

Special Interest Group: Employability

TERMS OF REFERENCE

1. The Employability Special Interest Group (SIG) will provide a platform for the exchange of ideas and experiences on the development of students' employability skills, as well as the possibility for creation of materials to increase an existing library of:
 - a. resources supporting students' preparedness for taking employers' psychometric tests (numeracy and non-verbal reasoning) as well as Numerical Professional Skills Tests for those going into teaching,
 - b. guidance for staff on how to develop student employability through the curriculum (e.g. reflection/action planning, communication, team working),
 - c. short case studies of successful practice in implementing employability with HE students.
2. The Chair (or Co-Chairs) of the SIG will be selected by the Steering Group of the **sigma** Network, and confirmed at the beginning of each academic year. The Chair (or Co-Chairs) will be supported by the Steering Group as necessary to call for, identify and invite members of the SIG.
3. The SIG will consist of between 4 and 12 members, all of whom will have a professional interest in the provision of mathematics and statistics support, typically through working in higher education. Members may be drawn from outside the UK. A SIG may temporarily co-opt additional members to contribute expertise to specific short-term activities. It is assumed that members will have the support of their institutions/employers to be part of the SIG, and that this support will manifest itself through (for example) flexible workload management, access to IT and communications tools, and occasional travel to or hosting of SIG meetings.
4. A SIG will typically meet at least once per semester, but may meet more frequently to progress specific project activity. SIG members may be involved in some developmental work between meetings. The nature and volume of such work will vary according to the activities the SIG decides to undertake.
5. The SIG will make use of appropriate technology to work and collaborate remotely. SIG members will have the freedom and discretion to meet in person should they wish, but there will in general be no funding available from the **sigma** Network Steering Group to reimburse any costs.
6. The Chair (or Co-Chairs) of the SIG will set priorities and targets for the SIG, all the while informed by the interests and experience of SIG members and the wider **sigma** Network. These priorities and targets will be reviewed at the start of each academic year. The SIG has autonomy to determine the number of targets and timescales for their completion.

7. The Chair (or Co-Chairs) of the SIG will keep the **sigma** Network Steering Group informed of the SIG's work and progress, through brief reports when requested. The SIG will have the ability to publicise its work through a dedicate page on the **sigma** Network website, through the **sigma** Network Jiscmail mailing list, and through the **sigma** Network Newsletter. The SIG will be strongly encouraged to present its work at the annual CETL-MSOR Conference.

8. It is not anticipated that any funding for the SIG will be available from the **sigma** Network Steering Group. In the light of this, the SIG will be encouraged to identify sources of funding to support its work. Any bids or approaches to external bodies should be approved first by the **sigma** Network Steering Group (Chair's Action if time is short).

*On behalf of the **sigma** Network Steering Group*

13 February 2019