**PTAS Project Report (for REGULAR PROJECT GRANTS)**

**Project Title: Embedding employability in the course approval process**

**Project type** (delete as appropriate) :

**~~A~~****~~Research Project~~** (research focus on particular dimension of teaching, learning, assessment)

**B Innovation Project** (introduction and evaluation of an educational innovation, usually taking a practical approach)

**Principal Investigator : Esther Mijers (HCA) and Craig Phillips (previously Careers Service, has now left the University)**

**Schools/department : HCA, Careers Service**

**Team members (including Schools and Departments) : Esther Mijers, Craig Philips, Azwa Shamsuddin (Health in Social Science)**

**For further details, please contact:**

Project teams must submit a report within 4 months of the conclusion of their project.

Copies of dissemination material (eg journals/newsletter articles, conference papers, posters should be listed and attached (separate to the word count). The brief report will be published on the IAD web pages.

**Report (maximum 1500 words)**

**What did you do?**

We hired a researcher (Azwa Shamsuddin) to support the work of the School and Careers Service by undertaking research into the place of employability in the UG curriculum and assist in developing new materials to support the course development and approval process. Specific areas for research included forms of assessment, course descriptions, skills provision and Board of Studies processes. The researcher’s main responsibilities were as follows:

On the basis of previously conducted research which sampled course descriptions and forms of assessment, undertake a comprehensive audit of current course descriptions and assessment forms.

Use this audit to determine which courses currently refer to employability explicitly and provide recommendations and advice for those which do not

Identify examples of best practice creating forms of assessment which encourage the development of skills valued by employers, both in HCA and across the UK and internationally.

Work with current students to identify what assessment forms they think will help them build skills they will need in the workplace and help them in successfully applying for jobs.

Consider existing employability research and work with School alumni and employers to identify important workplace skills

Work with the principal investigators to create a short factsheet for course organisers to help them when designing new courses or revising existing courses with examples of assessment forms which encourage the development of skills valued by employers.

Create a draft template course and programme description which explicitly discusses employability.

Create new text for public-facing websites for prospective students explaining the School’s processes for ensuring that employability is embedded in the curriculum, in cooperation with School staff.

Play a key role in engaging a wide variety of staff and students across the School. The Researcher will make a strong contribution to wider School discussions through active participation in committees and forums.

**What did you find out?**

See attached reports (PTAS Employability report, Student PTAS report, Public Facing report)

**How did you disseminate your findings?**

School Management Committee

Subject Area Meetings

School SSLC

Employability Showcase for students

Website (see attached text)

Learn info page for UG students (see attached text)

**What have been the benefits to student learning?**

We now have a formalised process to ensure engagement with employability and skills provision are embedded into our course approval and amendment forms and Board of Studies (see attached Course Proposal Guidance Form, Course Design Fact Sheet)

**How could these benefits be extended to other parts of the university?**

The methodology could be rolled out and adapted across other Schools

The Course Proposal Guidance Form, and esp the Course Design Fact Sheet, could be adapted and adopted across other Schools

**Financial statement (please delete as appropriate):**

**Either**

This project has utilised the funding awarded to it by the PTAS adjudication committee and the Principal Investigator or School Administrator appropriate can provide financial statements showing the funding usage as and when required by the UoE Development Trusts who may require it for auditing purposes.

**Please send an electronic PDF copy of this report to:**

Email: iad.teach@ed.ac.uk