to report.

4.2 Biology

Successful Careers Week events, which focused more on networking this year. Exciting speakers in a Biology based event covering wildlife filming and science communication.

4.3 Film Studies

The 60 Hour Film Blitz event is taking place this semester.

4.4 Mathematics & Statistics

Looking to plan a joint careers event with Computer Science and Physics.

4.5 Computer Science

Upcoming Hackathon in the School, in which a number of sponsors will be present.

4.6 History

Just held a speak event, which was well attended, covering a range of topics such as the Civil Service Fast track Scheme, Masters programmes and PhD opportunities.

4.7 Earth & Environmental Sciences

Held mock interviews for Honours students which was unfortunately poorly attended. Planning a second event to look at the industrial sector.

4.8 Philosophy

Arranging student staff lunches for students to talk to academic about their research.

4.9 Divinity

Recently held an internship event for students.

4.10 Modern Languages

Panel event with five speakers from different backgrounds. Looking to host a speed dating internship event later in the semester.

4.11 English

Hosting a journalism panel in April with alumni attending.

4.12 IR

Careers panel with a focus on humanitarian development. There's a wide range of PhD students offering to give talks about their own careers, covering consulting, law, and journalism.

4.13 Psychology & Neuroscience

Inviting back alumni to talk about education psychology later in the semester.

4.14 Social Anthropology

Hosting a non academic focused event and inviting alumni back to speak.

5 Careers Week Feedback

Pam Andrew thanked the members for helping to publicise Careers Week. All members agreed that the publicity reached a wide audience. Overall there were 17 events with 850 sign-ups and 674 students attending. Members stated that they enjoyed the week having a concentrated focus on careers, and agreed the timing was ideal. Members recommended holding another Careers Week the following academic year, and to expand on the event offerings.

6 School Careers Link

The Director of Education informed the members that a paper was presented to the University's Learning & Teaching Committee on the School Careers Link, which was passed with minor amendments. The Director of Education briefed the members on the updates this new paper introduced, which included a yearly meeting with the School President and Employability Rep to produce an action plan for the academic year, containing the Schools employability focus.

7 AOCB

Pam Andrew informed the members that Alumni Weekend was on the 14th and 15th of April and that it would be beneficial to organise careers events around this time.

Pam Andrew mentioned the introduction of Pop Up Careers. This idea is to have a careers presence in places, and at times, students would be around to provide quick informal careers advice on a variety of areas, it would just consist of a careers adviser with a banner. The Careers Centre would be interested to hear from any School President who would like to pilot this with their School, you would need to suggest a place and time which would be most suitable for students. Also help in publicising this service. Just send Pam an email on pea1@.

Pam Andrew informed members that the Careers Centre has secured funding for not-for-profit internships. This would work through reimbursement and that students could apply for either 500 or 1000.

The meeting adjourned.

This was the last meeting of the Employability Rep Forum for the 2017/18 academic year.