



Priority Project: Employability

Employability Achievement Records

Mentor Sites:	Flinders and La Trobe
Scalability:	High
Partner Institutions:	Murdoch, James Cook, Griffith, Charles Darwin

OVERVIEW

Employability achievement records are an important means through which to support student employability. The key aim of these records is to encourage students to:

- actively participate in extra-curricular experiences across their studies;
- develop relevant transferable skills prior to graduation;
- collate evidence of achievement; and
- reflect upon their career development.

Student engagement with employability achievement records requires a coherent and well-articulated framework for attainment and facilitated access to a range of activities that support employability, both within and external to the curriculum. A number of universities across the sector have implemented employability achievement programs, including Curtin, Deakin and Bond in Australia and the University of Southampton, Swansea University and UWE Bristol in the UK. Within the IRU, two member institutions have made significant progress in this area - Flinders with the Horizon Award (Case Study 1) and La Trobe with the emerging, Career Advantage Award.

SCALABILITY

Employability achievement records have the capacity for high levels of scalability, particularly when coupled with embedded employability based curriculum and work-integrated learning opportunities. A scaffolded approach to embedding employability across the curriculum would facilitate multiple touch points for assessment of evidence, across the student learning journey and reduce the administrative burden associated with centralised program administration.

Additional scalability can be achieved through the development of a series of 'Employability Micro-credentials'. These smaller badges would allow students to evidence success in specific areas of employability with the capacity for credential collation towards a larger credential.

PRACTICE

Students are actively encouraged to participate in a range of curricular and extra-curricular activities, with a certificate of attainment awarded for achievement of a certified number of points, collected from activities spanning multiple employability domains. Eligible activities may include, career development workshops, industry experiences, community/volunteer work, networking, mentoring and international experiences. Whilst participation in these activities is desirable, the key component to successful programs is the requirement for students to reflect upon the activities they undertake in terms of their skills and professional development.

Existing programs require students to record experiences and reflections through multiple electronic means including e-portfolios, apps (La Trobe) and the LMS or through other written documentation. Generally engagement with the program is via an opt-in application or enrolment process with varying achievement levels, such as:

- Level 1:** Emerging engagement with employability activities, designed to be readily attainable for students that engage in activities across the student lifecycle.
- Level 2:** High-level engagement with employability activities across all phases of the student lifecycle. Students demonstrate the capacity to source independent activities, develop a network, engage in leadership activities and exhibit a well-developed capacity for reflection.
- Level 3:** Designed to reward exceptional student engagement with employability activities across the lifecycle. Students actively undertake independent activities to build employability skills and participate in industry/international experiences across their degree. This level recognises a strong level of leadership within the university or community and an exceptional ability to reflect upon the learning journey and experiences.

THE PROJECT

The establishment of employability achievement record programs across the IRU will be facilitated by the collaborative design of a program framework with the flexibility to be nuanced to specific institutional contexts. This project will draw upon the significant work undertaken by Flinders and La Trobe in this space. It is the vision of this project that frameworks would be applicable to both undergraduate and postgraduate students, with an aim to develop tailored frameworks to build graduate capabilities for both cohorts.

Phase one project design and implementation is scheduled for March 2017-Jan 2018 and is designed across the following five stages of activity.

- Stage 1:** Development of the Employability Achievement Record Framework
- Stage 2:** Institution based consultation and development of institution specific framework.
- Stage 3:** Development of institution specific platform and recognition process.
- Stage 4:** Implementation of institutional employability
- Stage 5:** Phase 1 evaluation and reporting

TIMELINE

	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan
Stage 1: Development of the Employability Achievement Record Framework											
Employability achievement record frameworks scoping	■										
Collaborative development of a base framework with community of practice		■									
Stage 2: Institution based consultation and development of institution specific framework											
Consultation: Careers, International, Postgraduate		■	■								
Consultation: Student Union, Students		■	■								
Consultation: Academic, Industry		■	■								
Institutional specific framework development			■	■							
Stage 3: Development of institution specific platform and recognition process											
Consultation (Academic administration, Learning Teaching Unit, Careers)			■	■							
Platform development			■	■							
Procedure and administration process dev.			■	■							
Stage 4: Implementation											
Communication to students					■	■	■	■	■	■	
Student enrolment and participation					■	■	■	■	■	■	
Stage 5: Phase 1 evaluation and reporting											
Development of evaluation tools							■	■			
Evaluation									■	■	
Reporting											■

PROJECT WORKING GROUP

The success of this project will require collaboration across multiple areas of the institution. The engagement of students, industry and the university stakeholders in the development process will ensure the institutional framework is fit for individual university contexts and relevant to students and valued by potential employers. It is proposed that each institution establish a priority project working group to lead implementation and report to the Student Success Liaison Group quarterly. Working group membership is suggested as follows.

- Careers and Employment Service Representative
- Postgraduate Department Representative
- International Department Representative
- Learning and Teaching Unit Representative
- Employability Champion (academic)
- Student Representative
- IRU Vice Chancellor's Fellow