

# THE ACADEMIC REPRESENTATION SYSTEM

*A guide for staff*

UNDERGRADUATE AND POSTGRADUATE TAUGHT COURSES

# Welcome

Welcome to our first staff handbook for Academic Representation (Undergraduate and Postgraduate Taught) at the University of Worcester.

This guide is there to support you as University staff members to understand both how the current system works and what your role in the system is. Student representation doesn't just end with the Course Rep, representation exists throughout the University's decision making processes, so no matter where you are within the system you have a role to play.

Over the last two years the Students' Union and the University have worked together to overhaul the Academic Representation System, including developing a whole new Code of Practice for academic representation. I am really excited about the next year as we further embed these changes and I am looking forward to working together with you, the staff at the University, to deliver the new code and develop an understanding of the representation system which enables our students to be genuine partners in their academic experience.



– *Meg Price*  
Vice President Education

## ACADEMIC REPRESENTATION CODE OF PRACTICE

The full Code of Practice for Academic Representation which outlines in detail how the system works can be found at <https://www.worcsu.com/yourvoice/repstaff/>

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## Students' Union Contacts:

Meg Price, Vice President Education  
[megan.price@worc.ac.uk](mailto:megan.price@worc.ac.uk) 01905 54 3217

Tim Hewes-Belton, Student Engagement Manager  
[t.hewesbelton@worc.ac.uk](mailto:t.hewesbelton@worc.ac.uk) 01905 54 3222

Abbie Banner, Student Voice Assistant  
[a.banner@worc.ac.uk](mailto:a.banner@worc.ac.uk) 01905 54 3224

Academic and Representation and Oversight Group  
[arog@worc.ac.uk](mailto:arog@worc.ac.uk)

# Principles of the Academic Representation System

**1** Active constructive student engagement is central to the University's ability to provide assurance and enhancement of quality.

**2** All students are trusted as valued decision makers and meaningful partners in their education.

**3** There will be committee student representation at all levels from course level to University level.

**4** All students should have access to the Academic Representation System and through the system have the ability to feed into the development of their own learning and/or research experience.

**5** All students should be able to stand for the position of Course Representative if they wish.

**6** Student feedback should be able to flow from the module and course level up to school, college and University level.

**7** Responses to feedback should be open, timely and transparent. Staff (University and Students' Union) and Academic Representatives will work together to ensure this is effective.

**8** Where students sit on meetings and committees they will be full members in receipt of all papers and able to contribute throughout. There will be an opportunity for a student to co-chair meetings with staff, when appropriate.

# Principles of partnership between the University and the Students' Union

**1** The University will provide appropriate levels of academic and administrative resources to facilitate student representation within schools, departments, and at the course level.

**2** The Students' Union will work to create and enhance relationships across the University, providing resources, expertise, advice and support to facilitate the Academic Representation System across courses, departments, schools and colleges.

**3** The University and Students' Union will work together to respond to feedback from students, working together to enhance the student experience and the quality of teaching and learning.

**4** The University will respect the SU's right to campaign on issues that affects its members.

**5** Academic Representatives will form a key part of the Students' Union's representative structure.

**6** Overall responsibility for the Academic Representation System sits with both the Pro Vice Chancellor Students and the Students' Union's Vice President Education.

# How does academic representation work at Worcester?

## Why do we have Student Reps?

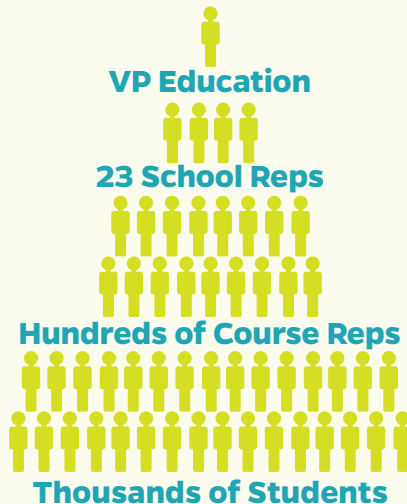
Our student representatives provide feedback on student experiences within your course, school or college, as well as offering insight with a fresh and innovative perspective. They work closely with University staff to bring about student-led change that will have an impact for their

cohort and future students. Our students are the experts on what it is like to be a student here at Worcester today (or at one of our partners) and by asking them exactly what they want from their education, we are empowering them to take a leading role, resulting in a more rounded learning experience.

