



## EXPRESSION OF INTEREST

Advance HE (formerly The Higher Education Academy)  
warmly invites

Higher Education Institutions (HEIs) to participate in an international exchange project:

The Embedding Employability Exchange Initiative [EEEI]: Comparing Institutional  
Employability Processes and Infrastructure across Asia and the Southern Hemisphere  
[April, 2018 - March, 2019]

To register your higher education institution's interest in participating in this international exchange project, please contact Doug Cole ([doug.cole@advance-he.ac.uk](mailto:doug.cole@advance-he.ac.uk)) or Dr Sara Booth ([sara.booth@peerreviewportal.com](mailto:sara.booth@peerreviewportal.com)) directly.

Expressions of interest are due by close of business Monday, June 11, 2018.  
Project payments due by Friday, June 29, 2018.

### Introduction

Higher Education Institutions (HEIs) from Asia and the Southern Hemisphere [Australia, Asia, Barbados, The Caribbean, Costa Rica, Dominican Republic, New Zealand, the Pacific and South America] are warmly invited to participate in an international exchange project in 2018 called the 'Embedding Employability Exchange Initiative [EEEI]' on comparing institutional employability processes and infrastructure.

EEEI is a collaboration, with Advance HE in the UK and Dr Sara Booth from Peer Review Portal to bring together HEIs across Asia and the Southern Hemisphere to consider the global challenge of employability in higher education, to reflect on current practice at an institutional / strategic level in relation to research informed best practice principles and gain a better understanding of the work taking place in other sectors within the Southern Hemisphere and Asia.

An EEEI Conference will be organised in February, 2018 in Australia to provide an overview of the project, facilitate the exchange of best practice between HE institutions and work in focused groups on shared issues between the participating institutions. The evidence gained from participation in this initiative may support you in building the case for further funding to support your future planning.

This international exchange initiative on institutional employability processes and infrastructure is underpinned by the Advance HE Framework for Employability (2015) which was first written by Doug Cole and Maureen Tibby in 2013 and has since been introduced to over sixty HE institutions globally at a range of levels, from being embedded across entire institutions to informing the re-design of institutional personal tutoring schemes. To date no other framework or methodology has proven to be flexible enough

to engage, influence and be embedded to meet a range of both institutional and programme level needs.

*AHE's employability framework represents an important and influential attempt to define employability in a way that could unite all of these stakeholders in a common conversation. (Artes, Hooley and Mellors-Bourne 10:2016) Employability: A review of the literature 2012 to 2016.*

*Advance HE's frameworks are evidence-based and provide the higher education sector with a national reference point to enable the institution to develop its own approach according to local circumstances as well as benchmarking performance. (Universities UK 73: 2016), [Working in partnership: enabling social mobility](#).*

## **Definitions**

Embedding employability is about providing the opportunities to develop knowledge, skills, qualities and behaviours to enable graduates to make successful transitions and contributions, benefitting them, the economy and their communities. Employability is relevant to all students, and at all levels of study so includes both undergraduate and postgraduate provision. To be addressed effectively, employability should be embedded into learning and teaching policies, processes and practices – particularly in the curriculum – and considered throughout the student lifecycle, from the very start of a student programme through to completion of their studies. All stakeholders, including academic and support staff, students, careers services, students' unions, and employers, have a role to play in embedding employability and should be involved in doing so. The AHE employability framework thus promotes the principles of inclusion and collaboration as key to achieving a joined up institutional approach.

## **Project Leads and Project Support**

Doug Cole is Head of Student Success and an employability expert at Advance HE and provides advice to institutions globally on employability [Email: [doug.cole@advance-he.ac.uk](mailto:doug.cole@advance-he.ac.uk)].

Dr Sara Booth, previously the University of Tasmania, now with Peer Review Portal, has international expertise in external referencing and peer review having worked with 80 HE institutions across the globe. Dr Booth has led the development of an online Peer Review Portal across the HE sector to ensure peer review is efficient, cost-effective and outcomes-based [Email: [Sara.Booth@peerreviewportal.com](mailto:Sara.Booth@peerreviewportal.com)].

## **Project Aims**

The Embedding Employability Exchange Initiative 2018: Comparing Institutional Employability Processes and Infrastructure aims to:

1. Compare institutional processes and infrastructure for employability across the participating HE institutions;
2. Build capacity for HE institutions to participate in external referencing and exchange activity [institution-level, self-review and cross-institutional peer review] to improve their own educational performance; and
3. Introduce you to an internationally recognised methodology for embedding employability at an institutional and programme level in the form of the AHE Embedding Employability Framework.

This initiative draws on two main HE policy documents to inform the benchmarking template: 1) Advance HE's Framework for Employability (2015); and 2) the TEQSA Guidance Note: Work-Integrated Learning (2016). The benchmarking self-review template used for this project is outlined in Appendix A.

