

UNIVERSITY OF ABERDEEN

EMPLOYABILITY & ENTREPRENEURSHIP COMMITTEE (EEC)

Minutes of the meeting held Thursday, November 6th at 11:05.

Present: Ellen Minshull (*clerk*), Tracey Innes (*co-chair*), Desidre Coopasamy, Samuel Seymour, Jonathan Dorrat, Helen Pierce, Masha Shaw, Alisdair McKibben, Alan Macpherson, Amir Siddiq, Ijeoma Obiagwu, Susan Halfpenny, Stuart Durkin, Nejc Sedlar, Lenka Mbadugha, Kirsty Wilson, Aaron Thom, Jane Melhuish, John Mynott (*guest*).

Apologies: Alan McCue, John Barrow (*co-chair*), Monika Gostic, Alyson Young, Jenna Stuart, Wilfrid Flanda, Danielle Grieve, Heather May Morgan, Wilfrid Flanda, Rachel Brackenridge.

MINUTES

FOR DISCUSSION

- 1. Approval of the Previous Minutes** **(EEC.061125.001)**
Minutes were approved.
- 2. Review of Updated Remit and Composition (welcome and introductions) (EEC.061125.002)**
Due to absence, this item was paused until the next meeting.
- 3. Curriculum Review - JP Mynott**
A presentation about the upcoming curriculum review project was shared. The presentation covered the rationale and proposed scope, timeline and membership of the project. Noting that the project is in the planning phase and feedback is sought.
ACTION: all members to review the slides, share internally with colleagues and add comments by Friday the 14th.

The discussion highlighted that the project aligns with Aberdeen 2040 and will work alongside Adapting for Continued Success but isn't dependent on it. Furthermore, any budget required for digital transformation will be bid for in future.

Feedback from members demonstrated that ideally the project would consider how information can be collated for future reporting and awareness building of good practice e.g. examples of WBL or innovative assessments.

Members also asked for nuances on student numbers to be considered, especially when related to WBL activity, highlighting that it is important to note that sometimes student numbers and staff input can be low, and impact be high. It was agreed that analysis on minimum viable numbers of courses should be done.

The project represents an opportunity to reevaluate teaching methods, assessments and to revisit courses, including WBL or interdisciplinary courses that have been paused due to staffing and budget. Equally, there could be an opportunity to consider the creation of a placement and work-based learning office.

Members agreed that plans to co-design the curriculum with students are welcomed but noted that co-design with employers is equally important. There was a discussion around how to gather employer input and utilise EEC. Noting that pre-existing business committees or employer advisory boards are more infrequent than they used to be. Analysis and reflection work should be done to capture previous successes and lessons learned. It was suggested that going forward input from employer groups (i.e. Federation of Small Businesses, Institute of Student Employers, Aberdeen and Grampian Chamber of Commerce) could be more valuable than individual employers.

Feedback indicates that institutional strategy and USP should be defined. The project should consider Graduate Outcomes and what students are looking for before starting university and for after graduation. Consideration should also be made surrounding the names of courses, making sure they are clear for other campuses too. It was highlighted that lessons could be learnt from TESTA, including on protecting staff time to support the project aims. Ideally the project will culminate with the creation of a policy on curriculum review.

4. IN2003: Career Launchpad: Mastering Placement and Job Skills.

A new 5-credit employability course for 2nd or 3rd year MBus students has been launched in the Business School. The course covers careers theory, finding placements, understanding skills and making applications. There is input from the Careers and Employability Service, Go Abroad Team and students. Next year the course will be compulsory for Real Estate students and optional for all Business School students.

Discussions emphasised that inclusion of career theory was requested by QAC, although this is not the case for similar courses, which could be changed in the future.

5. Aberdeen City Council Employability and Training Frameworks

Jane Melhuish

A commercialisation opportunity with local councils has arisen. Online learning plans to join the Aberdeen City Council Employability and Training Framework tendering system to explore opportunities to provide education and training. A discussion took place to explore whether the system had been used by members before and to identify whether the online team should register as themselves or on behalf of the institution, noting that opportunities for collaboration could be possible.

There is scope to create a working group to involve relevant stakeholders to take this forward.

ACTION: Contact Jane to get involved.

6. Work Based Learning Policy Update

(EEC.061125.003)

The policy has been drafted, feedback from stakeholders and members is sought. An EQIA is scheduled. Approval will be needed at the next meeting.

ACTION: All members to provide feedback by Friday the 21st

7. Postgraduate Team Projects Pilot in the Business School

(EEC.061125.004)

Approval has been given for the next phase of the 'delivering work-based learning at scale project'. A scaled pilot to deliver team-based work-based learning opportunities for PGT students in the Business School, in partnership with Impact Consulting will take place. The proposal is for 80 students, noting that the cost as £250 + VAT for each participant. The pilot will

begin in the MBA course in place of dissertations, but other opportunities may be available, including outwith the Business School. Members were invited to express interest in the pilot, whether funding is or isn't available. Social Sciences may be interested.

ACTION – Members to contact Tracey if interested in scaled pilot.

It was mentioned that before finding the projects, collaboration with the course coordinator takes place, including a review of syllabus and learning outcomes, to ensure the projects align with the course.

ACTION - Tracey to share impact report from initial pilot.

8. Careers and Employability Service Employer Engagement Package (EEC.061125.005)

The Careers and Employability Service engage with employers who are keen to pay to engage with students. Inconsistencies of approach to engaging with employers were identified. To bring consistency to this a package has been developed noting that it will be used by the careers and employability service and could be used by schools if desired where typically no costs are involved. It was clarified that currently the income generated from employer engagement is safeguarded to fund ABDN Internships, however this wouldn't necessarily need to be the case for schools.

The paper can be shared internally for information, and it is suggested that careers can help facilitate employer input where relevant in school and discussions about particulars could take place. It was noted that there are nuances around employer input, for example a difference between employer input on a course and an employer promoting their organisation to students.

The package will soon be developed into a promotional brochure. Feedback is sought beforehand.

ACTION: Interested schools or individuals encouraged to speak to their careers or employer engagement contact.

9. Revised Proposal to Change Recommended Part-Time Work Hours (EEC.061125.006)

A revised version of the proposal to change recommended part-time work hours was presented, highlighting the changes.

ACTION: Tracey to check correct paper has been shared.

10. Any Other Business

- A decision was made not to start using the governance platform, DecisionTime.
- Members were reminded of how to access [careers and employability service data](#) and encouraged to pass on any feedback.
- The course 'PD2503: WORK-BASED LEARNING: TEAM PROJECTS WITH EMPLOYER PARTNERS (2025-2026)' was highlighted, members were encouraged to mention it to colleagues and 2nd year students.

For Circulation

- Evaluation of Education Strategy 2021-2025 & Education Strategy 2025-2030 (EEC.061125.007)
 - Tertiary Quality Enhancement Review (TQER) Update (paper to follow)
- Steve Tucker*

11. Any Other Business

Date of Next Meeting

Tuesday 16th of December at 14:05. Location: QA-AUSA Union Building Rm 101 | Microsoft Teams.