**Faculty of Science UG Programme Leader Awayday**

Thursday June 12th  2014

Blackburne House, Liverpool

9.00 Arrival and refreshments

9.30 Welcome

Post-it question: What good practice(s) from your programme might be of interest to others?

 Ian Bradshaw/Phil Denton, SCS, Associate Deans

9.40 Personal development, vacancy advertising and placements

 Jamie Fearn, SCS, World of Work Skills Support Unit Manager

10.30 Programme review and external examiner processes

 Helen Summers, EAQS, Quality Enhancement Officer

11.00 Tea/Coffee

 Post-it review

11.20 Review of the year

 Ian Bradshaw/Phil Denton, SCS, Associate Deans

12.00 New student and personal tutor resources

 Jo Ives, World of Work Careers Centre, Deputy Director

12.30 Lunch

1.15 Admissions, recruitment, and applicant/open days

 Tim Sellars, SCS, Recruitment and Marketing Co-ordinator

1.35 Operational matters: PGTAs, tutorials, induction

 Aly Leigh, SCS, Head of Operations

2.00 Looking ahead

Post-it question: What opportunities and challenges does SCS face in delivering the strategic plan?

 Ian Bradshaw/Phil Denton, SCS, Associate Deans

2.30 Tea/Coffee

 Post-it review

 Feedback forms

3.00 End