

Student Development Update

Board of Trustees January 2016

AGENDA ITEM NO.	12
TITLE	Student Development Update
AUTHOR	Nick Snow, Student Development Manager
EXECUTIVE SUMMARY	Since the last quarter of 2014-15 when budgets were approved and 2015/16 operating plans developed, the Union has seen a number of changes, a significant proportion of which has taken place within the Student Development Team. Doubling in staff from two in October to four in December, the team have a number of new projects that enhance the students experience and, with added capacity, are able to develop and strength their current activities. This paper sets out achievements during the autumn term to date, with added objectives that are being worked toward this academic year.
PURPOSE	To provide an update on recent developments and related activities within the Student Development Team.
RISK IMPLICATIONS	None
FINANCIAL IMPLICATIONS	Original Student Development 2015/16 budget: £124,072 Revised Student Development 2015/16 budget:£135,907 Variance: +£11,835 (approved Nov 2015)
LEGAL REVIEW REQUIRED?	No
DECISION/ACTION REQUIRED	For information

1.0 Background

- 1.1 'Student Development' was established as a new stream of work at the Union in January 2013 with the appointment of a Student Development Manager. This post was primarily tasked with the design, development and delivery of a volunteer accreditation scheme (Imperial Plus, strategic objective SE2) and volunteering scheme (Community Connections, strategic objective SE4).
- 1.2 In January 2014 a Student Development Coordinator was appointed.
- 1.3 With the departure of Imperial Hub and new streams of work the Union has been commissioned to deliver, most notably the Imperial Award Pilot, a Senior Coordinator post was created in August 2015 and the Board of Trustees approved the recruitment of two new Student Development posts in September 2015. The team now comprises of:
 - 1.3.1 Student Development Manager
 - 1.3.2 Student Development Senior Coordinator
 - 1.3.3 Student Development Coordinator (Volunteering), commenced November 2015
 - 1.3.4 Student Development Coordinator (Personal Development & Student Enterprise), 12 month contract commenced December 2015

2.0 Autumn developments

- 2.1 Following developments over the summer and the appointment of new staff a number of new activities have been established, increasing the number of opportunities for our members and impact we will make.

2.2 Imperial Plus

- 2.2.1 New 'blitz' training sessions are in development, an addition to our Imperial Plus training portfolio of six 'An introduction to...' skills based workshops. These will be based on feedback of the additional training and volunteers have said would be useful in evaluation forms from current workshops.
- 2.2.2 The first Imperial Plus celebration evening was held in December where volunteer certificates were awarded. The event featured a reflection of our volunteer successes, a keynote speech by the Vice Provost (Education) and an inspiring presentation by an alumni on how the skills developed as a volunteer through Imperial Plus gave him knowledge, experience and confidence to create his own start-up company.
- 2.2.3 **2015-16 objectives**
 - 2.2.3.1 Hold termly celebration events with guest speakers
 - 2.2.3.2 Design and deliver four Imperial Plus 'blitz' training sessions by April 2016

2.3 Community Connections

- 2.3.1 Six Mass Volunteering activities have been delivered since October engaging 38 students in one-off volunteering activities.
- 2.3.2 20 new charities/community organisations have become Community Connections partners this academic year. We are actively pursuing organisations who can offer science based volunteering opportunities, a key message in the Union Survey 2015.

2.3.3 2015-16 Objective

2.3.3.1 Schedule fortnightly Mass Volunteering Opportunities engaging 100 students in one off volunteering opportunities by July 2016.

2.4 Student Volunteering Week

2.4.1 This year the Union will be taking the lead in the development and delivery of a Student Volunteering Week programme of activity from 22-22 February 2016. A team of 8 students have been recruited and trained who will shape and support delivery of a week-long programme of activities

2.4.2 2015-16 Objective

2.4.2.1 Recruit a team of SVW volunteers to plan and coordinate a programme of events by December 2015.

2.4.2.2 Increase the number of students engaged in SVW activities by 20% (65 engaged in 2015)

2.4.2.3 Increase the number of SVW Great Volunteer Thank You messages by 25% (453 received in 2016)

2.5 Migrant & Refugees Communities Forum

2.5.1 We are in discussions with the external MRCF about support that the Union's volunteers could provide to Syrian refugees arriving in Kensington & Chelsea. We are engaging our existing society Student Action for Refugees (STAR) in these discussions, which we hope will conclude on a new volunteering project in 2016.

