

Mae'r ddogfen hon hefyd ar gael yn y Gymraeg | This document is also available in Welsh

Employability Support for Students: Delivery Plan

Institution:	
Project Lead Name:	
Position:	
Email:	
Telephone:	

Section A: Overview

1. Delivery Approach

Please provide an overview of how you will deliver the overall fund outcome i.e. to develop the employability of students from groups under-represented in higher education or from a socially disadvantaged background who are least likely to have a positive employment outcomes when they graduate. The support should move students closer to the labour market and help to put them in a position where they are able to compete for quality, sustainable jobs on an equal basis to their peers. The delivery approach should align with HEFCW's expectations as set out in circular W22/21HE.

This section should set out:

- (i) *the student priority groups that you will focus on and the evidence base for determining them;*
- (ii) *how you will identify and support them;*
- (iii) *how the proposed approach will achieve the outcome of developing the employability of students from under-represented groups;*
- (iv) *how the institution has involved and captured the student voice in the development of this plan;*
- (v) *how the proposed activity builds on, and reflects where appropriate, the learning from the [GO Wales: Achieve through Work Experience programme](#) and [Graduate Support Fund](#)*

[1500 words max]

2. Alignment with institutional strategic priorities

This section should set out how the proposed approach aligns with your institutional mission, purpose and strategic priorities, including institutional strategies and plans (e.g. Employability and Skills strategy, Widening Access strategy, fee and access plans etc.)

[250 words max]

3. Monitoring and Governance

This section should set out:

- (i) The governance structure and internal reporting arrangements for delivery of this activity, including identifying responsibility for the strategic and operational oversight for the development and implementation of this plan;*
- (ii) The processes for monitoring performance, progress and delivery of this plan;*
- (iii) The processes for, and inclusion of the student voice in, evaluating the effectiveness of the delivery of this plan;*
- (iv) The processes for assuring the effective management, of and accountability for, funding;*
- (v) The process for managing risks to the implementation and delivery of the plan.*

[500 words max]

4. Collaborative Approach

This section should set out how you will work with:

- i) other departments within your institution;*
- ii) across the HE sector;*
- iii) external organisations (e.g. employers, business organisations, Federation of Small Businesses, local councils, surrounding community, other projects) and;*
- iv) your student body.*

[500 words max]

5. Co-ordination with partner HE providers (For HEIs only)

This section should set out how you will ensure that students on courses delivered by partner higher education providers under sub-contractual arrangements benefit from activities supported by this funding.

[250 words max]

Section B: Specific Content

6. Activity

This section should expand on the information set out in the delivery approach in section 1, including:

- (i) articulating the details of the planned activities to increase the employability of students from under-represented groups;*
- (ii) how the delivery of the activities will be integrated into the wider institutional processes and procedures.*

Funding must not be used to displace other provision or activities.

[1000 words max]

7. Equality Impact Assessment

*This section should set out how your plan has been informed by the findings in your equality impact assessment. A copy of your Equality Impact Assessment is **NOT** required.*

[250 words max]

Section C: Deliverables / Targets

8. The deliverables should demonstrate that the planned activities will produce a positive impact on moving students closer to the labour market.

Guidance on the examples of student priority groups this fund aims to support are detailed in Circular W22/21HE.

You will be monitored on progress against these deliverables and will be expected to submit an End of Year Report and Case Study. You will be required to produce a narrative on the activity behind the deliverables in these reports.

In the End of Year Report you will be expected to provide details on the impact of the funding, the number of students/ graduates supported with improved employment outcomes, the final position against performance measures, (e.g. students moved closer to the labour market), and final expenditure values.

Proposed Activities	Brief Description	Deliverable / Performance Measure / Target
1.		Total number of students supported
2.		Total number of students with improved employment outcomes
3.		Total number of students undertaking work experience
4.		<i>e.g. %/ number of disabled students, 1:1 employability support, CV clinics, webinars, or events.</i>
5. [Add further rows as appropriate]		

Section D: Alignment to policy and priorities

9. Wales and UK Policy

This section should set out how your activity aligns with relevant based regional, Welsh, and UK policies, for example, the Welsh Government's [Employability and Skills Plan](#).

[250 words max]

10. Well-being of Future Generations Act 2015

Provide specific information on how this activity will support the seven goals and five ways of working in the [Well-being of Future Generations Act 2015](#).

[250 words max]

11. Welsh Language

This section should set out the approach to encouraging and increasing the use of the Welsh language across all aspects of delivery. Where appropriate you may wish to refer to the themes in the [Cymraeg 2050: work programme 2021 to 2026](#).

[500 words max]

Section E: Breakdown of Expenditure

12. Expenditure must be exclusive to this fund. The first payment against this fund will be released to you on the approval of a satisfactory Delivery Plan.

Please provide an indicative breakdown of expenditure below, against the maximum allocation as stated in Circular W22/21HE. As outlined in the Circular, expenditure must be spent by 31 July 2023.

As part of the monitoring return report assessment process, you will be regularly monitored against this breakdown. Once the breakdown of expenditure is submitted, any change greater than 10% will need to be discussed and agreed with HEFCW.

	Expenditure	£ (GBP)	% Total Allocation
1	<i>e.g. Staff costs</i>		
2	<i>e.g. Transport and other costs for engagement with employers</i>		
3	<i>e.g. Bursaries</i>		
4	<i>e.g. Equipment (staff, students)</i>		
5	<i>e.g. Marketing and Publicity</i>		
6	<i>e.g. Events on-site and/ or on-line</i>		
7	<i>e.g. Collaboration</i>		
8	[Add further rows as appropriate]		
Total		£	%

1	Additional funding e.g. external or institutional	£	
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Section G: Regulatory Requirements

NB: HEFCW may request further information / clarification on any of these

i) Welsh Language Standards (2018) <i>[Use the drop down menu]</i>	Choose an item.
ii) Equality Impact Assessment <i>[Use the drop down menu]</i>	Choose an item.
iii) Well-being of Future Generations Act (2015) <i>[Use the drop down menu]</i>	Choose an item.

Section H: Approval

In signing and submitting the delivery plan to HEFCW the institution is confirming that it is committed to delivering the described activity to achieve the outcomes.

Authorised Signature: Vice Chancellor	
Date:	