

EMPLOYABILITY & ENTREPRENEURSHIP COMMITTEE (EEC)

Minutes of the meeting of the University Employability and Entrepreneurship Committee held on Thursday, 12th of February at 11am in person (Room 101, Students' Union Building) and on Microsoft Teams.

Attended: Lenka Mbadugha, Amir Siddiq, Desidre Coopasamy, Tracey Innes, Alisdair McKibben, Claire Molloy, Jane Melhuish, John Barrow, Alison Young, Kirsty Wilson, Alan McCue, Aaron Thom, Ken Jeffery, Masha Shaw, Johnathan Dorrat, Samuel Seymour, Monika Gostic, Ellen Minshull

Apologies: Stuart Durkin, Ijeoma Obiagwu, Alan Macpherson, Nejc Sedlar, Danielle Grieve, Rachel Brackenbridge, Jenna Stuart, Wilfrid Flanda, Heather May Morgan

Ellen Minshull | Careers and Employability Service
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MINUTES

FOR DISCUSSION

- 1. Approval of the minutes (6/11/2025)** (EEC.120226.001)
The minutes of the previous meeting were approved.
- 2. Matters Arising including review of Action Log** ([EEC Action Log 25-26](#))
The action log and outstanding actions were reviewed. Opportunities to work with Impact Consulting on scaling WBL were reiterated. It was highlighted that a review of the MySkills content is planned for summer 2026.
Action: Those interested in learning more about the Impact Consulting project to contact Tracey.
- 3. Career Readiness school data insights and dissemination** (EEC.120226.002)
Tracey Innes
With the Career Readiness project running for two years now, there are two sets of complete data that can be compared and shared. Currently, the Careers and Employability team are looking to collaborate with academic staff to review the data, drawing out insights and recommendations for particular cohorts. Data was presented in a master spreadsheet, followed by two example school reports for engineering and for law. Feedback on the reports, data and methods of dissemination were sought.

Members preferred the layout of the example engineering report, suggested improvements included adding dynamic elements such as charts. School representatives suggested that discipline reports would be favoured over school reports, namely NCS, DHPA and Business. The Careers team will review the data to see if the trends are similar by discipline and school, if not, a discipline report can be created, as necessary. Dissemination methods mentioned included Law EEC, meetings between EEC champions and Careers staff.

The Careers and Employability team will continue this piece of work following feedback. Next steps need to be determined, including reviewing whether there are any barriers to information sharing and/or accessing opportunities across the institution that we can remove. Considerations could also be made to engage students to interrogate what the barriers were that meant that they were not able to achieve their goals.

Action: – EEC school representatives to work with their caseload leads on next steps. Careers data team to continue working on career readiness reports including exploring need for discipline reports.

Members were reminded of the weekly targeted career readiness newsletters that can be split down by subject or level. Ellen can be contacted with information for inclusion.

It was noted that Career Readiness is not yet in place for PGR students. The PGR college can contact careers should they want to revisit Career Readiness implementation.

4. **ABDN Internships discussion** – [Application dashboard](#)

Alisdair McKibben

The updated ABDN internship data dashboard was presented. Members are encouraged to review the 2025-26 data and draw out insights from application, shortlisting and outcome data. It was noted that unsuccessful candidates are signposted to application support workshops and careers appointments, where they can ask for feedback on their application.

5. **Advertising year long placements on MyCareerHub**

(EEC.120226.003)

Tracey Innes

Year-long placements are one of the various vacancy types that are advertised to students and graduates on MyCareerHub. The Careers and Employability Service have raised doubts about whether to advertise these types of vacancies as they are not accessible to all students depending on the nature of their course. It was noted that there are inconsistencies and challenges across schools and courses, for example, placements can be an integrated part of a 5-year course whereas other students may have to suspend their study to participate. Alternatively, there may be no option to participate in this type of placement.

A discussion ensued and determined that these vacancies should be advertised but with added standard text that includes a caveat that placements may not always be possible. Proposed text will be drafted and shared at a future meeting to confirm suitability.

Action: Tracey to draft suitable text.

A discussion about how students find out whether their course allows a placement year took place. The discussion concluded that for integrated courses this is mentioned at the offset of the course but for other courses this is not visible information. Work to determine the key contacts or links to determine this information should take place, an idea was floated that careers advisers or InfoHub staff could be the initial contact providing mapping work took place to support them in finding out contacts and processes.

Action: Tracey to continue working on guidance for staff and students regarding yearlong placements proposals including identifying initial contacts.

It was noted that joint degrees offer additional challenges. There are opportunities to loop in this flexibility with ASC and the curriculum transformation policy.

Members were reminded that The Careers and Employability Service have fundamental guidance that determines whether a vacancy is approved for advertising or not. Guidance can be shared with staff members upon request.

For Information:

- **Work-Based Learning Policy**

(EEC.120226.004)

Approval of the policy is sought at upcoming QAC and UEC meetings. Following approval, work will take place to finalise supporting documents and guidance. Future feedback and changes will be possible through standard approval process.

AOB: Meetings for the 2026-27 academic year are due to be scheduled imminently.

Action: EM to check if the next meeting could be moved to the following week – 16th April- due to school hols.

Date of Next Meeting: The next meeting of the Committee will be held on Thursday 9th April, at 11am in-person (Room 101, Student's Union Building) and by Microsoft Teams.

[Access to papers](#)