

June 2014

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## ASET Annual Conference 2014

### The Placement and Employability Professionals' Conference

2-4 September 2014, University of Northumbria

### The Student Journey towards Employability



Northumbria University

It's all about conference now at ASET HQ. Keynotes confirmed, Practitioner Workshop and Research Paper proposals are with the review teams, the Bursary Students have all started their research projects and will have a busy summer ahead, and all but one plenary slot has been confirmed. Thank you to all those who have submitted a session proposal this year – good to know there is so much interesting work going on – our reviewers have a difficult selection task with the highest number of submissions ever. We aim to advise by 23<sup>rd</sup> June, when I will be able to put the final touches to the programme and release the abstracts. It is going to be another packed agenda in September!

As you know, conference will focus on the engagement process at each stage of the **Student Journey towards Employability**, covering the plethora of options available to students from *Insight days*, to *work-shadowing opportunities*, *mentoring schemes*, *work experience*, *volunteering*, *summer internships*, *international opportunities* as well as the more established *12 month placements*. With such a varied menu of placement opportunities, and with employers increasingly keen to target first years, how can we offer the **right support at the right time** to students at all the stages on their journey? Why is it that some students take advantage of these opportunities and others do not? Who are the key influencers in this process, and how can we encourage all students to engage?

# ASET e-Bulletin

The schedule so far.....

## General Programme

### Day 1 - Tuesday 2 September

08:00 - 09:00	Breakfast (Monday night delegates only)
10:30	Registration and refreshments
11:00 - 11:20	ASET Welcome / Conference Opener from PVC Bus Eng Northumbria Uni
11:25 - 12:15	<b>Keynote: Stephen Isherwood (AGR)</b>
12:15 - 13:15	Lunch
13:15 - 14:15	President's Address and ASET AGM
14:15 - 14:45	<b>Plenary : RateMyPlacement</b>
14:45 - 15:15	Refreshment break
15:15 - 16:00	<u>Workshop Session 1</u>
16:15 - 17:00	<u>Workshop Session 2</u>
18:30	Drinks Reception - City Campus East Cafe
19:00	Dinner – City Campus East

### Day 2 – Wednesday 3 September

08:00 - 09:00	Breakfast
09:00	Registration for day delegates
09:30 - 10:00	<b>Plenary : Northumbria University Directors of Placements</b>
10:00 - 10:45	<b>Keynote: Charles Hardy (LinkedIn)</b>
10:45 - 11:15	Refreshment break
11:15 - 12:00	<b>Plenary : TBC</b>
12:15 - 13:00	<u>Workshop Session 3</u>
13:00 - 14:00	Lunch
14:00 - 14.45	<u>Workshop Session 4</u>
14:45 - 15:15	Refreshment break
15:15 -	Informal networking space available
	Meet the ASET Executive
	PRN Group Meeting
	Free time – Explore Newcastle
19:00	Meet for Drinks – foyer of The Sutherland Building
19:30	(Formal) Conference Dinner– The Great Hall, Sutherland Building

### Day 3 – Thursday 4 September

08:00 - 09:00	Breakfast
09:00 - 09:15	Day registration
09:15 - 10:00	<u>Workshop Session 5</u>
10:15 - 11:00	<u>Workshop Session 6</u>
11:00 - 11:30	Refreshment break
11:30 - 11:55	Research Bursary project presentation – University of Central Lancashire
12:00 - 12:15	Exploration and Enhancement Bursary Project Presentation - Sheffield Hallam University
12:15 - 12:30	Exploration and Enhancement Bursary Project Presentation – University of Sheffield
12:30	ASET Conference wrap-up
12:45	Packed Lunch and depart

## ASET e-Bulletin

Conference will be based in Northumbria University Business School, which is a landmark building designed to be both “a highly visible symbol of regeneration in the North East and to embrace the principles of sustainability”. The venue is bright, modern and well designed, the perfect venue for networking, with all the meeting and workshop rooms off the central circulation area where Conference Reception, and our sponsors and supporter will be located. You will see from the first draft programme above, that, following on from a successful programme last year, we have once again been mindful of the need for time to reflect and network. There will be two conference evening meals, the first on Tuesday 2<sup>nd</sup>, will be a more informal affair in City Campus East Cafe

[http://www.northumbria.ac.uk/brochure/visit/el/campus\\_tours/campus360/citycampusgeneral/citycampuscafe](http://www.northumbria.ac.uk/brochure/visit/el/campus_tours/campus360/citycampusgeneral/citycampuscafe) and then on the last evening we are again hosting a more formal event in the beautiful Great Hall within the Sutherland Building



Sutherland Building



Up to the Great Hall



Great Hall

We are looking forward to another memorable evening and hope you will be able to join us there.

