Course Leader role
in the University of Worcester Academic Representation System

Introduction

Course Leaders play a pivotal role in supporting and facilitating effective student academic representation at the University of Worcester. While Academic Representation Coordinators (ARCs) and Course Rep Coordinators are central to operational delivery, Course Leaders act as key facilitators and enablers within their own courses.

The success of academic representation depends on the active engagement of senior academic staff, including Course Leaders, who ensure representation is meaningful, embedded, and responsive.

Your Responsibilities as a Course Leader

✅ **Facilitating Elections and Promoting the Role**
- You are responsible for arranging and facilitating the election process for Course Reps during the induction period.
- Course Reps must be elected by their peers, not appointed. Avoid informal selection (e.g., hand-raising).
- You should promote and advertise the Course Rep opportunity, working with module tutors to raise awareness.
- Students must be informed of the election date at least one week in advance of the election itself taking place.
- The Students' Union (SU) provides election guidance [online here](#), and you can also borrow a ballot box if you'd like to use one for your vote. Voting can be done via paper ballots or online voting.

✅ **Registering and Integrating Course Reps**
- Once reps are elected, you must:
    - Submit rep details to SOLE in a timely manner (must be done by Week 5 of teaching in Semester 1). This is either done by the Course Leader, or by the PAS team – so make sure you check with your PAS team as to expectations within your school.
    - Ensure reps are invited to SSLCs and included in all necessary communications.

✅ **Ongoing Support and Communication**
- Promote a team culture among your Course Reps, encouraging collaboration and peer support.
- Make sure all students on your course know who their reps are and how to contact them (e.g., emails, announcements, VLE listings).

- Support reps to gather and present feedback—both in SSLCs and in between meetings.

✅ **Feeding into and following up from SSLCs**
- Ensure that:
    - Reps are given space in the SSLC agenda to present peer feedback.
    - Module-level feedback is included in SSLC discussions.
    - Minutes are shared with the ARC after each SSLC.
    - Feedback outcomes are communicated back to students regularly.
    - Reps can contribute to discussions on progress of the Course AER action plan.

✅ **Promoting Engagement and Visibility**
- Provide regular opportunities for feedback (e.g., focus groups, drop-ins, shout-outs, online forums).
- Encourage reps to complete [Rep Journals](), which help track themes, evidence impact, and support rep development.

✅ **Requesting Additional Representation**
- If you believe your course requires more rep roles (e.g., due to course size or structure), submit a written request to your Head of School.

How you're supported by your School/Institute

- Your School or Institute is expected to ensure you:
    - Have access to [guidance and tools]() from the SU.
    - Have the resources to effectively communicate actions and progress on feedback to students.
    - Can liaise with [ARCs](), Course Rep Coordinators, and the [SU Vice President Education]() for support or clarification.

📋 Course Leader Responsibilities Checklist

Use this quick checklist to stay on track throughout the academic year:

Task	Complete? ✅
Promote the Course Rep role during induction with module tutors	
Notify students of election date at least one week in advance	
Facilitate a student-led election, not an appointment	
Submit elected reps to SOLE and relevant mailing lists	
Invite reps to SSLCs and ensure they are scheduled appropriately	
Share SSLC minutes with your ARC	
Ensure module-level feedback is discussed in SSLCs	
Work to make sure all students know who their Course Rep is	
Support Reps to gather and present feedback regularly	
Encourage Reps to complete their Rep Journals	
Work with Reps to communicate actions and outcomes back to students	
Request additional reps from Head of School if needed	

For questions or support, please contact your ARC or the Students' Union Voice Team.