## How is the system structured?

The Undergraduate/Postgraduate Taught Academic Representation System consists of three levels: Course Reps, School Reps and the Vice President Education. Course Reps work at the course level, School Reps work at the school and college levels and the Vice President Education works at the

University level. This structure ensures that there is student representation at all levels within university decision-making. A full outline of how the system is run can be found in the Code of Practice for Academic Representation at: [www.worcsu.com/yourvoice/rep/staff](http://www.worcsu.com/yourvoice/rep/staff)



# Our Student Reps

## 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. A Course Rep gathers feedback from their cohort and informs appropriate staff of any issues, as well as offering insights and perspectives. Course Reps are expected to attend Course Management Committee (CMC) meetings where they should inform staff of students' views.

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.

The number of Course Reps depends on the size of each course (see Elections section on page 12).

## School Reps

School Reps represent the views of students at school and college level. They create an essential link between Course Reps and senior members of staff within their particular School and the Students' Union. They attend School and College level meetings and have the responsibility of communicating with the Vice President Education to ensure that student feedback is listened to and acted upon.

To find out who the School Reps in your School are, please visit:  
[https://www.worcsu.com/yourvoice/rep/schoolreps/your\\_srs/](https://www.worcsu.com/yourvoice/rep/schoolreps/your_srs/)

## COURSE REP RESPONSIBILITIES

### Course Reps deal with:

- Teaching and study resources
- Teaching methods
- Course content and structure
- Transparent course costs
- Access to facilities
- Communication
- Teaching and learning environment
- Assessment and feedback
- Helping to close the feedback loop
- Promoting NSS and CES

### Course Reps DON'T deal with:

- Individual student needs
- Acting as a communication tool on behalf of the School (although they will help close the feedback loop / promote surveys)
- Complaints regarding individual University staff members
- Advice e.g. housing, money, academic misconduct
- Welfare concerns
- Peer mentoring



# Academic Representation and Oversight Group (AROG)

This new group is a joint Students' Union /University group that oversees the Academic Representation System and reports directly into both LTSEC and the Students' Union Student Council. It is responsible for ensuring effective delivery of the Academic Representation System, monitoring its effectiveness and

supporting the staff who deliver it. It will also review and make any final decisions on requests from courses and/or schools to alter their representation structure or to depart from the Code of Practice's guidelines and acts as Returning Officer for all Course Rep Elections. You can contact AROG at [arog@worc.ac.uk](mailto:arog@worc.ac.uk)

## Members of AROG

- Ross Renton - **Pro Vice Chancellor Student (University)**
- Meg Price - **Vice President Education (Students' Union)**
- Jennifer Zandbeek - **Head of Academic Quality (University)**
- Tim Hewes-Belton - **Student Engagement Manager (Students' Union)**
- Val Yates - **Director of Access and Inclusion (University)**
- Carolyn Nisbet - **Project Manager (Student Surveys and Quality Enhancement) (University)**



# Staff Support to the Rep System

Support from University staff is vital to the functioning of the Academic Representation System. While we have staff in each School dedicated to supporting representation, staff at all levels have a role to play in ensuring the student voice is heard.

Every School should have a Student Engagement, Representation and Communications Coordinator and some larger ones will also have Course Rep Coordinators.

