Dep Rep Description

The role of Department Rep is to act as a channel of communication between Course Reps, the Academic Representation Coordinator (ARC), the Students' Union, senior members of staff within the Department/School and the University, and to undertake other duties as listed below. Department Reps need to represent a broad range of student views from a variety of courses across the Department, not just from one course.

Department Reps are expected to share the workload and are responsible for:

- Regular communications with their Course Reps, the designated ARC and the Students' Union.

- Arranging and chairing at least one meeting per semester of Course Reps in their Department providing a forum for feedback and the discussion of issues relevant to the student learning experience.

- Attending and contributing to Department and College level meetings. These include SSLCs.

- Attending Education Council with the Vice President Education.

- Ensuring that the Department is represented at Student Council by taking part in the election of Student Councillor. This is done in the first Education Council of the academic year where all Department Reps will be able to nominate themselves (to a vote) for the role of Student Councillor.

- Attending other feedback events where necessary.

- Helping 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.

- Helping to promote the Academic Representative system.

- Contributing to the delivery of induction talks and training for Course Reps, in collaboration with the Students' Union.

- Representing the Department and College and helping with a range of activities related to student recruitment and retention and improving the student experience.

Dep Reps Description

Department Reps have the opportunity to contribute to and have a positive impact on the student experience across their Department and College; increase their confidence by working with a broad range of academic and support staff; gain valuable insight into the inner workings of their department; gain experience of working on academic issues and learn and develop excellent and transferable skills to enhance their employability such as:

- **Communicating with a variety of stakeholders including students and academic staff**
- **Organisation skills**
- **Diplomacy**
- **Negotiation**
- **Consultation and research**
- **Making and delivering engaging presentations**
- **Teamwork**
- **Problem-solving**
- **Higher education policy and practice**
- **Students' Unions**
- **Quality assurance and enhancement**
- **Participation in formal committees and other forums**

Department Reps are entitled to an annual bursary allowance of £300 in recognition of their commitment, subject to satisfactory completion of a report each semester. This payment is made per semester.
The Students' Union allows Reps to receive acknowledgement for the volunteering that they do (which includes any other volunteering you do!).

We offer recognition certificates at five stages for any student completing the V-Record:

20 Hour Award - Recognition of Volunteering
50 Hour Award - Achievement in Volunteering
100 Hour Award - Merit in Volunteering
200 Hour Award - Distinction in Volunteering
300 Hour Award - Excellence in Volunteering
500 Hour Award - Exceptional Attainment in Volunteering

Reps awarded 50 hours or higher will have it recorded on their Academic Degree Transcript.
Hours can be logged via the SU website: www.worcsu.com/volunteer