2.5.2 2015-16 Objective

2.5.2.1 Awaiting further clarification from MRCF on what support is needed.

2.6 Pimlico Connections

2.6.1 The Pimlico Connection this year celebrates its 40th anniversary. This is the first year the Union have supported delivery of College's flagship volunteering tutoring programme.

2.6.2 79 tutors have been recruited, trained, DBS checked and placed in 15 schools. An additional 14 applications have been received for the spring recruitment round.

2.6.3 Smaller training workshops have been written and delivered following feedback in volunteers' training needs analysis. An English support session is being created in collaboration with the Centre for Academic English in College to create a support session on tone and colloquial language, aimed primarily at international student tutors.

2.6.4 2015-16 Objective

2.6.4.1 Support the planning, recruitment, shortlisting, training and placement of volunteers into Pimlico Connection schools by November 2015.

2.6.4.2 Conduct a training needs analysis with each volunteer, delivering a minimum of two training sessions for Pimlico Connection tutors by February 2016.

2.6.4.3 Plan and deliver a celebration event for all Pimlico Connection tutors by March 2016.

2.6.4.4 Conduct an evaluation with Pimlico Connection's student tutors and produce a report by May 2016, results of which can be used as benchmark data to create KPI's in 2016-17.

2.7 Imperial Award

- 2.7.1 Following the successful delivery and engagement of volunteers in Imperial Plus and its positive reputation with College, the Union was asked to support and coordinate the delivery of an Imperial Award pilot.
- 2.7.2 This year the Student Development Senior Coordinator post is being part-funded by College to coordinate delivery of the pilot. Planning commenced in August with delivery coinciding with Welcome Week.
- 2.7.3 We have recruited and briefed 56 students to participate in the pilot and 19 tutors.
- 2.7.4 Students will be offered one-to-one support to discuss feedback on their written submissions and evidence against the assessment framework after the first assessment round in January 2016.
- 2.7.5 Undertaking termly evaluations, in December the Senior Coordinator delivered 5 focus groups gathering feedback from students working toward the Award with an online feedback form created for those not able to attend a focus group. Interviews have been conducted with a majority of tutors. This feedback is being compiled in to a term one evaluation and will be presented to the Steering Group with recommendations for the 2016-17 expansion of the programme.
- 2.7.6 2015-16 Objectives**
 - 2.7.6.1 To recruit 40 students onto the pilot scheme and ensure that at least 30 students complete the Award during the pilot
 - 2.7.6.2 To engage at least 20 personal tutors in the pilot scheme and to develop a best practice guide for tutors, resultant from their experiences
 - 2.7.6.3 To conduct termly evaluations with students and tutors, compiling feedback into reports with recommendations to scale up the programme in 2016-17

2.8 Student Conference/Event Support

- 2.8.1 With Imperial Hubs departure, the Union stepped in to support a group of students to deliver the Imperial College Climate Symposium. As a one day conference, the event exceeded expectations (138 tickets were sold against an original target of 120). The event attracted experts and leaders in climate change research, innovation and campaigning, inspiring an audience of predominantly Imperial students. The Student Development team are in discussion with the students who delivered the event in the hope of this becoming an annual fixture in the Union events calendar.
- 2.8.2 The Student Development Team has received funding to deliver a one day training session to support a group of Business School students to develop and deliver a one day conference on the 'Fusions of Business and Technology'. Up to 15 students will attend the training in late January and the Business School hope the conference (and training) will be repeated in 2016-17.

2.8.3 The Deputy President (Education) is interested in running events/activities to raise awareness of, inspire and encourage Imperial students to use their talents and enthusiasm to take action on 'Global Challenges' (a working title). The Student Development team will support these plans, working with Horizon Reps, student groups and/or external organisations/agencies where possible.

2.8.4 2015-16 Objective

2.8.4.1 Support the ICCS team to plan and deliver the ICCS 2016 by November 2016

2.8.4.2 Design and deliver conference training to Business School students by January 2016.

2.9 Student Led Social Enterprise

2.9.1 This is a brand new area of activity the Union is developing. Desk based research and meetings with students who have established (or who are starting up) social enterprises is underway to inform what our programme of support will look like, which can be piloted this year and expanded in 2016-17.