## Student Engagement, Representation and Communications Coordinator (SERCC)

The Student Engagement, Representation and Communications Coordinator oversees the entire Academic Rep System within their School. They communicate with Course Reps, School Reps and other appropriate staff members with the aim of ensuring effective student representation. They will ensure that issues raised and changes implemented are fed back to reps and help them to communicate the University response to feedback to their course mates. They are also the first port of call for reps who need advice and guidance regarding feedback.

**You can find the details of the Student Engagement, Representation and Communications Coordinator in your school at:**  
<https://www.worcsu.com/yourvoice/reps/staff>

**BEST PRACTICE:** The Allied Health and Community SERCC and two School Reps write a joint bi-monthly newsletter for the Course Reps within the School. The newsletter includes general updates from the School Reps (e.g. what meetings they have been attending), reminds Course Reps of the SERCC's and School Reps' contact details, and at the end of each newsletter there is a 'You Said, We Did' section to showcase the impacts the Course Reps have had.

## Course Rep Coordinators

In some of the larger Schools, you may also have Course Rep Coordinators who support the Student Engagement, Representation and Communications Coordinator (SERCC) to oversee all Course Reps within their departments.

## SERCC Responsibilities

- Championing the system, working to create a student-staff partnership
- Coordinating processes like Course Rep Elections and supporting Course Leaders to deliver these
- Directly supporting School Reps
- Running Course Rep Clinics/Drop-Ins for Course Reps prior to CMCs
- Coordinating School Level Course Rep Forums
- Working to ensure that outcomes of student feedback are communicated to students
- Working with the SU to recruit, train and support reps
- Providing updates and reports on the system and its outcomes to School Leadership Team, the SU and AROG.
- Working with the SU to share relevant NSS/CES data with reps

**You can find the contact details for Course Rep Coordinators at:**

<https://www.worcsu.com/yourvoice/reps/staff/>

**BEST PRACTICE:** An Education Course Rep Coordinator structured their department's Course Rep Clinics to follow a solution-focused and problem-solving approach. Course Rep Clinics, here, are made up of Course Reps, the Course Rep Coordinator, and Course Leaders.

# College Directors of Learning, Teaching and Quality Enhancement and School Quality and Learning and Teaching Coordinators

The College Director, supported by the above Leads in each School, is responsible for ensuring that student issues are brought to College Level Learning, Teaching and Quality Enhancement Committees and working with the SERCC and Course Rep Coordinators to ensure that outcomes are fed back to Reps and the wider student body. They should actively seek student feedback on Learning and Teaching within the College and the Schools within it.

## Course Leaders

Course Leaders are one of the most important links in developing and maintaining effective academic representation. Students value the rep system when they can see real change and feel that their voices are listened to. Therefore, it is vital that Course Leaders embed a culture of listening to the students' voice in their course and are seen to value the input of students through the Academic Representation System.

Much of the feedback received by reps relates directly to course level experiences and therefore can be resolved at that level. Course Leaders also play a crucial role in ensuring that feedback is acted on and that the outcomes/progress is fed back to students and to the Students' Union through their online journals. They also play an important role in the administration of the Course Rep programme.

**BEST PRACTICE:** A Sports Course Leader added a PowerPoint slide at the beginning of each lecture, stating the Course Rep's name, contact details, and responsibilities.

## Head of School

The Head of School has ultimate responsibility for ensuring effective inclusion of the student voice within their School. They are responsible for the appointment of the SERCC and Course Rep Coordinators before the beginning of the academic year. They should also attend and chair School Level Course Rep Forums alongside a School Rep. These forums should be used to discuss the issues raised by Course Reps and to consult students on School plans. They oversee the annual report from their School to AROG.

**BEST PRACTICE:** The Business Head of School meets regularly with all Reps (both School and Course Reps at the same time) during working lunches.