### **Annual General Meeting**

Formal notification for the ASET AGM has recently been sent to all members via email, as is required by the ASET constitution. The AGM offers an opportunity for members to really get involved with the work of ASET, and this year we have plans to expand the governing body, so, if you have been thinking about it but haven't yet put yourself forward – this one is for YOU.....

The ASET Annual General Meeting is to be held as part of the annual conference on **Tuesday 2nd September 2014**, beginning with lunch at 12.15pm at the University of Northumbria. If you represent a member institution, the AGM is your opportunity to hear about the work of ASET during the year, receive the formal report on the accounts and to engage with the process of electing the Executive Committee. We would encourage you to attend. If you are not from a member institution but you would like to be involved in the AGM and the activities of the Executive Committee, please do consider joining.

## ASET e-Bulletin

### Executive Committee – Open call for nominations

The Executive Committee is a team of volunteers who work to govern, guide and carry out the goals of the organisation acting both as Directors and Trustees, as ASET is a charity. We have a number of vacancies for colleagues to join the team, these are not defined roles but rather open to the skills, experience and talents that enthusiastic individuals would like to bring to the Committee.

- Individuals may self nominate remembering that they must belong to a member institution, and their nomination must be seconded by someone from another member institution – i.e. not from within the same institution. Individuals can only second one other person.
- Nominations and confirmations of seconding support must be made in writing (electronic format) by email to [aset@asetonline.org](mailto:aset@asetonline.org) with the phrase: **AGM 2014 Executive Nomination** in the subject line of the email. The nomination and the seconding support can come in separate emails.
- To stand for the Executive Committee, please submit a *biography/manifesto of no more than 200 words* with your nomination. These biographies/manifestos will be made available to the members for consideration ahead of the Annual General Meeting where the vote will take place, so please use them to demonstrate your engagement in the work based and placement learning sector and perhaps to illustrate what you hope to bring to ASET as a member of the Executive Committee.

**Nominations close on Monday 23rd June 2014, at 5pm.**

### Officer Vacancy – Open call for nominations

The Executive Committee of ASET is co-ordinated by three officers; the Chair, the Vice Chair and the Treasurer. The position of Vice-Chair is due for election in 2014, as the Chair was appointed in 2013, and the Treasurer in 2012 these individuals will continue in their posts.

- Individuals may self nominate or be nominated with consent, remembering that they must belong to a member institution, and their nomination must be seconded by someone from another member institution – i.e. not from within the same institution. Individuals can only second one other person.
- Nominations and confirmations of seconding support must be made in writing (electronic format) by email to [aset@asetonline.org](mailto:aset@asetonline.org) with the phrase: **AGM 2014 Officer Nomination** in the subject line of the email. The nomination and the seconding support can come in separate emails.
- Please submit a *biography/manifesto of no more than 200 words* with your nomination. These biographies/manifestos will be made available to the members for consideration ahead of the Annual General Meeting where the vote will take place, so please use them to demonstrate your engagement in the work based and placement learning sector and perhaps to illustrate what you hope to bring to ASET as a Officer of the Executive Committee.

**Nominations close on Monday 23rd June 2014, at 5pm.**

### Call for motions /agenda

Members may request either, and must be present at the AGM to speak to their item or to submit in writing ahead of time. If you would like to table a motion or an agenda item please do so in writing (electronic format) by email to [aset@asetonline.org](mailto:aset@asetonline.org) with the phrase: **AGM 2014 Motion/Agenda** Item in the subject line of the email.

