

Course Rep Role Description

Course Reps

A Course Rep is an elected student volunteer who represents their course mates by acting as their voice at meetings with University staff. The number of Course Reps depends on the size of each course. Course Leaders have the responsibility for ensuring that student elect their Course Reps and that the Course Reps are listed on SOLE so that everyone can easily find out who their representatives are.

Role description

Course Reps will need to establish and maintain communication with the SU's Vice President Education, their Course Leader, their Student Engagement, Representation and Communications Coordinator (SERCC) and the School Reps. Their key task is to represent students' views at course-level, attending and making positive contributions to the Course Management Committee (CMC) meetings. Course Reps are not expected to solve problems first-hand, but they are expected to work with staff to develop solutions to issues identified by the students they represent. To close the feedback loop, Course Reps are also expected to communicate outcomes resulting from feedback with their cohort.

In order to fulfil their roles, Course Reps will be expected to:

- Attend and participate in appropriate training sessions provided by the Students' Union and the University, or undertake online training via www.worcsu.com where this is not possible
- Establish effective communications with students, other Course Reps in their School, School Reps and the Students' Union
- Attend and contribute to meetings for Course Reps arranged by School Reps, SERCC or other members of staff
- Attend and contribute to the Course Rep Forum, chaired by the Vice President Education and also attended by School Reps, the Pro Vice Chancellor Students and invited members of University staff and/or other guests
- Help to promote the National Student Survey and the University's internal student survey in order to encourage students to participate and express their views on their student experience
- Help to promote the Student Academic Representative system
- Prepare for, attend and contribute to Course Management Committees, ensuring that students' views are expressed and their interests represented
- Ensure that messages or questions for students from the Students' Union are relayed and that responses are fed back to the SU

Benefits

Course Reps perform a vital role in ensuring that students' ideas and concerns are voiced at course level and that students can influence the quality of the learning experience for current and future students. The experience and skills Course Reps acquire will enhance their employability and contribute to their personal development. Course Reps will be able to demonstrate that they have had meaningful experience of:

- Communicating with students and academic staff
- Organisation

- Diplomacy
- Negotiation
- Consultation and research
- Making presentations
- Teamwork
- Problem-solving
- Higher education policy and practice
- Students' Unions
- Quality assurance and enhancement
- Participation in formal committees and other forums

Recognising Volunteering

Course Reps are all volunteers – they are not paid for undertaking their role. This does not mean, however, that what they do is not valued or recognised. All Course Reps are encouraged to record their activities, including attending training sessions and meetings, in one or more of the following ways:

- Online V-Record: The SU allows Course Reps to receive acknowledgement for the volunteering that they do (which includes any other volunteering you do in addition to being a Course Rep). Course Reps are able to log hours online in order to achieve awards for 20 hours, 50 hours, 100 hours or 200 hours of volunteering – any awards above 50 hours are also recorded on the HEAR. Hours can be logged via the SU website: <https://www.worcsu.com/volunteer>
- Worcester Award: Time spent undertaking Course Rep activities can count towards the Worcester Award, which is open to all students who want to demonstrate their employability and show the skills and experiences they have acquired. For further information, see www.worcester.ac.uk/discover/the-worcester-award.html
- Course Rep Accreditation Scheme: In 2018-19, we launched a new accreditation scheme especially for Course Reps. This is a chance for Course Reps to get recognised for their hard work. For more information on the scheme and how to get accredited, visit <https://www.worcsu.com/yourvoice/reps>

Training Opportunities

Training and support will be provided by the Students' Union with support from Schools to help prepare Course Reps for their role in Course-level committees and meetings. As well as training, Course Reps are also able to attend a Course Rep Conference that hosts an array of skills-based and development sessions.