

Terms of Reference and procedures for SEAS provision delivered within Colleges

1. Overview of SEAS provision

SEAS is the University division that is home to Professional Services teams that support, and deliver support and educational experiences to enhance student **careers, employability, employment, entrepreneurial competences and behaviours, personal and professional development, and experiential and interdisciplinary learning (inc. study and work abroad opportunities)** throughout the student journey. In addition to supporting the student experience, our services also include tailored support for prospective and pre-entry students as well as early career graduates and alumni. The mission statement for SEAS is here:

<https://www.exeter.ac.uk/departments/seas/about/>

2. SEAS provision delivered within Colleges

Provision is delivered within Colleges through dedicated staff aligned to specific activity at module, programme and College level as determined by senior College colleagues. The level of SEAS resources aligned to Colleges can vary significantly as they are dependent on course design, the degree to which careers, employability and placement-related activity are embedded in the curriculum and the extent to which academic colleagues are responsible for delivering related content and support.

It should be noted that resource levels of SEAS staff, types of provision and delivery formats may vary significantly across Colleges and between their respective programmes. For instance, UEBS has the largest contingent of SEAS colleagues delivering provision with popular elective modules across the College and with additional dedicated employability staff assigned to programmes with high levels of vocational-related content. In contrast, the often specialist nature of the programmes and associated regulatory requirements for CMH programmes requires academics to directly oversee related interventions and assessments. Therefore CMH require only minimum levels of SEAS-aligned resource at this time and subsequently, reduced need governance oversight of SEAS resourcing.

See SEAS organigram here: <https://www.exeter.ac.uk/departments/seas/about/>

3. Responsibilities

Colleges are responsible for determining a) the level of investment made in associated resourcing and b) instructing how the resource is deployed.

SEAS will provide operational custodial services in terms of recruitment, line-management, budget management, appropriate CPD of associated staff and operational oversight of activity delivered. College-aligned staff are line-managed by SEAS 'function' team managers. See SEAS organigram here: <https://www.exeter.ac.uk/departments/seas/about/>

A dedicated **SEAS College Co-ordinator** represents each College who liaises with SEAS function managers and the respective SEAS staff aligned to their College. They will convene termly meetings (see Section 4.) with College Executive colleagues to relay reports and discuss, review and agree delivery plans, deployment of associated staff and resource requirements. Co-ordinators will be initial contact point for queries relating to the overall provision of SEAS related provision within their respective College. See *details of College*

Co-ordinators and academic employability representatives:
<https://www.exeter.ac.uk/departments/seas/collegecontacts/>

4. Governance procedures

College liaison and reporting – termly meetings will be convened to agree and review operational delivery plans and receive reports on respective engagement and related outputs e.g. via College Data Pack reports. The meetings may take the form of Education Strategy Groups or special sub-groups and/or College and SEAS Executive Groups dependent on the College and associated extent of SEAS resourcing. The respective SEAS College Co-ordinator has responsibility for tabling the agendas and relevant items.

Operational plans and reviews – the SEAS Senior Leadership Team will receive, agree, review and propose changes for Continuous Quality Improvement. The SEAS SLT meets weekly.

- Business plans will be agreed and shared with Colleges by the start of each term.
- Outputs from the plans will be reviewed at the earliest possible opportunity in the following term with immediate CQI needs addressed.
- An annual review of business plans will take place at the end of the Summer term and proposals shared and agreed with Colleges prior to the start of the new academic year.

Institutional reporting relating specifically to SEAS-related provision delivered in Colleges, will take place via Education Executive.

- Combined College Data Packs will be reported in the Spring term.
- Combined reviews of college business plan outputs will be tabled at the end of the academic year.
- Combined business plans for the following academic year will be tabled prior to the start of the new academic year.

Note: due to institutional future structures planning and the formation of Faculties, it has been notionally agreed with College Executive colleagues that the deployment of resources aligned to specific departments will not be reviewed or change until Faculties have been formed, unless there are specific circumstances and actions agreed with senior University management.

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