

## University of Sussex

**2021/22 Operating Plan (World Readiness and Employability Strategy)**

This Operating Plan outlines actions to drive progress in 2021/22 towards the five objectives of the University's [2025 World Readiness and Employability Strategy](#).

**Council approved 2025 institutional targets:**

- top 10 (UK league tables) among multi-faculty HEIs for graduate outcomes;
- performance gap closure for target groups identified in Access and Participation Plan (Progress)

<b>Strategic Objective 1: Embed employability into the curriculum</b>						
<b>KPI = % of courses reviewed for embedded employability and enterprise learning</b>						
<b>KPT = 100% of taught courses reviewed by 2025 [19/20 baseline = 0]</b>						
<b>2021-22 Actions</b>	<b>Lead/s</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Status</b>
Finalise 21/22 Embedding Employability Action Plan for every school	Heads of School and Head of C&E					
Build into PAC documentation requirement for new courses to (a) embed real world learning and (b) demonstrate alignment to World Readiness and Employability Strategy	Head of C&E					
Raise the number of modules in which students undertake business/community focused experiential learning (all types), drawing on C&E employer networks	C&E Careers & Skills Manager, Employer Engagement Mgr, Heads of Schools					
Complete actions listed in each of the School Embedding Employability Action Plans	Heads of School and C&E Careers & Skills Manager					
Create an Embedding Employability and Entrepreneurship Toolkit for academic schools, including definitions, good practice and resources	C&E Careers & Skills Manager					
Ensure entrepreneurship is explicitly included in all 2022/23 School Embedding Action Plans	Head of C&E and Heads of School					
Agree with Curriculum Review Steering Group a process for reviewing the employability and entrepreneurship content of existing courses	Head of C&E					
<b>Strategic Objective 2: Communicate a coherent career development programme</b>						
<b>KPI = % student engagement with extra-curricular programme</b>						
<b>KPT = 85% of UK-dom UGs engaging between 1<sup>st</sup> August of their final year and Graduate Outcomes census date (APP target groups to match or exceed this target) [19/20 baseline = 70%]</b>						
<b>2021-22 Actions</b>	<b>Lead/s</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Status</b>
Engage at least 800 students and graduates in the Sussex Career Lab Programme, ensuring disproportionately high engagement from APP target groups	C&E Employer Engagement Manager					
Engage at least 500 students and graduates in the Sussex Entrepreneurship Programme, ensuring disproportionately high engagement from APP target groups	C&E Entrepreneurship Manager					

Launch new online CV Checker, driving usage to over 500 unique students in 21/22 and a reduction in staff time on CV feedback	C&E Careers & Skills Manager					
Actively support job-hunting Class of 2022 graduates via the newly established Sussex Connect Online Community	C&E Employer Engagement Manager					
Co-develop a Student Communications and Engagement Strategy with Connectors, giving particular focus to reaching APP target groups	C&E Employer Engagement Manager					
Introduce additional support for students with a disability through new partner, EmployAbility	C&E Careers & Skills Manager					

### Strategic Objective 3: Co-create to maximise engagement

KPI = % of C&E services co-designed or co-reviewed by students by 2025

KPT = 100% [19/20 baseline = 0]

2021-22 Actions	Lead/s	Q1	Q2	Q3	Q4	Status
Hire 20+ Student Connectors to co-create across all C&E functional areas	Head of C&E					
Complete Connector-led review of new online CV Checker	C&E Careers & Skills Manager					
Complete Connector-led review (to template) of C&E School extra-curricular careers programmes	C&E Careers & Skills Manager					
Engage 200+ students in The Career Equity Project (a Students' Union/C&E partnership)	C&E Employer Engagement Mgr					
Facilitate APP Connector evaluation of the 20/21 Career Lab Programme	C&E Employer Engagement Mgr					
Raise the number of students logging points against entrepreneurship and work experience on the Spirit of Sussex Award	C&E Entrepreneurship Manager and Employer Engagement Mgr					
Co-deliver elements of entrepreneurship programme with Enactus and new Entrepreneurship Society	C&E Entrepreneurship Manager					
Collaborating with students and International Office, deliver on a five-project improvement plan to careers support for international students	Head of C&E					
Complete Connector-led review of C&E branding	Head of C&E					

### Strategic Objective 4: Seek and respond to evidence

KPI = % of C&E services evaluated annually for employability impact and APP target group engagement

KPT = 100% [19/20 baseline = 0]

2021-22 Actions	Lead/s	Q1	Q2	Q3	Q4	Status
Evaluate 20/21 Career Lab Programme using NERUPI Framework, enacting improvements	C&E Employer Engagement Mgr					
Drawing on research, service data and student stories (particularly from APP target groups), design an Intervention and Impact Framework to inform service efficacy and efficiency	Head of C&E					
Design a more actionable data report for schools	Head of C&E					
Build a Career Readiness student dashboard and career development cycle within Career Hub	Head of C&E					

Remove barriers to reporting in-curricular and digital engagement	C&E Careers & Skills Manager					
Develop API to automate flow of reporting data from new online CV Checker into Career Hub	C&E Careers & Skills Manager					
Upgrade events platform to ensure all forms of student engagement at fairs are reportable	C&E Employer Engagement Mgr					
Track impact of Entrepreneurs-in-Residence, using findings to recommend 2022/23 approach	C&E Entrepreneurship Manager					
<b>Strategic Objective 5: Expand and diversify real world opportunities</b>						
<b>KPI = Number of real world opportunities offered exclusively to Sussex students</b>						
<b>KPT = 1000 [19/20 baseline = 110]</b>						
<b>2021-22 Actions</b>	<b>Lead/s</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Status</b>
Double the number of students taking part in the new Sussex Student Consultancy (=200)	C&E Employer Engagement Mgr					
Grow to 300+ the number of internships (in and outside the UK) offered through Career Lab	C&E Employer Engagement Mgr					
Integrate the Employ Autism Intern Programme into Career Lab	C&E Employer Engagement Mgr					
Introduce (for 2022 entry) two-year and 15-month masters programmes with integrated placement in USBS	USBS Associate Dean and Head of C&E					
Achieve a 5% increase on 19/20 baseline in number of students securing a year-long placement (=292)	C&E Employer Engagement Manager					
Establish partnership with Brighton co-working space	C&E Entrepreneurship Manager					
Double (to 20) the number of Sussex interns supplied to Sussex student/graduate startups, prioritising APP target groups	C&E Entrepreneurship Manager					
Maintain or raise the 2020/21 number of KEF-reportable student/graduate enterprises (=27+)	C&E Entrepreneurship Manager					
Design UN SDG driven content and integrate this into Entrepreneurship Programme	C&E Entrepreneurship Manager					
Grow number of new social enterprises through delivery of Pitch for the Planet and Ingenuity initiatives	C&E Entrepreneurship Manager					