2.9.2 Discussions have been held with the Director and Enterprise Development Manager from College's Enterprise Lab who are keen to collaborate with the Union on opportunities to support student led social enterprise activities going forward.

2.9.3 2015-16 Objective

2.9.3.1 Complete research report by January 2016

2.9.3.2 In collaboration with the Enterprise Lab, produce an action plan by February 2016 to deliver 3 events/activities that inspire/support student led social enterprise activity by July 2016.

2.9.3.3 Design a full programme with implementation schedule for 2016-17 by September 2016.

2.10 Supporting students to engage with charities and provide consultancy

2.10.1 We are facilitating engagement between the Imperial Consulting Group and Community Connections partners for whom consultancy projects can be delivered this term.

2.10.2 Similarly, in January will we be facilitating introductions between Community Connections partner organisations and Business School MSc students. Students will be looking to carry out research and provide recommendations on a business issue identified by our partner organisations as part of their final projects.

2.10.3 2015-16 Objective

2.10.3.1 Promote, facilitate and support interaction between Community Connection partner organisations and student groups by February 2016.

2.11 Investing in Volunteers

2.11.1 The Union's work toward Investing in Volunteers over the past 12 months will culminate on 10/11 February with a series of focus groups and interviews with between volunteers, staff and the liV assessor.

2.11.2 2015-16 Objective

2.11.2.1 Achieve the Investing in Volunteers standard by February 2016.

2.11.2.2 Develop an action plan based on assessor feedback by April 2016.

(See *Student Development: additional objectives* table on page 7)

3.0 Next steps

3.1 The Board of Trustees will be sent an update in July in relation to the additional objectives highlighted in this paper, most of which fall outside existing directorate operating plans, and some of which outside of the organisational operating plan.

Student Development: additional objectives

Area	Objective
Imperial Plus	<ul style="list-style-type: none"> • Hold termly celebration events with guest speakers • Design and deliver four Imperial Plus 'blitz' training sessions by April 2016
Community Connections	<ul style="list-style-type: none"> • Schedule fortnightly Mass Volunteering Opportunities engaging 100 students in one off volunteering opportunities by July 2016.
Student Volunteering Week	<ul style="list-style-type: none"> • Recruit a team of SVW volunteers to plan and coordinate a programme of events by December 2015. • Increase the number of students engaged in SVW activities by 20% (65 engaged in 2015) • Increase the number of SVW Great Volunteer Thank You messages by 25% (453 received in 2016)
Migrant & Refugees Communities Forum	<ul style="list-style-type: none"> • Awaiting further clarification from MRCF on what support is needed.
Pimlico Connections	<ul style="list-style-type: none"> • Support the planning, recruitment, shortlisting, training and placement of volunteers into Pimlico Connection schools by November 2015. • Conduct a training needs analysis with each volunteer, delivering a minimum of two training sessions for Pimlico Connection tutors by February 2016. • Plan and deliver a celebration event for all Pimlico Connection tutors by March 2016. • Conduct an evaluation with Pimlico Connection's student tutors and produce a report by May 2016, results of which can be used as benchmark data to create KPI's in 2016-17.
Imperial Award	<ul style="list-style-type: none"> • To recruit 40 students onto the pilot scheme and ensure that at least 30 students complete the Award during the pilot • To engage at least 20 personal tutors in the pilot scheme and to develop a best practice guide for tutors, resultant from their experiences • To conduct termly evaluations with students and tutors, compiling feedback into reports with recommendations to scale up the programme in 2016-17
Student Conference/Event Support	<ul style="list-style-type: none"> • Support the ICCS team to plan and deliver the ICCS 2016 by November 2016 • Design and deliver conference training to Business School students by January 2016
Student Led Social Enterprise	<ul style="list-style-type: none"> • Complete research report by January 2016 • In collaboration with the Enterprise Lab, produce an action plan by February 2016 to deliver 3 events/activities that inspire/support student led social enterprise activity by July 2016. • Design a full programme with implementation schedule for 2016-17 by September 2016
Supporting students to engage with charities and provide consultancy	<ul style="list-style-type: none"> • Promote, facilitate and support interaction between Community Connection partner organisations and student groups by February 2016