***EMPLOYER ENGAGEMENT ROLES AND RESPONSIBILITIES***

***INTRODUCTION***

A RASI matrix is a tool that helps to clarify the roles and responsibilities of different people or groups in a project or process. RASI stands for Responsible, Accountable, Support, and Informed. These are the four types of participation that can be assigned to each role or stakeholder for each activity or process. Here's what they mean:

**Responsible:** The person or group who performs the activity or process. There can be more than one responsible role for an activity, but each role should have clear expectations and deliverables.

**Accountable:** The person or group who has the authority and accountability for the outcome of the activity or process. There should be only one accountable role for each activity, and they are ultimately answerable for the success or failure of the work.

**Support:** The person or group who provides support for the activity or process.

They are involved in the implementation of the activity with the responsible and/or accountable roles.

**Informed:** The person or group who needs to be kept informed of the progress or results of the activity or process. They are involved in one-way communication with the responsible and/or accountable roles, and they receive updates or reports as necessary.

A RASI matrix can help to avoid confusion, duplication, or gaps in work by clearly defining who does what, who makes decisions, who needs to be consulted, and who needs to be informed. It can also improve.

***WHY IS THIS BENEFICIAL FOR EMPLOYER ENGAGEMENT TEAMS?***

Developing a RASI matrix for T Level employer engagement involves identifying the key roles and responsibilities within the processes of employer engagement and assigning them appropriately. For some of you, there will be a range of colleagues involved in engaging with employers from Senior leaders, curriculum staff through to industry placement co-ordinators. If you can clearly define the roles and responsibilities this will support to improve internal collaboration, communication, and efficiency by reducing conflicts, misunderstandings, or delays ultimately resulting in a better experience for employers and students.

***A STEP-BY-STEP GUIDE***

1. **Identify Activities/Processes**

Begin by listing out all the activities or processes involved in T Level employer engagement. This could include tasks like awareness raising, negotiation, partnership development, curriculum design, work placements, etc.

1. **Identify Roles**

Next, identify the key roles or stakeholders involved in each activity. These could include:

* Senior Leader
* T Level Programme Lead
* Employer Engagement Manager
* Curriculum Lead
* Work placement Coordinator

1. **Assign RASI Codes**

Once roles and activities are identified, assign the relevant RASI letter for each activity and role: R - Responsible, A – Accountable, S – Support and I – Informed.

1. **Review and Finalise**

Once the matrix is filled out, review it with relevant stakeholders to ensure accuracy and clarity. Make any necessary adjustments based on feedback.

1. **Implement and Monitor**

Once finalised, use the RASI matrix as a guide for assigning tasks and responsibilities within the T Level employer engagement process and share this with colleagues across the organisation. Regularly review and update the matrix as needed to ensure alignment with project goals and changes in roles or responsibilities.

By following these steps, you can develop a RASI matrix specifically for T Level employer engagement, establishing clarity and accountability throughout the process.

***EXAMPLE RASI MATRIX***

RASI - **R**ESPONSIBLE, **A**CCOUNTABLE, **S**UPPORT, **I**NFORMED

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Tasks / Roles*** | **Senior Leader** | **T Level Programme Lead** | **Employer Engagement Manager** | **Curriculum Lead** | **Work placement Coordinator** |
| *Carry out stakeholder mapping* | ***I*** | ***A*** | ***R*** | ***S*** | ***S*** |
| *Deliver email campaigns or outbound telephone campaigns* | ***I*** | ***I*** | ***A*** | ***I*** | ***R*** |
| *Deliver Employer Forums* | ***A*** | ***S*** | ***R*** | ***S*** | ***S*** |
| *Strategic Partnership engagement* | ***A*** | ***I*** | ***R*** | ***S*** | ***S*** |
| *First response to incoming enquiries* | ***I*** | ***I*** | ***A*** | ***I*** | ***R*** |
| *1st intervention with (warm) employer to explore T Levels and Industry Placements* | ***I*** | ***I*** | ***A*** | ***I*** | ***R*** |
| *2nd intervention – T Level route / curriculum detail* | ***I*** | ***I*** | ***A*** | ***S*** | ***R*** |
| *Etc…* |  |  |  |  |  |