Course Rep Accreditation Scheme

# 2019-20

# What is the Course Rep Accreditation Scheme?

You can receive accreditation from the Students' Union for being a Course Rep subject to you carrying out tasks throughout the year. This does not mean that you have to do a lot of extra work, rather that you will need to carry out your responsibilities effectively helping to ensure that you get the best out of your course for you and your peers.

The accreditation scheme is broken down in to 3 levels:

* Merit
* Honours
* Distinction

Your award is dependent on how many of the Course Rep tasks you involve yourself in. Attending all of the events on the **Course Rep Calendar** will help you gain a higher accreditation but there are also other things you can do.

# How can I get accredited?

Once you have been registered as a Rep on SOLE, we will automatically track your attendance at SU organised events and the journal entries that you complete. Your Student Engagement, Representation and Communications Coordinator (SERCC) will track your attendance at course and school level meetings and events. However, you will still need to do the following to be accredited:

1. Register on the SU Volunteering V-Record and log the hours you volunteer as a rep. You can also log your hours for other volunteering and get separate recognition for your volunteering in general. You can start logging hours on your online V-Record right now! Simply select the ‘Volunteering’ tab at [www.worcsu.com](http://www.worcsu.com) and click on ‘Log Hours’. You may be asked to register as a volunteer. Once registered, select the “Elected” category and then select “Course Rep”. Then fill out the details required including: your role, staff contact name and number and the date you volunteered

The activity that you have just created will appear on the screen. Click on this and then select ‘log hour’. Then complete the pop up form to fill in the date, activity and hours that you have completed. If you have any problems email [suvolunteering@worc.ac.uk](mailto:suvolunteering@worc.ac.uk)

1. Complete an Accreditation Application Form and attach the required evidence. This can be found at <https://www.worcsu.com/yourvoice/reps/coursereps/accreditation/>. The deadline for submitting this will be **20th April 2020** so that we can include this information in the awards shortlisting for Course Rep of the Year.

# What do you need to do to get accredited?

## Merit

Must complete all of the following:

* Record at least 5 volunteering hours
* Complete Training (online or face-to-face)
* Attend 2 Course Management Committee

## Honours

Must complete all Merit requirements, as well as the following:

* Record at least 10 volunteering hours
* Complete at least two out of three of the following:
  + Attend 2 Course Rep Forums
  + Attend Course Rep Conference
  + Attend All Student Meeting (ASM)
* Submit at least 2 Journal Entries <https://www.worcsu.com/yourvoice/reps/journal/>

## Distinction

Must complete all Merit and Honours requirements, as well as the following:

* Record at least 25 volunteering hours
* Complete at least four of the following:
  + Attend all 3 Course Rep Forums
  + Attend Course Rep Conference
  + Attend All Student Meeting (ASM)
  + Take part in a Change Week activity (excluding Conference)
  + Attend 1 School Forum
  + Volunteer as a Rep Champion
* Attach at least one of the following with your Accreditation Application Form:
  + An article or video about something you have achieved as Course Rep
  + The reflective exercise found at <https://www.worcsu.com/yourvoice/reps/coursereps/accreditation/>.

**Students who are unable to attend above events for valid reasons (e.g. placements) may submit evidence to the accreditation panel of additional work/achievements for their consideration.**