## Course Leader Responsibilities

- Working with module tutors to promote and advertise the Course Rep position in the induction period
- Facilitating the Course Rep Election Process
- Following elections ensuring that Course Reps are on the right mailing list and uploaded on SOLE
- Support Course Reps at different levels to work as a team. Course Reps should be providing a strong support network for each other
- Making sure all students know who their Course Rep is and how to contact them
- Inviting Course Reps to CMCs, and sending minutes of CMCs to the SERCC
- Promoting and encouraging feedback throughout the year, providing regular opportunities for Course Reps to engage with students (shout outs/Facebook groups/focus groups etc.)
- Encouraging Course Reps to fill in Course Rep journals to enable the SU to identify trends and evidence impact
- Working with Course Reps to communicate to student's progress and outcomes of their feedback
- Ensure Reps know about key events

# Key Meetings

Every course has a formal Course Management Committee twice per year to oversee all matters (academic and non-academic) relating to the delivery of the course and the student experience. These meetings are the key formal meeting that Course Reps attend.

For many students, this will be their first formal meeting and can be quite a scary experience. Therefore, prior to the first CMC meeting, Course Reps should always be briefed about what to expect and what will be expected of them (see below).

CMC agendas should be circulated with Course Reps well in advance of the meeting. If staff have asked for student feedback around particular topics, make sure you ask Course Reps to collate student responses and opinions prior to the meeting. If Course Reps cannot attend a meeting, they should pass on any feedback to another Course Rep in a different level.

Minutes should be circulated with Course Reps within two weeks after the meeting so that they are able to refer back to action points and explain to their cohort what was discussed and what actions are taking place.

Course Leaders are also encouraged to hold regular informal student-staff meetings where smaller issues can be resolved more quickly and where students can flag bigger concerns that can be taken to a higher level.

## Course Rep Clinics, Drop In's and Surgeries

SERCCs will run a variety of meetings to help students prepare for CMCs.

Clinics could be for one or multiple courses but will offer the opportunity for Course Reps to discuss issues as a group before a CMC and for staff to help them frame difficult issues. Relevant School Reps may also be invited. Reps can also use the meeting as an opportunity to review relevant data from the CES/NSS as well as discussing matters on the CMC agenda. This meeting can also be used to collate feedback from Reps who are unable to attend CMCs. Drop-ins/Surgeries are more on a one to one basis but provide the same function.

## OTHER MEETINGS COURSE REPS ATTEND

- **Course Rep Forums:** These happen at least twice per year and are Course Reps' chance to feed in to projects that the University is working on to improve the student experience. They are chaired by the VP Education and attended by the Deputy Vice Chancellor and Pro Vice Chancellor Students.
- **School Forums:** These are held at least twice per year and chaired by the Head of School and one School Rep. These are Course Reps' opportunity to discuss issues and projects at school level.
- **The Course Rep Conference:** This is a whole day dedicated to Course Reps. The day includes a panel debate with members of the executive board as well as a number of skill development sessions to help them to be a better Rep and to develop transferable skills.

## Meetings attended by School Reps

School Reps will attend a lot of meetings at both the College and School Level that focus on all aspects of the academic experience. 3 School Reps in each College (1 from each School) will attend College Level Learning, Teaching and Quality Enhancement Committees. It is important that Course Reps are able to feed information up to their School Rep, especially if it is an issue that affects students on more than one course or in

the whole School, College or even the University. This enables them to ensure that feedback is explored at the right level and without Course Reps' information School Reps would find it very difficult to represent the views of students across their School effectively. If Course Reps can't get in touch with their School Rep they can also fill in a Course Rep Journal and the SU will make sure the information gets to the right people.

**BEST PRACTICE:** A Course Rep trialed Padlet as a method of collecting feedback from their group. It worked well as an anonymous online resource for students to submit both positive and further improvement feedback. The resource is adaptable as it can be used anywhere and on any device.



# Election process & guidance

Course Leaders are responsible for facilitating Course Rep Elections for their course. Elections will be conducted by first past the post, and every election will be run with the option to re-open nominations (RON). If some positions remain vacant, or should RON be elected, there will be a by-election for that position one week after the original election.

