

## BRIEFING NOTE ON ELECTIVES (FOR STAFF)

### Set UP for Life Programme (SUP4L)

Set UP for Life (SUP4L) is a wide-ranging programme, which has been designed as a central part of our Employability Strategy to help students develop extra skills for life and future employment from the moment they arrive (see [www.port.ac.uk/SUP4L](http://www.port.ac.uk/SUP4L)). It provides students with a range of opportunities in and around the curriculum to develop their personal and employability skills through:

- the Electives Programme;
- careers in the curriculum;
- personal development planning;
- volunteering; and
- additional certification.

### The SUP4L Electives Programme

Since 2006–07 a centrally coordinated and promoted Electives Programme (as part of SUP4L) has provided students with a range of opportunities.

Elective units within the electives programme must feature one or more of the following:

- employability and lifelong learning skills;
- learning from work and/or personal experiences;
- engagement with enterprise activities; and
- self-review and reflection on own learning.

Elective units are also expected to employ innovative and flexible learning and teaching strategies, which should incorporate a significant self-study element.

There are five strands to the programme.

- Languages.
- Learning from Work – short-term work experience placement, possibly brokered by UoP, or students' own part-time work.
- Enterprise – projects to develop skills of entrepreneurship and an enterprising orientation applicable to any employment/market context.
- Community engagement – within or external to the University including volunteering, mentoring, being a student representative.
- Arts and Sport – either in the community or at UoP.

### Curriculum framework

- 30 credits will be available for electives in all full-time undergraduate programmes unless there are formal exemptions due to professional accreditation requirements.
- Students can choose to take electives to a total credit value of 30 at Levels 1, 2 and 3 but only 10 credits may be taken at Level 3 (normally in Semester 1).
- At Level 1, electives will be available only in Semester 2.
- Electives will normally count for degree classification purposes.

## **Ownership and delivery of electives**

A school/department will own each elective unit.

### ***Either***

An elective unit will be owned by a department and delivered to others in the University. For 2007–8 the following units will be delivered to the rest of the University:

- Student Enterprise – Centre for Enterprise
- Music Ensemble – SCAFM
- Languages – SLAS /IWLP
- The Experience of Intercultural Communication – SLAS
- Applied Sports Coaching – Sports and Exercise Science
- Community Liaison – Accounting and Law
- The Developing Practitioner – Accounting and Law.
- Personal Finance – Accounting and Law
- Business Venturing – Strategy and Business Systems
- Intercultural Management Skills – HRMM

### ***Or***

The generic Learning From Experience (LiFE) units will be developed at Levels 1, 2 and 3, locally owned and delivered with its own local unit code and unit coordinator. LiFE units will act as a framework for credit to be derived from a number of different experiences including:

- paid and unpaid work;
- volunteering and community activities;
- working as a student representative;
- working as student mentor; and/or
- working for UPSU clubs and societies.

The owning department will be responsible for the following:

- unit coordination;
- assessment;
- allocation to UAB;
- timetabling (although largely these units will not be scheduled in the usual way);
- learning support and guidance; and
- liaising with the Electives Programme Management Board regarding:
  - a central overview of student performance and satisfaction with electives; and
  - University-level quality assurance procedures.

Most departments are ultimately expected to offer a full range of electives. Professional body requirements will continue to be taken into account when determining whether accredited programmes can fully accommodate an electives requirement.

Inter-faculty delivery of electives should be funded either through a central top slice similar to the funding of IWLP at present or through means of the inter-faculty transfer payment methodology, with money effectively following students.

## **The role of Departmental Electives Coordinators (DECs)**

Each department will have an electives co-ordinator and their role will be to:

1. Promote and disseminate information about electives to students and staff.
2. Coordinate and/or support the local delivery of the generic Learning From Experience (LiFE) electives.
3. Provide oversight for the development and management of elective units owned by the department.

4. Foster and support the development of suitable new electives to offer the wider University.
5. Participate with other DECs in a University-wide electives network.
6. Liaise with key SUP4L staff and be prepared to participate in the Electives Programme Management Board.

In addition, there will be a Faculty link person (drawn from the DECs) who will support students taking the generic LiFE unit. Please contact Nancy North for contact details of the DECs and the Faculty link persons.

### **Central support for electives**

Central resources will be provided to support the development and delivery of the electives programme. This will include support from:

#### **DCQE**

- The eLearning Centre can provide support for the development of blended learning resource materials.
- An Editor can professionally design and produce learning and teaching materials (including those on WebCT with high-quality interactive materials).
- Staff development support for departmental staff delivering units.
- The electives section of the SUP4L website.
- Programme administration.

#### **Marketing/Corporate Communications/Careers**

- Production of high-quality promotional materials.

- Dissemination of information to students and staff about the programme.
- Dedicated support of a Careers Advisor to SUP4L electives to work between DCQE, Careers and Employment Service, Purple Door, Marketing and faculties/departments.

#### **Purple Door**

- To help students secure part-time work and work placements.
- To facilitate volunteering opportunities through a Volunteering and Training Coordinator

#### **Electives programme management**

There will be central oversight, coordination and management of the electives programme.

- The Employability Coordinator (Nancy North) will be responsible for coordinating the development and management of the SUP4L Electives.
- There will be an Electives Programme Management Board, which will be responsible for reviewing the quality of the student experience and maintenance of high-quality provision on the programme.
- Members of the Electives Programme Management Board will include the Head of Curriculum and Educational Development, an ADA, an ADS, a lead person from The eLearning Centre and a DEC from each faculty.
- The Electives Steering Group will continue meeting until the Electives Programme Management Board is fully operational.

## Electives proposed for 2007–08 delivery

Level	Semester 1	Semester 2
1	Electives will not normally be offered in this semester – IWLP may be offered by courses in Semester 1 as an option.	<ul style="list-style-type: none"> <li>• Learning from Experience 1</li> <li>• Enterprise 1</li> <li>• Music Ensemble 1</li> <li>• Community Liaison</li> <li>• IWLP</li> <li>• Internet for Business</li> </ul>
2	<ul style="list-style-type: none"> <li>• Learning from Experience 2a</li> <li>• Enterprise 2a</li> <li>• Music Ensemble 2</li> <li>• IWLP</li> </ul>	<ul style="list-style-type: none"> <li>• Learning from Experience 2a</li> <li>• Enterprise 2a</li> <li>• Social Enterprise</li> <li>• Personal Finance</li> <li>• The Experience of Intercultural Communication</li> <li>• Applied Sports Coaching</li> <li>• Music Ensemble 2</li> <li>• Business Venturing</li> <li>• IWLP</li> <li>• Personal Finance</li> </ul>
2 Cross-semester 20 credit units	<p style="text-align: center;">Learning from Experience 2b Enterprise 2b Website Evaluation</p>	
3	<ul style="list-style-type: none"> <li>• Learning from Experience 3</li> <li>• Enterprise 3</li> <li>• Intercultural Management Skills</li> <li>• IWLP</li> <li>• The Developing Practitioner (developing legal skills for non-law students)</li> </ul>	Electives not normally offered in this semester – although IWLP may be offered by courses in Semester 2 as an option.