

## Real WoRLD's audit tools

### Reflective questions for employability audit

Sabine McKinnon, Real WoRLD Project , Caledonian Academy

(Adapted from UK Centre for Biosciences [www.bioscience.heacademy.ac.uk/resources/audit.aspx](http://www.bioscience.heacademy.ac.uk/resources/audit.aspx))

- 1. Does your programme provide students with information on graduate employment and career-path development?**
  - Do you know specifically what employers are looking for and value highly in graduates?
  - Is your programme on the list of favoured institutions with important employers?
  - Do employers have opportunities to contribute directly to the production, assessment and teaching of work-related learning activities on your programme?
  - Do current students and staff know who employs graduates from this programme?
  - Are students aware at an early stage of the programme what employment opportunities will be open to them?
  - Are students explicitly taught career management skills?
- 2. Does your curriculum provide work-related learning opportunities ?**
  - Do staff and students know what work related learning is and what its benefits are?
  - Are the learning objectives for work-related learning activities known and available to students and staff?
  - Do the learning objectives relate to students' attitudes as well as knowledge and skills where appropriate?
  - Do students have a choice of work-related learning opportunities within a programme?
  - Is there sufficient capacity to allow all students who wish to participate in work-related learning activities to do so? If no, are the methods used to select students explicit and fair?
  - Is the assessed performance in work related learning activities identified?
  - Are goals, criteria and standards for each activity clarified?
  - Is detailed, appropriate, written and timely feedback provided on the students' performance ?
  - Is there ample opportunity for students to self-assess their development prior to formal assessment?
  - Are employers involved in the provision of feedback?
- 3. Does your programme provide support for students and staff ?**
  - Are appropriate learning resources available and accessible to students and staff?
  - Are employers/ alumni used as mentors/ teachers/ contributors for work-related learning activities?
  - Is there sufficient staff training to allow staff to help students learn appropriately?
  - Is it clear to students what support and/ or guidance is available and how it can be accessed?

## Auditing work-related learning in the curriculum

Sabine McKinnon, Real WORLD Project Caledonian Academy

Please indicate where and how your programme offers the following activities. Please fill in for each year.

Name of programme:

Year:

Activity	Where in the curriculum does this activity take place? Title of module/s	What do students do? Please give a short summary.	Core or optional?	Credit bearing? Yes/no
Work placement with an employer				
Work shadowing in the workplace				
Project work for an employer				
Participation in industry or alumni mentoring scheme				
Work- related case studies				
Voluntary work opportunities				
Role plays and / or simulations				

<b>Activity</b>	<b>Where in the curriculum does this activity take place? Title of module/s</b>	<b>What do students do? Please give a short summary.</b>	<b>Core or optional?</b>	<b>Credit bearing? Yes/no</b>
Talks delivered by an employer representative				
Designated professional skills/ employability module				
Field trips / visits to employers				
Explicit skills training (e.g. presentation/ team working/ time management skills)				
Enterprise activities; e.g. advice on business start-up, commercialisation of knowledge, new venture creation				
Participation in ERASMUS exchange programme or other international exchanges				
Employer involvement in programme planning/ teaching / assessment				
Assessed teamwork				
Other Please give details.				