

**UNIVERSITY OF BATH STUDENTS' UNION  
SORTED DEVELOPMENT PLAN**

**18 MONTHS OPERATING PLAN  
2007 - 08**

**Specific Objectives**

**SORTED**

<b>AIM</b>	<b>OBJECTIVE</b>	<b>ACTION</b>	<b>SUCCESS MEASURES</b>	<b>BUDGET</b>	<b>RESPONSIBILITY</b>
<b>Student Involvement Student Engagement PR and Reputation Diversity H&amp;S</b>	To improve and enhance the on-line booking system for SORTED sessions on bathstudent.com	Work alongside web co-ordinator  Send departmental representative to bathstudent.com user group.	On-line system accessible by all students. Positive feedback from users.  SORTED becoming more accessible to all.  SORTED represented on BathStudent user group		Student Enterprise Co-ordinator SORTED Training Administrator
<b>Student Involvement Student Engagement PR and Reputation Diversity H&amp;S</b>	Further enhance and develop the provision of enterprise skills training within SORTED. Co-ordinate training with key enterprise events.	Build links with external trainers and companies to deliver training. Training in place to support key events.	Weekly programme of enterprise training sessions scheduled within SORTED. Sessions planned to support events eg Business Plan Competition		Student Enterprise Co-ordinator SORTED Training Administrator Enterprise Administrator
<b>Student</b>	Expand the provision of PG	Co-ordinate with other	Secure Roberts funding from	£500 per	Student Enterprise

<b>Involvement Student Engagement PR and Reputation Diversity H&amp;S Resource Generation</b>	<p>training sessions offered within SORTED.</p> <p>Include PG theme in Student Enterprise '07</p>	<p>university departments (RIS, Staff Dev, L&amp;T Enhancement, etc) over the provision of Roberts-funded PG training.</p>	<p>University for conference and to employ external trainers for PG workshops.</p> <p>Develop a network of external training providers to deliver up to 10 PG sessions.</p>	<p>session.</p>	<p>Co-ordinator SORTED Training Administrator Vice President Student Activities and Development</p>
<b>Diversity Student Engagement Student Involvement PR and Reputation</b>	<p>To review the training materials for SORTED to ensure the provision of high-quality sessions</p> <p>To provide on-line learning materials (eg through Moodle) – pilot for Student Trainers with view to offering to all SORTED members</p>	<p>Work alongside the BUSU trainers team – establish focus areas to concentrate on in terms of developing materials</p>	<p>Further development of training sessions available.</p> <p>Higher quality of training delivered</p> <p>Evaluation forms reflecting an increase in percentage of training materials suitable for the session and the trainees</p>		<p>Student Enterprise Co-ordinator Student Trainer Team SORTED training administrator Vice President Student Activities and Development</p>
<b>Diversity Student Engagement Student Involvement PR and Reputation</b>	<p>Work with external providers to ensure delivery of high-quality SORTED sessions</p>	<p>Continue to develop existing relationships with external trainers.</p> <p>Develop and extend range of contacts.</p>	<p>10x training sessions to be delivered during the year by existing or new external providers.</p>		<p>SORTED training administrator Student Enterprise Co-ordinator</p>
<b>Diversity Student</b>	<p>Continue to increase the range of other University</p>	<p>Work alongside departments in</p>	<p>Development of relationships to departments. Add 2 new</p>		<p>SORTED training administrator</p>

<b>Engagement Student Involvement PR and Reputation</b>	departments delivering SORTED sessions	assessing training needs.  Look into existing research undertaken to develop this area of SORTED	internal training providers to SORTED programme.  2x training sessions to be delivered by departments around campus.		Student Enterprise Co-ordinator
<b>Diversity Student Engagement Student Involvement H&amp;S PR and Reputation</b>	Develop different levels of SORTED training to meet the needs of different groups of students	Establish focus areas – International Students, PG students, Mature Students  Look to existing reviews and questionnaires – student satisfaction survey, Participation report, etc. Develop evaluation form to include origin, year group – for research purposes	SORTED membership to closely reflect university reference data in all areas  Feedback sought from students and departments about training needs, evaluation of existing sessions and future sessions.		Student Enterprise Co-ordinator SORTED Training Administrator
<b>Student Engagement Student Involvement PR and Reputation</b>	Establish/link to a scheme for SORTED sessions/trainers for accreditation/benchmarking	Look to organisations and schemes, already established as to whether SORTED can be bench-marked.  Establish link to	SORTED training benchmarked against a national scheme.  SORTED training entered in National Training Awards and feedback used to evaluate SORTED scheme.		Student Enterprise Co-ordinator SORTED Training Administrator

