**Employer Liaison Group (ELG)**

 **Terms of Reference and Membership**

1. **Background**

The UWTSD Employability Strategy[[1]](#footnote-2) sets out the employability objectives.

The strategy requires all curriculum areas to maintain effective employer liaison groups (or approved alternative/equivalent mechanisms) to guarantee the employer voice is heard and influences the employability of our students. It is necessary for each Academic Discipline to have at least one ELG, but there may be more. The outcomes of the employer liaison groups, which may take the form of minutes of the meeting, should be reported to Discipline Boards for subsequent progression to Institute Board and the Senate of the University. Employer Liaison Groups may meet as frequently as required but should meet at least once per academic year.

1. **Terms of Reference of Employer Liaison Groups (ELGs)**
2. To advise the Academic Discipline area on the employment sector relevance and suitability of the curriculum of its taught programmes, including changes to existing programmes of study or suggestions for new programmes;
3. To advise on the development and implementation of the curriculum, including assessment strategies, potential student numbers, and workplace skills development opportunities;
4. To identify trends and/or concerns of employers which are likely to have an impact on the academic activities;
5. To explore opportunities for the enhancement of the students’ academic experience regarding employability, and to make recommendations as appropriate;
6. To review the relevance and suitability of current and planned projects with regard to professional practice;
7. To explore other ways in which the Discipline and external stakeholders can catalyse, encourage and foster greater employer involvement in the activities of the Discipline;
8. To advise on major strategic initiatives and development of new programmes;
9. To identify and support potential staff development opportunities;
10. To promote sector-wide collaboration to address future employment needs.
11. **Membership**

Chair Appointed from the membership annually (Co-Chairing between academics and employers is encouraged).

Members Staff responsible for the management and/or delivery of the provision.

 Employers from the sector linked to the provision.

Optional Representatives from other External Bodies (such as Professional, Statutory and Regulatory Bodies).

 Alumni operating within the sector.

1. UWTSD Strategies and Policies are published on the [Corporate Services SharePoint](https://uowtsd.sharepoint.com/corporate-services/SitePages/Policies%20and%20Strategies.aspx). [↑](#footnote-ref-2)