**Call for motions / agenda items at the AGM closes Tuesday 19<sup>th</sup> August, 5pm**

# ASET e-Bulletin

## Conference Accommodation

As you know, over the last few years ASET has made a determined effort to keep member's funds within the HE and/or Charitable sector. Offering the hosting of the ASET conference to ASET member institutions has been key to this strategy and we are pleased that you have supported us to continue to take this approach. As delegate numbers increase we sometimes find that suitable conference venues have not yet upgraded their on-campus accommodation. So it is with pleasure, and relief(!) that I can confidently say, Northumbria University offers some of the best accommodation available. Not only is New Bridge Street Hall within 5 minutes walk of the Business School, it is clean, modern and newly built. All rooms are en-suite, with double beds, WiFi and tea/coffee making facilities. The rooms are grouped in small flats of 4, each with its own kitchen (with TV/fridge etc.). Breakfast (and conference lunches) will be served in the City Campus East Cafe, within the Business School.

## New Bridge Street Accommodation



Please note there are a limited number of rooms available from Monday 1<sup>st</sup> September, for delegates travelling from further afield who don't want to miss out on the opening events (additional cost of £50 for B&B).

I plan to close bookings on Friday 15<sup>th</sup> August, but please note bookings are strong and I may have to close sooner if we reach capacity. I plan to issue updates on availability throughout June and July, but if you are planning to attend, please get in touch soon for a booking form, as I don't like to disappoint.

### Residential Full Conference

ASET Member      £620  
Non-Member      £775\*

### Non-Residential Full Conference

ASET Member      £500  
Non-Member      £625

\*includes 6 months ASET membership

### Day Delegate Rates

Full day                                      £250                      ½ day    £125

Booking forms available from [aset@asetonline.org](mailto:aset@asetonline.org)

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Your Conference team still in fine form on Day 3, Greenwich 2013



Back Row: *Debbie Siva-Jothy, Amanda Monteiro, Tim Ward,*  
Front Row: *Rebecca Evans, Sarah Flynn, Allison Dunbobbin*

### 2014 ASET Spring Workshops

Please see below details for the forthcoming workshops, with closing dates for booking indicated. There are currently places available on both workshops. **Booking forms are available from the ASET office [aset@asetonline.org](mailto:aset@asetonline.org) :**

#### **From Placements to Employability: Thinking about the whole student experience**

University College London

**Friday 20<sup>th</sup> June (10am-4pm)**  
**£155 (ASET members)/£180(non-members)**

Perhaps you have expertise in supporting placement students but are now being asked to become involved in curriculum design and development more broadly associated with employability? Or you have experience in your subject based curriculum but are new to placements and employability? Do you know what you might do differently if you were assessing a first year undergraduate placement compared to a Masters level placement? Single interventions, like the sandwich placement, are no longer sufficient in terms of determining employment success on graduation – we must consider the whole student experience. We will contrast employability in the curriculum with employability through the curriculum i.e. how broader teaching, learning and assessment strategies throughout a programme can impact on employability. The intended outcome of the session is to enable you to use your experience and expertise from placement activities to work with your colleagues in your own institutions to appropriately embed placement and other employability related activities in the curriculum

**Please note the last day for booking on this workshop is Friday 13<sup>th</sup> June**

## ASET e-Bulletin

### Risk Assessment and Due Diligence

University College London

Friday 4<sup>th</sup> July (10am-4pm)

£155 (ASET members)/£180(non-members)

In 2010 ASET published a Good Practice Guide with advice on how to implement the new, risk based, approach to Health and Safety resulting from the release of new policy guidance from UCEA in 2009.

This autumn saw the publication of the ASET Good Practice Guide on Managing Placements and Work Based Learning, which was designed to support practitioners in meeting the expectations of the QAA Quality Code. Discussions across the sector have raised concerns about managing the risk assessment and due diligence processes associated with placement provision in Higher Education.

- \* Are you confident in your risk assessment processes before placement?
- \* Do you know what you should be doing in terms of due diligence?
- \* Do you realise the extent of the university's legal liability for all of this?

This workshop, led by two of the co-authors of the ASET Guides, will explain the philosophy behind the both sets of guidance, particularly focusing on establishing manageable, proportionate and appropriate risk assessment and due diligence processes for placement provision. It is aimed at university staff who work with student placements / work experience, whether new to the position, or experienced staff wanting a refresher and update.

**Please note the last day for booking on this workshop is Friday 27<sup>th</sup> June**

For booking forms or further information please contact the ASET office:  
0114 234 5197/[aset@asetonline.org](mailto:aset@asetonline.org)

**And don't forget....**If you would like to see your news here next month – get in touch via the ASET Office [aset@asetonline.org](mailto:aset@asetonline.org)