		Learning and Teaching Enhancement Office.	NTA workshop attended.		
<b>Diversity Student Engagement Student Involvement PR and Reputation</b>	Increase links with departments to investigate further training opportunities and promote sessions in particular with International students (cultural awareness/basic language training)	Look to existing data carried out in 04/05  Work alongside departments to acknowledge what training opportunities the Students' Union and University should work towards	Continue to build on relations with other University departments.  Establish link to Learning and Teaching Enhancement office.		Student Enterprise Co-ordinator SORTED Training Administrator
<b>Student Engagement Student Involvement Diversity PR and Reputation</b>	Continue to increase training provision for all Union activities and include existing training in other areas e.g. coaching, media, AWARE, sports	Build on links established with the areas of the Students Union  Work alongside the areas, in raising profile of SORTED and how the departments can fit in.  Liaise with SU colleagues to co-ordinate training for their areas	All SU training sessions to be run through the SORTED scheme.  Stronger network of training provisions established.  Increase of opportunities for student trainers – gaining further skills and development within the trainers programme		VP Student Activities  Student Enterprise Co-ordinator SORTED Training Administrator
<b>PR and Reputation</b>	Continue to develop links with careers Dept.	Establish regular meetings – to discuss	Regular meetings established and joint-initiatives run		Student Enterprise Co-ordinator

		<p>what both the Students' Union and Careers are up to.</p> <p>Establish a working relationship, looking at developing new sessions and co-ordinating existing provision.</p>	<p>Involve careers in SORTED training provision and student trainer development.</p> <p>Referrals of students from Careers to SORTED.</p>		SORTED Training Administrator
<b>Resource Generation PR and reputation</b>	Review SORTED package for employers and develop closer links with regular contact, visit, thank-you letters, emails etc	Look at existing SORTED package – highlight areas need to be developed	<p>Visits made to all employers to discuss/monitor quality of training sessions.</p> <p>Secure existing sponsorship.</p>		Student Enterprise Training Co-ordinator
<b>Diversity Student Engagement Student Involvement PR and Reputation</b>	Organise SORTED Presentation for 2007/2008 and run joint evening with STARS.	<p>Look at previous years SORTED presentation evening</p> <p>Look at existing notes and comments on previous years evening</p> <p>Liaise with STARS office to plan and organise evening.</p>	A successful and well-organised joint event with press releases and photographs and a diverse range of students attending.		<p>Student Enterprise Co-ordinator</p> <p>SORTED Training Administrator</p> <p>V P Student Activities Development</p> <p>Representation and Democratic Services Co-ordinator</p>
<b>Diversity Student</b>	Update web pages e.g. link to relevant careers and	Work alongside web co-ordinator to ensure	All pages up-to-date		SORTED Training Administrator

<b>Engagement PR and Reputation</b>	development pages.	necessary training is given to individual responsible for this area	A website with relevant links and with great potential of being the hub of development within the students union – links to PDP, careers, etc		
<b>PR and reputation</b>	Continue to produce a report on evaluation of SORTED sessions for semester 1&2 and provide feedback to trainers	Look at existing reports  Collate all information throughout the year – formulate into a report	2 Reports written and all training sessions analysed.  Contributes to the development, reflection and evaluation of SORTED		SORTED Training Administrator
<b>Diversity Student Engagement Student Involvement PR and Reputation</b>	Continue to develop programme of alternative sessions to that of key skills and enterprise – these to comprise of healthy eating & healthy living, self defence	Build on existing contacts  Research and expand into looking at furthering contacts and use of external providers	Delivering alternative sessions which have been delivered in the past  Expanding and adopting new sessions from new external providers into the SORTED programme		Student Enterprise Co-ordinator SORTED Training Administrator
<b>Diversity Student Engagement Student Involvement</b>	Work with AWARE to link training sessions to campaigns	Continue to build on links with AWARE, raising profile of the potential that SORTED has and can help with campaigns.  Work alongside AWARE Co-ordinator	New sessions to be written and delivered, tailored to the campaigns that are being launched during the year.		Student Enterprise Co-ordinator SORTED Training Administrator AWARE

