

Academic Policy Statement APS 20:

Employability

Middlesex University is committed to ensuring that all graduates develop the skills they need to be successful in the work-place and that they are able to realise their career aspirations. The University's Strategic Plan contains a number of key objectives which directly relate to student employability and graduate employment and are relevant in the context of this Employability Policy:

- Providing modern and innovative student support services
- Increasing levels of student satisfaction
- Enhancing graduate employment and career enhancement prospects
- Improving the delivery of efficient and professional services
- Enhancing the achievements of students

Success in these areas will be measured by the following outcomes:

- A 90% Employment Performance Indicator Rate for the University as a whole
- Improvements in measurements of student quality, achievement and satisfaction

To deliver these outcomes, the University seeks to build on its Strategic Employability Plan 2013-2017 and support students to:

- Plan a route into employment, self-employment or entrepreneurship
- Gain vital employability skills and experience
- Secure a graduate level job
- Plan post programme professional development
- Enhance career progression in work

Specifically, the University undertakes to:

1. Deliver programmes that enable students to develop employability skills through the curriculum

- Incorporate the specific university skills set – Graduate Skills – into the curriculum of all programmes (as defined in the QAA Quality Code for Higher Education, Part A Setting and Maintaining Threshold Academic Standards, Chapter A1 the National Level (2011))
- Highlight relevant skills for development in student Programme Handbooks
- Provide opportunities for work experience and assessment in the work place including professional practice and work-based learning programmes, as well as credit bearing placement/internship modules

- 2. Provide a comprehensive range of services to support students and alumni to source, secure or create a job**
 - Provide 1:1 recruitment support - help to write a personal statement/compelling CV, complete job applications, write covering letters, preparing for interviews and manage an on-line presence
 - Provide tailored 1:1 employability support sessions through a range of access mechanisms - telephone, email and webcam as well as face-to-face support on campus
 - Provide targeted employability and career enhancement support to distinct groups including students wishing to undertake a period of work experience, students in the final year, postgraduate students and students engaged in professional and work-based programmes
 - Provide 1:1 and workshop support to enable students to set up, start and grow their own businesses, or become self-employed, as well as to manage the competing demands of a portfolio career

- 3. Provide a comprehensive range of services to enable students to develop employability skills**
 - Provide employability and career enhancement opportunities through workshops, employer engagement events, an employability self-assessment and online resources

- 4. Engage employers for the benefit of students**
 - Build a network of employers - including industry and business contacts, corporate clients, trade associations and professional bodies
 - Source placements, internships, graduate jobs and volunteering opportunities for students
 - Offer a free recruitment service for employers and promote opportunities to students through a dedicated vacancy database
 - Gather employer insight and intelligence and factor this into both curriculum development and the design of student employability provision
 - Invite industry and business partners to speak to current students about their approaches to graduate and post graduate recruitment

- 5. Provide work experience opportunities in the University including:**
 - Full year placement and other work experience opportunities
 - Participation in the University's Student Ambassador Scheme
 - Opportunities to become a Student Learning Assistant
 - Opportunities to become a Student Helper
 - Full-time employment at graduation as a Graduate Academic Assistant

- 6. Adopt a collaborative approach to employability**
 - Provide employability expertise to academic colleagues through the provision of Business Partner support
 - Invite Alumni to speak with and inspire current students, to provide placements, internships, graduate jobs and volunteering opportunities for students and to take part in opportunities that support students to build networks and contacts
 - Work with MDXSU to deliver joint employability initiatives to students

7. Meet the diverse needs of students

- Ensure equality of opportunity for all students by designing employability support that is accessible to students regardless of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Regularly review employability support provision and conduct impact assessments
- Train staff to enable them to effectively engage with and support a diverse range of students
- Undertake equality and diversity monitoring to ensure that services are accessed by a diverse range of students
- Gather feedback from students to assess the quality and impact of the services and support delivered

Revision history	<p>The Student Employability Statement was approved by Academic Board in June 2011. Further to recommendations by Academic Board in July 2014 the Employability Statement was revised and published in the form of a policy, and subsequently approved in November 2014.</p> <p>This policy is to be reviewed in November 2019.</p>
Author(s)	<i>Kate Douglas, Director of Employability</i>
Date of publication	<i>October 2014</i>
Senior Management sponsor	<i>Katie Bell, Deputy Vice-Chancellor (Global Marketing and Recruitment)</i>