

Appendix 24 - Progression Group

The Progression Group promotes the Access and Participation Plan work that is related to Progression. This includes all activity to support underrepresented groups to progress from University of Surrey into employment or further study. It involves analysing and reviewing data for this lifecycle stage, defining appropriate targets, and considering/evaluating plans for the implementation of interventions to support this agenda. The group is responsible for ensuring that activity supports the achievement of the Progression Targets and will lead on strategic work with regards to employability in the curriculum and developing the Professional Training Year provision. The Group's remit will also cover employability for postgraduate students, researchers and international students. The membership comprises representatives from key teams, including, Employability & Careers, Senior Directors of Employability, Doctoral College, the Students' Union, Student Enterprise, International Engagement, Research and Evaluation team in Strategic Planning and Performance.

Terms of reference

1. Support and guide on the development of the Progression component of the University of Surrey Access and Participation Plan; to recommend the Progression plans to the Access and Participation Governance Panel, for subsequent recommendation to Executive Board and Council for approval and submission to the Office for Students (OfS).
2. To ensure that the University responds to OfS guidance on student progression matters and share knowledge with the University community to inform best practice and prioritise resource.
3. Set, manage, support, and review annual activity to improve progression from the University of Surrey for underrepresented groups, with a focus on (i) employability in the curriculum (ii) Professional Training Year and (iii) strategic employability initiatives
4. Review, amalgamate and promote the delivery and evaluation of all new and existing progression initiatives to support students from underrepresented backgrounds, using the Research and Evaluation framework.
5. Oversee the regulatory framework and policies relating to the Professional Training Year. Monitor the availability and accessibility of placements, as well as trends in student engagement with the recruitment process.
6. Develop and oversee plans for and implementation of a set of university priorities for student employability, to maximise:
 - a. Take up of PTY
 - b. The percentage of graduates in employment and/or further study, as measured by the Graduate Outcomes survey
 - c. Engagement with graduates to promote career opportunities and response rates for Graduate Outcomes
 - d. Graduate-level employment, as measured by the Graduate Outcomes survey
 - e. Take up of diversity initiatives to include all student groups; international students, PGT and researchers
7. Promote and enhance embedding of these priorities within academic schools/departments and support the development of employability within the curriculum

8. Analyse and monitor key data on employability at an institution, faculty and school/department level, specifically; PTY improvements, Graduate Outcomes and the increased emphasis on employability within the TEF
9. Monitor relevant (progression) milestones and targets outlined in the Access and Participation Plan and to take / advise-on appropriate action where they are not being met.
10. Ensure that effective consultation takes place with the student body, including the Students' Union and other relevant student community groups.
11. Contribute to the Access and Participation impact report prior to sign off by the Access and Participation Governance Panel and submission to the OfS.

Membership

Chair

- Head of Employability and Careers

Members

- Senior Directors of Employability for FASS, FEPS and FHMS
- Professional Training and Employability Manager
- Data and Systems Officer, Employability and Careers
- Careers Consultant Diversity Lead, Employability and Careers
- Vice-President Activity, Students' Union
- Head of Researcher Development and Employability, Doctoral College
- Research Evaluation and Data Manager, Strategic Planning & Performance
- Student Enterprise Manager
- International Mobility Manager, International Engagement Office

Period of appointment

All members will remain members of the Group for the term of their appointment in their role.

Operation

Frequency of meetings

The Group will normally meet once every two months.

Reports to

Access and Participation Governance Panel for accountability in relation to the Access and Participation Plan, its targets and accountable spending.

The University Education Committee on all aspects relating to the academic student journey.