Remember if you have any issues or complaints regarding the elections you should contact AROG in its role as Returning Officer.

The Students' Union will provide resources to help you run successful elections. These will include a Course Rep recruitment video, an alternative presentation, an e-flyer and template ballot papers. All are available at <https://www.worcsu.com/yourvoice/rep/staff/>. Physical materials will be available during Welcome Week and at Early Starters events.

## Elections can be completed in three easy steps:

### 1 Explaining the role and calling for candidates

To ensure that students put themselves forward, the role of Course Rep must be explained early and clearly. This should be done at least 1 week before you plan to hold your vote. Make sure you use the materials provided to maximise students' understanding. Using examples of the impact reps have had on your course works well and remember if students believe you think it is important then they will too. Make sure you have a simple process for students to let them know they want to stand. If you know students who would be good in the role it is okay to approach them and encourage them to stand but you must make sure you give all students equal opportunity to stand and are not seen to favour any one candidate. We recommend that each candidate submit a short paragraph on why they are running for the role, so that you can share this with their course mates at least 2 days before the vote.

### 2 Hold the vote

To ensure this process is transparent, free and fair, elections by raising of hands is not appropriate. Instead, voting should be by way of secret ballot even if you only have 1 candidate because RON could still win. You can even run them online through the Blackboard survey module. If you are running a secret ballot in class, we recommend that you give every candidate up to 2 minutes to speak and then hold the ballot. If possible, count the votes during the same session. If you are running an online Blackboard Election, make sure you sent clear times for votes opening and closing and when the results will be released. You may still want to have a hustings event in the classroom. We would also recommend a dedicated few minutes of class time to allow students to log in and vote.

### 3 Support your new Reps

Once you have elected your reps, make sure you enter their details on SOLE. Instructions can be found at <https://www.worcsu.com/yourvoice/rep/staff/>. Ensure that you meet with your new Reps and ensure that they know when and how to access their training and that they have a copy of the Course Rep Handbook. You should also discuss with them how they want to communicate with students and help them set up any new Facebook groups or Blackboard forums and plan in when they will do lecture shout outs etc.

## When should elections take place?

All Course Reps should be elected by the end of week 4 of their academic calendar (undergraduate/postgraduate) regardless of course e.g. courses beginning on 17th September 2018 should have Course Reps elected and uploaded to SOLE by 12th October 2018.

Course Reps for levels 5 and 6 can be elected for the following year in the final weeks of teaching before the final assessment week of the academic year. If a new Rep is elected, they do not take up their role until the first teaching week of the following academic year and the current Rep remains in position until the end of the academic year.

Courses with large numbers of top-up students, for example, may wish to be more flexible to ensure students can be included.

**Should a course require further student representation the Course Leader should make an application in writing their Head of School. If the Head of School approves the request they should forward the request to the Academic Representation Oversight Group for consideration by emailing:**

[arog@worc.ac.uk](mailto:arog@worc.ac.uk).

## How many Reps per Course should be elected?

The allocation of the number of course rep positions available should follow the guidance below:

- a) A course with 40 students or less at a level should be represented by 1 Course Rep per level
- b) A course with between 41-80 students at a level should be represented by 2 Course Reps per level
- c) A course with over 81 students at a level should be represented by 3 Course Reps per level

Where there are a number of small similar courses these may grouped together as one course for the purpose of the representation system. Very small courses with multiple pathways should be grouped together, where possible.

## Joint honours

Courses that allow for single and joint honours pathways do not require a Rep for each level. Course Reps represent all students' joint and single honours on that level.

Subjects that can only be studied as part of a joint honours course require a representative for that subject at each level. This representative will represent all joint honours combinations that include that subject (at their level).

Students that are on a joint honours pathway and would like to submit subject specific feedback should seek to report this to the course rep specific to that subject.

