



Student Experience Team

Subject: Graduate Attributes and Personal Development Sub-Committee

Origin: Jennifer Nutkins and Manuel Alonso

Executive Summary: At its meeting on 25 September 2014, Learning and Teaching Committee agreed to the formation of a new Graduate Attributes and Personal Development Sub-Committee. The proposal to LTC, terms of reference and membership are reproduced below. Student Experience Team is asked to note the formation of the new Sub-Committee and to note the relationship with the work of the Team.

1. The Graduate Attributes and Personal Development Sub-Committee

LTC will be aware that there are a number of initiatives underway which relate to graduate attributes and the personal development of students. These originate from a number of Professional Services, academic schools and the Students' Union. The Graduate Attributes work aims to capture the characteristics of a Loughborough graduate and the wide range of personal development activities (whether co-curricular or extra-curricular) contribute, along with their academic studies, to how students might acquire those characteristics. Activities under the personal development heading are understood to include among others (this is not intended to be an exhaustive list):

- Voluntary work in the local community
- Buddying/mentoring schemes for new students
- Accredited placement years and student exchanges
- Teamwork and leadership skills developed via sports and other clubs (sometimes subject-linked) and societies
- Generic employability skills (e.g. project planning, group working, personal effectiveness, communication skills) developed as part of the curriculum as well as those sessions available through Professional Services and activities run by LSU
- Language learning whether for credit or outside a student's programme

Whilst the University and the Union have always been active in this area, there are an unprecedented number of new developments and enhancements to existing activities underway at present. Evidence of demand from students is clear from the NSS and from LSU research. Clearly it is important that these activities and developments are well co-ordinated and crucially that they are effectively communicated to prospective and current students as well as to staff. As responsibility for this agenda does not reside in one School or service, at present there is no explicit mechanism to provide co-ordination or to steer the development of effective communication channels. We are therefore proposing the establishment of a small sub-committee of LTC to fulfil these roles. The proposed terms of reference and composition are attached.

It is important to note that the Sub-Committee is envisaged as having a co-ordinating, monitoring and steering role and it is not intended that it should spend time its time discussing the operational details of individual projects and activities. Its purpose will be to ensure the University's overall approach is coherent and timely, maximising the potential linkages between activities as well as co-ordinating the development and delivery of effective communication of the wide range of opportunities on offer. The group has therefore been kept small but with a high proportion of student representation. A

representative from Marketing and Advancement is proposed who it is envisaged would have student communications within their portfolio of duties.

At this stage, we believe the Sub-Committee may be of limited duration, and required only whilst development activity is as intense at it is at present. Its remit might subsequently be taken over by an amended Student Experience Team. However, it is felt to be too early to form a view on the duration of the group and it is possible that there might be internal or external developments which mean it is required on a long term basis. It is therefore recommended that its operation and continued existence is reviewed after 12 months.

2. Terms of Reference

1. To ensure activities undertaken by Professional Services and Academic Schools in relation to graduate attributes and personal development of students are aligned with the University strategy, with each other and with the Students Union's strategic priorities and activities.
2. To develop and monitor delivery of an overall project plan which brings together current and emerging activities and projects relating to graduate attributes and personal development of students.
3. To ensure good communication channels are in place between related projects and activities.
4. To consider and advise on the presentation, articulation and communication of personal development opportunities in order that these are framed as coherently and clearly as possible for students and staff.
5. To ensure the potential IT system implications of relevant projects are understood and communicated in a co-ordinated way to appropriate individuals and groups within the University.
6. To work with, or on behalf of, the Director of Taught Postgraduate Studies to support the co-ordination of personal development activities for postgraduate taught students.
7. To ensure projects are informed by, and articulate with, personal development initiatives for research students in conjunction with the Graduate School.
8. To report on progress and raise any major issues requiring resolution to Learning and Teaching Committee on a regular basis.

3. Composition and Membership

Role	Member
Director of Student Services	Manuel Alonso
Academic Registrar	Jennifer Nutkins
One academic member/ADT nominated by the PVC(T)	TBA
LSU Vice-President (Education)	Amy Ward
LSU Student Development Officer	Laura Crawford
Member of the Centre for Academic Practice	Nick Allsopp
Nominee of Director of Marketing and Advancement	TBA
Secretary	A member of Academic Registry staff

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In attendance as required:

Head of Careers, Helen Smith

Academic Librarian, Emma Walton

Head of CEDE : Melanie King

Other ADTs/ interested academic staff

Head of Student Support Centre, Liz Chahal

Head of Counselling and Disability Service TBA

Nominee of Director of Sport