### **Project Phases**

The international exchange initiative will involve five phases:

Phase 1: Institutional invitation and signing of memorandum of understanding [MOUs] to participate in international project and each HEI contribute \$5,000 AUD [+ GST for Australian institutions] in funding to support the project delivery [May-June 2018]

Phase 2: Institutional self-review of the 3 KPIs using the Peer Review Portal and group Skype/Zoom sessions [July-Oct, 2018]

Phase 3: Collation and validation of self-review reports [Nov-Dec, 2018]

Phase 4: International Employability Exchange Initiative Conference [Feb, 2019]

Phase 5: Final Report with institutional, national, and international findings and recommendations and individual institutional summary reports on current employability practice [March, 2019]

\*Please note a minimum of 20 participating institutions are required to make the project viable.

Institutions will be supported through monthly group Skype or Zoom meetings in Phase 2 as required. Institutional teams will be shown a demonstration of the Peer Review Portal to upload their self-review material and evidence. See <https://www.peerreviewportal.com>. Registration on the Portal is free.

### **Project Costs and Outcomes**

The costs for participating in this exciting international project will be \$5,000 AUD per HEI [+GST for Australian institutions]. These costs cover the following project outcomes:

- 1) A portal based institutional self-review report;
- 2) Final Report with institutional, national/regional and international findings and recommendations;
- 3) Institutional Strategic Summary with key recommendations;
- 4) Research paper reporting outcomes from the international project;
- 5) A practical workshop on how to compare student learning outcomes in employability programmes using the Peer Review Portal; and
- 6) Virtual support and guidance when required from the project leads. Dr Sara Booth will have oversight of the project management, MOUs, project costs and ethics clearance for the project.

### **International Embedding Employability Exchange Conference: February 2019**

An international Embedding Employability Exchange Conference will be held in February 2019 to showcase good practice and exchange ideas around shared challenges. The conference will be held in Australia, the venue and date to be confirmed. Conference fees will be charged separately per delegate – prices to be confirmed. Places will be limited. The Conference will be organised by Higher Ed Services (HES), a not-for-profit organisation, owned by Universities Australia. HES will organise the international

conference and set up an online registration process and conference fees. HES currently organises the annual Tertiary Education and Quality and Standards Agency [TEQSA] Conference which has had over 800 participants attending. The Project Leads [Doug Cole and Dr Sara Booth] will liaise with the HES Conference Director to put the conference programme together. Each HEI at the Conference will present an institutional context statement [see Appendix A] about their country/state and institution in relation to employability and there will be networking sessions to discuss national and international challenges in more detail. A workshop session will be delivered at the conference on how the AHE Embedding Employability Framework can support the development of a comprehensive, consistent and cohesive institutional approach, something which is critical to underpin any institutional strategy in this space.

## References

Cole, D., & Tibby, M. (2013). Defining and developing your approach to employability: A framework for higher education institutions. Higher Education Academy. See link: [https://www.heacademy.ac.uk/system/files/resources/4\\_8\\_employability\\_framework\\_0.pdf](https://www.heacademy.ac.uk/system/files/resources/4_8_employability_framework_0.pdf)

Cole, D, & Tibby, M. (2015) Embedding Employability in Higher Education Framework. See link:

[https://www.heacademy.ac.uk/system/files/downloads/higher\\_education\\_academy\\_-\\_employability\\_framework\\_-\\_210416.pdf](https://www.heacademy.ac.uk/system/files/downloads/higher_education_academy_-_employability_framework_-_210416.pdf)

National Strategy on Work Integrated Learning in University Education (NSWIL) (2015).

See link: <http://cdn1.acen.edu.au/wp-content/uploads/2015/03/National-WIL-Strategy-in-university-education-032015.pdf>

TEQSA Guidance Note: Work-Integrated Learning (2016) See link: <https://www.teqsa.gov.au/guidance-notes>

TEQSA Guidance Note: External Referencing (2016) See link: <https://www.teqsa.gov.au/guidance-notes>

## Appendix A: Key Performance Indicators [KPIs] for institutional level benchmarking on Employability

Each institution will undertake a comprehensive self-review process using these 3 KPIs in Phase 2 with a series of open questions within each KPI.

KPI#1 (Process): Focused around embedding a consistent and effective approach to employability

KPI#2 (Infrastructure): Focused around the importance of a sustainable infrastructure being established to lead, develop and deliver an institutional approach

KPI#3 (Support): Focused around how investment in employability is targeted and may support sustainable, high quality experiences, stakeholder participation and growth

## Appendix B: Institutional Context Statement

HE institution	
Institutional coordinator	
Institution Lead for employability (name and title)	
State/Country	
Number of Faculties/Schools	
How would you describe your current approach to employability at an institutional level?	
Number of students	
Number of staff, including sessional staff	
What would you specifically like to learn more about from the international exchange project on employability?	

# EXECUTED AS AN AGREEMENT

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## Online Peer Solutions

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Authorised Signatory Name & Position

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## Advance HE

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## Higher Ed Services

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Authorised Signatory Name & Position

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## Collaboration Agreement - Party to Agreement

The Embedding Employability Exchange Initiative [EEEI]: Comparing Institutional Employability Processes and Infrastructure across Asia and the Southern Hemisphere

Name of Collaborating Institution:

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### Collaborating Institution

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Witness Name

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Authorised Signatory Name & Position

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