Centres for Excellence
in Teaching and Learning

Employability Audit Instrument Template

EMPLOYABILITY AUDIT INSTRUMENT

The employability audit instrument is designed with two purposes in mind:

>   1. To provide a framework which can be used by course teams to audit the employability aspects of their course, and identify possibilities for further developing these aspects;

>   2. To provide a framework for panels (faculty-based and USP) to appraise the employability aspects of courses put forward for validation.

Its purpose is to encourage self-evaluation and action planning by course teams, and provide a structure for conversations between validation panels and course planners. It is designed for speed and ease of use, whilst generating sufficient information to be able to map employability dimensions and surface both strengths and aspects worthy of further development within provision. A lengthier audit instrument is available if course teams wish to undertake a more detailed evaluation.

The audit tool aligns a number of categories:

>   1. Employability features - these are the features identified in the SHU Employability Framework and which drive the work of the Employability CETL.

>   2. Employability attributes - these are based upon the work of Yorke and Knight, and have been grouped in relation to the SHU Employability Framework. Some attributes can be identified with and contribute to more than one Employability Feature, due to the holistic nature of the SHU Employability Framework.

>   3. The location of employability aspects within courses e.g. within particular modules, processes and levels.

>   4. Examples of employability practices (by way of illustration, details have been included for undergraduate provision in the faculty of O+M, and postgraduate distance learning provision in ACES).

>   5. Evaluation - a self assessment of the relative strengths of employability aspects, and recommendations for future developments.

The electronic version of this document includes links to briefing papers and resources that can be used to inform any development work proposed by course teams.

If you would like any help or advice in using this instrument please contact Richard French in the first instance on extension 4735.

EMPLOYABILITY AUDIT

Employability Features	Employability Attributes	Where does it occur? (E.G Modules, levels) Is it assessed?	Examples	Evaluation and actions: strong or weak aspect of provision; proposals/ actions
1. Progressive development of autonomy	• Self awareness, personal reflection, personal management and development • Critical evaluation & reflection • Self confidence, positive attitude, self determination, enthusiasm • Action planning & implementation, decision making			

2. Key Skills development	• Academic development, literacy/numeracy • Research and investigation skills, problem solving • Information skills, information management and retrieval • ICT skills • Languages, cross-cultural/global awareness • Ethical sensitivity, integrity • Critical evaluation & reflection			

3. PDP	- Self awareness, personal reflection, personal management and development - Self confidence, positive attitude, self determination, enthusiasm - Action planning and implementation, decision-making - Professional development			

4. Real world activities 7. Work related learning	• Professionalism & time management • Professional development • Interpersonal skills, consultancy, customer orientation • Business acumen; entrepreneurship; risk-taking; innovation, creativity; business opportunity awareness • Leadership • Emotional intelligence, resilience			

5. Reflection on use of knowledge and skills, transfer of these to work environment	• Critical evaluation, reflection • Self awareness, personal reflection, personal management and development • Action planning and implementation, decision making • Self-confidence, positive attitude, self determination, enthusiasm • Ethical sensitivity, integrity			

6. Career management skills	- Self awareness, personal reflection, personal management and development - Information skills - Action planning and implementation of decision making - Self-confidence, positive attitude, self-determination, enthusiasm - Professional development - Opportunity awareness			

8. Preparation for specific professional areas	• Professional development • Languages (plus others as applicable) Depends on respective professional bodies			

9. Enterprise / innovation/ creativity	• Business acumen, entrepreneurship, risk-taking, innovation/creativity, business opportunity awareness • Leadership • Emotional intelligence, resilience (3)			