		to establish suitable training sessions necessary for the campaigns.			
<b>PR and Reputation</b>	Develop publicity and SORTED image both internally and externally	<p>Look at existing methods used to raise profile of SORTED</p> <p>Look to develop a marketing strategy focusing on SORTED and how best to raise profile</p> <p>Research into other unions marketing strategies</p>	<p>SORTED profile developed and extended both internally and externally</p> <p>Increase in numbers attending SORTED sessions</p> <p>Increase in numbers of training sessions delivered</p> <p>SORTED a well-known brand across whole university community</p>	£200	<p>Student Enterprise Co-ordinator</p> <p>SORTED Training Administrator</p>
<b>Diversity Student Engagement Student Involvement PR and Reputation</b>	Continue to target Freshers for SORTED training	<p>Look at existing measures to target Freshers</p> <p>Include SORTED brochure in bedroom packs.</p> <p>Look to develop and expand range of marketing tools to Freshers.</p>	<p>Increase in Freshers attending the training sessions</p> <p>A well established marketing strategy for capturing Freshers to SORTED sessions</p>	£150	<p>Student Enterprise Co-ordinator</p> <p>SORTED Training Administrator</p> <p>V P Student Activities and Development</p>

<b>Student Engagement Student Involvement</b>	Continue to promote PDP to student trainers and SORTED participants.	Identify key areas for linking to PDP  Look into ways of promoting PDP to students via the SORTED programme	PDP instilled into the SORTED programme as an addition way for students to analyse, reflect and develop their personal learning		Student Enterprise Co-ordinator SORTED Training Administrator V P Student Activities and Development
<b>PR and Reputation</b>	Attend University Open Days, PGA conference and other organisation-wide events and promote SORTED	Identify key events and approach organisers to secure space for SORTED promotion.	Events identified and attended. SORTED allocated space to promote sessions.		Student Enterprise Co-ordinator SORTED Training Administrator V P Student Activities and Development
<b>Diversity Student Engagement Student Involvement PR and Reputation</b>	Special SORTED taster session(s) run for Freshers at start of semester 1 to encourage sign-up, set expectations of workshops and facilitate interaction of all SORTED passport holders.	Organise, promote and run sessions to Freshers. Adjust marketing to appeal to different key groups – UG, PG and international students.	Taster/social session(s) run. Positive feedback from key passport holder groups.  Student trainers involved in sessions.	£150 per session	Student Enterprise Co-ordinator SORTED Training Administrator V P Student Activities and Development
<b>Diversity Student Engagement Student Involvement PR and Reputation</b>	Ensure SORTED sessions reflect needs of students at Oakfield campus	Research and implement appropriate TNA for Oakfield students  Market SORTED scheme to Oakfield campus	Appropriate SORTED sessions researched, run and evaluated at Oakfield campus.  Oakfield students enrolled as SORTED passport holders.		V P Student Activities and Development  Student Enterprise Co-ordinator

<b>Diversity Student Engagement Student Involvement PR and Reputation H&amp;S</b>	Make SORTED sessions fully accessible to all student groups.	Identify access issues for students including – venue, timing of sessions, learning needs, etc	Ensure accessible training rooms booked for SORTED sessions.  Pilot sessions offered at different times to suit different student needs.  Identify and accommodate different learning styles in SORTED sessions		Student Enterprise Co-ordinator SORTED Training Administrator  V P Student Activities and Development
<b>Student Involvement PR and Reputation</b>	Produce text and timetable for SORTED booklet prior to end of preceding semester.  Where possible, produce booklet on recycled paper.	Research sessions and plan workshops. Secure external trainer commitment to programme. Appropriate software used for preparing proofs.	Trainers approached bookings secured.  Timetable planned and prepared for publication.  Semester 1 booklet proofed and sent to printers by mid-July. Semester 2 booklet proofed and sent to printers by mid-January	£2000	Student Enterprise Co-ordinator SORTED Training Administrator