

Employability and Student Enterprise Sub-Committee: Terms of Reference



Purpose

The Employability and Student Enterprise Sub-Committee (EDESC) is accountable to the Learning, Teaching and Student Experience Committee (LTSEC) for the development, implementation and reporting of the UWE Employability and Student Enterprise Plan and for the monitoring and review of progress on relevant performance indicators in the context of UWE 2030 Strategy.

Membership

Director of Library, Careers and Inclusivity (Chair)
Deputy Director of Library, Careers and Inclusivity (Careers & Enterprise)
Head of Careers and Enterprise (x2), Library, Careers and Inclusivity
Faculty senior leads with responsibility for Employability & Student Enterprise (4; 1 per Faculty)
Representatives from each Faculty, on the nomination of the Executive Dean (4; 1 per Faculty)
Director of Research, Business and Innovation (or nominee)
Director of the Institute for Enterprise and Entrepreneurship
Director of Student and Academic Services (or nominee)
Director of Learning and Teaching (or nominee)
Director of Marketing and Future Students (or nominee)
Director of Apprenticeships (or nominee)
Students' Union Elected Officer, on the nomination of the Students' Union President (1)

In attendance

Committee Officer

The membership can also include additional members in attendance, these members do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

The membership can include up to two co-opted members with voting rights. Co-opted members are appointed by the Committee in consultation with the Chair.

Responsibility

The Employability and Enterprise Sub-Committee is responsible for:

- The development, implementation and reporting of the UWE Employability and Enterprise Plan, ensuring challenging targets for student outcomes performance ahead of the market, and for monitoring and reviewing progress in the context of Strategy 2030 and with particular reference to identified external benchmarks;
- Providing strategic leadership for University-wide developments within and outside of the curriculum related to employability;
- Monitoring and reviewing developments in employability across the sector and advise the University on steps to improve its competitive position;

- Specifying requirements for and considering Faculty and Service employability and enterprise development plans;
- Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
- Ensuring any task-and-finish groups or special interest groups it creates can discharge their functions, having Terms of Reference with clear responsibilities and delegated authorities;
- Evaluating annually its performance and that of any groups it creates to ensure academic governance arrangements enhance institutional performance and add value.

Accountability

The Employability and Student Enterprise Sub-Committee is accountable to the Learning, Teaching and Student Experience Committee and reports to it on:

- Progress against targets set in the UWE Employability and Enterprise Plan, including any issues or risks that may affect the delivery of the Plan, and on relevant performance indicators in the context of the UWE 2030 strategy;
- Proposals for new policies and frameworks within its area of competence;
- Proposals for changes to its terms of reference, membership or priorities or to those of any sub-groups established to support it to deliver its terms of reference;
- Any matters or priority areas referred to it for action by the Chair of LTSEC.

ESESC provides an annual assurance report to LTSEC, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its own effectiveness and that of its Sub-Committees. The requirements for the report will be specified by LTSEC.

Administration

The Employability and Student Enterprise Sub-Committee will meet approximately four times a year. The duration of meetings will be no longer than three hours. The Quorum for meetings is one-third of members eligible to attend.

Co-opted members will serve a maximum three-year term.

A committee officer will be identified to support the Chair in the effective and efficient conduct of the Committee's business.

Review

The Terms of Reference for the Employability and Student Enterprise Sub-Committee will be reviewed annually to ensure they are still relevant, decision-making structures are effective and it can effectively discharge its duties. As part of the review consideration should be given to how the Committee can improve and better integrate practices which support equality, diversity and inclusivity.