Engaging Alumni for Real World Learning

QAA Benchmark Skills:
- Problem solving skills, including the ability to formulate problems clearly and to identify key issues and be able to apply different approaches to work towards a solution
- Communication skills
- Personal skills including the ability to work both independently and as part of a team, and the ability to plan, organise and perform work efficiently and conscientiously in a timely way, meeting deadlines where necessary
- Personal development skills, including the ability to identify and reflect on where further training or skill acquisition is necessary for self-improvement
- Self-direction and originality in problem solving
- Independent learning ability

ARU Graduate Capitals:
- Knowledge

Objectives:
- Be flexible and adaptable, seeing alternative perspectives and offering a choice of solutions
- Review and evaluate multiple solutions in contexts that anticipate and accommodate change and contain elements of ambiguity, uncertainty and risk.

Study Level:

Time: A series of 1 hour sessions as agreed with supporting alumni

Group Size: Large Group

Resources: Access to appropriate alumni

Overview:
A series of lectures with the pre-arranged support of alumni. This approach of continued access to external professionals (ideally programme/course Alumni) is designed to prepare students to be able to engage with real clients and better enable them to respond proactively to change.

Externals are invited to engage with the current student group as they undertake a task, using social media (facebook, twitter etc) an/or Skype. This creates either incremental weekly instruction that builds into an overall assignment or regular support or feedback on course work from externals.

	Time	Activity
Introduction to Enterprise Education - At the beginning of the first session	10 mins	PowerPoint presentation to introduce Enterprise Education
Activity		The aim of this activity is for students to engage with alumni who are now working in relevant industry. This gives them the opportunity to create ideas on their own career path as well as help in identifying the skills which they need to get there. A plan should be developed with alumni to deliver a number of lectures (in person, or web-based) on an agreed subject. A live brief is an excellent way to do this, and can lead to the submission of a student project with a solution to the live brief. Students should engage in regular communication with the Alumni throughout this activity – either via social media, email or through a Canvas discussion board, as agreed. Students can work either alone on this, or in small groups. See below contact form which must be used to make contact with Alumni- this process can take some time, and it is recommended that you allow at least 10 days for the process of contacting the alumni, in addition to however long it takes to plan the activity.
Session Review – At the end of the last session	30 mins	What skills do students feel have been developed through this session? Do students understand the importance of Enterprise Education? Can students identify ways in which Enterprise Education is already included in the modules? Can students identify Enterprising skills they have already developed from their modules?

Alumni Data Request Form

The ARU Alumni Office's mission is to create a vibrant and engaged alumni community who are proud to be part of our wider university. We encourage other professional services and faculties to support this mission, and as such provide data to enhance engagement opportunities with alumni and supporters.

It is essential that ongoing communication between ourselves and your faculty/service record the responses to your request, ensuring our records remain up to date. We have a legal responsibility to ensure that data is held and used in accordance with data protection principles as governed by the GDPR.

In making this data request you agree to:

- read and adhere to the contents of the data statement sheet at the end of this form
- give full details of purpose for which data is requested and copy of material being sent out
- agree to only use data supplied for the purpose of this one request
- notify the ARU Alumni Office of bouncebacks, unsubscribes and change of details received as a result of communication
- supply invitee and attendee lists for events

Please note that all completed data requests will not contain data for constituents that have requested to be removed from correspondence from the University, or constituents that have opted out of a communications piece from the University. Likewise any constituents that do not have valid up-to-date contact details will not be included in the final data. (NB If the data request is only to include numbers of alumni and not contact details than the above may not apply).

1. **Your details**

Your name:		Email:	
Department:		Telephone:	
Role:			

Please Complete all section in full and return as directed at least 10 working days before the date your data is required.

2. Your request

a. Who do you want to know about?

Faculty(ies)/Schools		Year of Graduation	
Title of course / Subject of study (to include all variations)			
Location of contact	☐ UK ☐ International (please specify country/ies) Localised region: ☐ City/county/region (please specify) ☐ Within 50 miles of (please specify UK-only postcode)		

b. What data do you want?

☐	Only require numbers of alumni, not actual data
☐	Name (includes title, first name and surname)
☐	Location of all with current details (includes City, Country)
☐	Email (if agreed with Kim Otovwe and James McLeod)
☐	☐ Career Details ☐ Degree Details ☐ Interests ☐ Any Other: (detailed below)
☐	Please identify any specific requirements not covered above and reason for inclusion in request.

Specific date data is required by: Enter in date format (not asap) **N.B. we require 2 weeks from the date that a correct, completed form is submitted for the data request to be accepted.**	
Will you be sharing this data with anyone?	Yes☐ No☐
If yes, please give details	

Please Complete all section in full and return as directed at least 10 working days before the date your data is required.

c. Why do you require this information? (Please complete one of the below sections)

☐ I am organising an event

☐ I confirm I have spoken to Alumni Officer or a member of the Events team but still require this data

Name and Date of Event	
Purpose of Event	
Key staff attending (eg VC, Deans)	
Please attach a copy of the event proposal and invitation.	
Please note that following the event, a list of those invited and those who attended must be forwarded to alumni@anglia.ac.uk. This enables us to ensure our records are as accurate as possible in order to provide alumni with relevant future opportunities and information and to comply with data protection principles.	

Please Complete all section in full and return as directed at least 10 working days before the date your data is required.

☐ I am planning a mailing/communications piece

☐ I confirm I have spoken to Alumni Officer or a member of the Communications team

Name and Date of Mailing	
Purpose of Mailing	
Please attach a detailed draft proposal and copy of the mailing you intend to send. Without this we cannot run the data and fulfil your data request.	
Please note that following the mailing/communication a list of bouncebacks and unsubscribes must be forwarded to alumni@anglia.ac.uk. This enables us to ensure our records are as accurate as possible in order to provide alumni with relevant future opportunities and information and to comply with data protection principles.	

☐I am undertaking some market research

Why do you require the information?	
Who will the information be shared with?	

☒Other

Why do you require the information?	

Please Complete all section in full and return as directed at least 10 working days before the date your data is required.

3. Agreement

Use of this data is strictly for the purposes agreed with the Alumni team. This data must not be saved elsewhere and not used for any other purpose unless agreed with the Alumni team. Any breach of these terms is a breach of the Data Protection Act (2018) and will be investigated and reported. The data will be deleted after 1 month of availability.

Signed		Print Name		Date	

⤵ Return completed form to	Kim Otovwe, Alumni Officer Email: alumni@anglia.ac.uk Telephone: 4761

Please Complete all section in full and return as directed at least 10 working days before the date your data is required.