

AREA: International

[VPI] OPERATIONAL PLAN 2016/2017

Our Vision:

A Students' Union where every Lincoln student has a great experience and is encouraged and assisted to fulfil their potential both at University and in life.

We will ensure what we do is:

Quality Nurturing Strong Honest Approachable Dynamic

Key Themes from 2016-17 Strategy:

1	Employability
2	Support and Advice
3	Academic Representation
4	Opportunities
5	Events
6	University Community

KEY PERFORMANCE INDICATORS (KPI's) (preferably no more than 6)

1. Introduce an "International Welcome Pack" for International students (to be delivered at Arrivals lounge & Accommodation)
2. Deliver Three International Events over Academic year 2016/2017
3. Deliver an International Welcome Party in collaboration with the University of Lincoln & other key departments
4. Promote & Deliver Four Workshops for International students in collaboration with Careers & Employability (International CA – Judy Turner)
5. Set Up & introduce an 'International Friends' Scheme and recruit a minimum of 10 volunteers

OBJECTIVE 1 :Introduce an "International Welcome Pack" for International students (to be delivered at Arrivals lounge & Accommodation)

Key Theme No	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE
6/ 2	Create a pack designed to give international students all the information they need when they arrive at University	AK/ SM/ RL	Staff time / Budget Liaison with other departments Liaison with University Staff	Welcome Packs have been designed, produced and distributed to the majority of new International students on Arrivals Lounge

Key Theme No	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE
6/2	Create specific insert check lists /must do's designed from an international perspective to be included in the packs	AK/SM/RL	Staff time Budget	
6/2	Attend the 'International Arrivals Lounge' to distribute packs to at least 50% of new international students & returners	AK	Staff time	
6/2	Have a table at the Arrivals lounge with hot drinks and cookies to promote the Welcome packs and the SU	AK/RL	Staff time Budget Liaison with other departments/ SU/ University	

OBJECTIVE 2: Deliver Three International Events over Academic year 2016/2017

Key Theme No	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE
6/2/5	To provide opportunities for all students to learn about, experience, and share in cultural traditions, events, and other things. This should be achieved throughout the year when well-known cultural events take place, with the intention of fostering respect and understanding between Home and International students, and allowing all students to share in the excitement and significance of these experiences with others	AK	Time, budget, staff, available space, content	VPI has made contacts with the university chaplain – Subash, discussion about the even organization are have being made. VPI has met a Chair of Hindu Community in Lincoln, and volunteers.

Key Theme No	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE
6/2/5	<p>Run x3 and/or support cultural (including British) events, including celebrations/food/traditions, throughout the year, including:</p> <p>International festival, Chinese New Year, Bonfire Night/ Diwali, etc.</p> <ul style="list-style-type: none"> - Begin planning for given cultural events at least <u>one month in advance</u> - Work with Marketing & Events team - Research any Society activity in same area - Collaborate on, promote, or separate from given Society plans in this area - Produce promotional materials <u>two weeks in advance</u> of event - Review <u>one week after</u> 	AK/RL/DW Events Team	Time, budget, staff, available space, content	
6/2/5	Where possible collaborate with international students society/ other societies to promote smaller social events & activities to promote awareness & inclusion	AK/RL/DW Societies Worker Events Team	Time, budget, staff, available space, content Liaison with other Departments SU & Uni	

OBJECTIVE 3 : International Students' Association

Key Theme No	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE
6/2/5/1/4	Write down a structured governance and provide it to exec meeting. Promote ISA on Societies Fair	AK	Staff time Marketing/ Comms	
6/2/5/1/4	Run an election for Committee members	AK	Staff time	
6/2/5/1/4	Train elected Committee members and guide them with the action plan for the year	AK DW RL	Staff Time Budget Marketing/Comms	
6/2/5/1/4	Collect reports from Committee exec meeting to track progress of activities	AK	Staff Time	

OBJECTIVE 4 :Promote & Deliver Four Workshops for International students in collaboration with Careers & Employability (International CA – Judy Turner)

Key Theme No	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE
6/2/1	Liaise with Careers & Employability (Judy Turner CAI) to devise a series of 4 workshops geared to International students	AK JT	Staff time Liaise with University departments Liaise with academics for promotion time	
6/2/1	Workshops to be geared towards: Useful employability skills: CV's/ NI Numbers/ Applying for jobs/placement year/benefits of working	AK	Staff time	
6/2/1	Work with ELC & Lincoln Award teams to promote the	AK	Staff time	

Key Theme No	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE
	Workshops and ensure engagement			
6/2/1	Co-ordinate with Careers and Employability on space/rooms and dates of Workshops to benefit International students	AK	Staff time	

OBJECTIVE 5 : Set Up & introduce an 'International Friends' Scheme and recruit a minimum of 10 volunteers

Key Theme No	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE
1/2/3 /4/6	Set up and promote an international friends 'buddying' and campaign team	AK	Staff time Promotion – marketing & comms Budget	Job description has been made and put on the ULSU website. 5 volunteers officially signed up for the roles, 4 of them actively have been helping the VPI during the Arrivals Lounge. T-shirts have been ordered for the International Friends.
1/2/4 3/4/6	Write a broad job spec and advertise through volunteering channels/ ELC/ International Office & Student Support/ Student Voice & Impact team	AK JK JB	Staff time Liaison with University Departments	
1/2/3 /4/6	Recruit a minimum of 10 volunteers in the first year to assist VPI	AK	Staff time Promotion –marketing & comms Budget	
1/2/3 /4/6	Devise training for 'international Friends' and ensure that they feel supported with their role throughout the year	AK RL	Staff time	
1/2/3 /4/6	Provide incentives for 'IF's' such as International Lincoln Award/ volunteer recognition/ SU Awards	AK RL	Staff time Promotion Budget	

Key Theme No	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE
1/2/3 /4/6	Provide 'IF's' with a recognisable brand – T-shirts/ flyers etc..	AK	Staff time Budget	
1/2/3 /4/6	Liaise with Advice Centre & Student Voice & impact team to provide space for service & also link with course reps & officers	AK	Staff time Space Staff liaison	