**Case Study Search**

**Summary of criteria and information needed for case studies**

**What and who are the case studies for?**

The primary target group for this output are employability practitioners in HE. Our aim is to compile  a guidance framework to support administrative and academic staff engaged in programme and course development, to embed employability into course design. Moreover, this work will target other relevant stakeholders such as HE funders, skills development agencies, employers, and NGOs working on employability.

This portfolio of case studies will provide an insight into the diverse ways that HEIs have accessed and interpreted  labour market intelligence, how their programmes have been changed and enhanced by the process, and what processes and mechanisms have allowed these initiatives to take place.

**Case study criteria**

All best practice case studies included in the final best practice portfolio must conform to *all* of the following essential criteria:

**Essential**

* Include examples of employability activity within core, credit bearing teaching at either course or programme level
* Have explicitly used labour market information to inform their design and development of course and programme content
* Support the development of graduate employability attributes and workplace skills through their teaching
* Be both practical and transferable (and scalable)

**Desirable**

* Include a robust assessment or evaluation of the impact of the activity on student skills development and/or labour market outcomes
* Include reference to the processes and mechanisms that allowed these initiatives to take place
* Include an explicit focus on the development of skills and student employability
* Be part of an institutional wide or systemic approach to course or programme development and enhancement

**Case study categories**

To make the case studies both easier to digest and to share they will be structured into groupings. The final nature of these groupings will be determined once the case study collection is well advanced but draft categories are likely to include:

1. Case studies showing interventions at a strategic (university or cross-university level) with comprehensive evaluation
2. Case studies where specific (vulnerable/unrepresented etc) student groups are targeted
3. Case studies where subjects/sectors are targeted but remain transferable to a range of subject areas/sectors
4. Case studies which include internal or external support for the interventions (e.g., University Careers Service; employers; external LMI agents)

**Tags**

As interventions selected under one theme may still demonstrate a number of other secondary good practice aspects, it is proposed that a simple approach to highlighting additional features is to tag case studies for any other sub-themes, such as:

* Support for HEI teaching staff
* Support for University career professionals
* Use of innovative online methodology etc.
* Use of peer support
* Embedded employability
* Employer collaboration
* Skills development
* Innovative use of Virtual/online methodologies

**Format for case studies**

* Initiative title
* Summary (i.e., Could be text or video)
* Contributors (and contact details)
* Context (i.e., level; subject discipline, group size ; aims etc..) and rationale
* Methodology and implementation
* Analysis and evaluation
* Reflection & conclusions next steps
* References
* Hyperlinked supporting documents

All submissions will be reviewed by the employability in Employability in programme development team who will be happy to discuss submissions with active feedback and assistance with drafting where necessary.

[For clarity and transparency see the process for selection](https://gla-my.sharepoint.com/%3Ab%3A/g/personal/dickon_copsey_glasgow_ac_uk/EUfVoiXyhedNu95t6D7CazoBxDnGqUG9uL8q6GhFmw1QpQ?e=4xIKpO).

**How to submit a case study**

If you would like to discuss submitting a case study please email Dickon.copsey@glasgow.ac.uk or Deirdre.Kelly@glasgow.ac.uk to set up a discussion. Whilst Zoom discussions are actively encouraged prior to drafting, you may prefer to send a submission directly.