# Course Rep support from the SU

## Training

The Students' Union provides full training and support for all Course Reps with differentiated training for new and experienced Course Reps. Training for new Course Reps will be School specific and be delivered jointly with the relevant SERCC.

**Please note: The SU can only invite Course Reps that have been uploaded on to SOLE and had their details transferred to the Students' Union.**

## Access to NSS, CES and PTES Data

The SU will work with SERCCs and the AQU to ensure all Course Reps have access to relevant survey data.

## Handbook

All Course Reps will have access to a Course Rep Handbook, which will set out the roles and responsibilities of being a Course Rep with lots of tips and guidance on being an effective rep.

## Support from the Vice President Education and the Student Engagement Team

Course Reps can always contact The Vice President Education or the staff team that delivers the rep scheme for support either via email or by popping into the SU Welcome Desk. Contact details are at the end of this handbook.

## REP Journals

As a Course Rep, one of their key responsibilities is to update their online journal. Journal entries help the Students' Union to monitor issues and identify any cross-school and college trends. You can find online journals by visiting <https://www.worcsu.com/yourvoice/rep/>. Completing Journals are an easy way for reps to seek support and are also a key part of achieving their Course Rep Accreditation.

## SU Help and Advice

Course Reps can contact or signpost students with issues and complaints e.g. academic misconduct to our free and independent advice service. More information can be found at [www.worcsu.com/helpandadvice](http://www.worcsu.com/helpandadvice) or by emailing [SUadvice@worc.ac.uk](mailto:SUadvice@worc.ac.uk)





# Course Rep support from the University

**In addition to the staff support available the following resources should be made available to Course Reps within each School:**

- A noticeboard for the Academic Representation System info with contact names and University emails (with the permission of reps)
- Access to photocopying and printing of rep related work
- Access to meeting rooms
- Ability to email/contact all students they represent and support to raise their profile with students
- Opportunity to speak to students at the end of lectures
- External examiner reports and responses
- Guidance and support on CMCs and how they work in your school
- Means a support to feed back to students the outcomes of their work.

## How we Celebrate excellent Course Reps

### Course Rep Accreditation

This year we are launching a new accreditation scheme especially for Course Reps. This is their chance to get recognised for all the hard work they put in. For more information on the scheme and how to get accredited please visit <https://www.worcsu.com/yourvoice/reps/>.

### Online V-Record

Logging their volunteering hours on [www.worcsu.com/volunteer](http://www.worcsu.com/volunteer) allows them to achieve different levels of awards based on how many hours they have volunteered. Any awards above 50 hours are recorded on their Higher Education Achievement Report (HEAR). Logging their hours is key part of your getting their Course Rep Accreditation so please encourage them to start now and log hours as they go along.

### Worcester Award

This award is open to all students who want to demonstrate their employability by showing all the different skills and experiences they have gained. For more information about this award visit <http://www.worcester.ac.uk/discover/the-worcester-award.html>

### Course Rep and School Rep of the Year Award

These awards exist to recognise the outstanding achievements of reps throughout the academic year. Both students and staff will be able to nominate Course and School Reps, and the winner will be presented with an award during the Students' Union Celebration Week at The Union Awards in May 2019.

You can also nominate students for Course Rep and School Rep of the Month. Visit [www.worcsu.com/yourvoice/reps/recognise/](http://www.worcsu.com/yourvoice/reps/recognise/) for more information.

# School Reps

College A Business, Psychology and Sport	College B Arts, Humanities and Education	College C Nursing, Midwifery, Allied Health and Science
<p><i>School of Sport and Exercise Science</i></p> <p>PE, Dance and Coaching Zoe Pemberton pemz1_17@uni.worc.ac.uk</p> <p>Sport and Exercise Science Luke Ford forl1_17@uni.worc.ac.uk</p> <p>Sport Management &amp; Outdoor Education Nathan Caesar caen1_16@uni.worc.ac.uk</p> <p><i>School of Psychology</i></p> <p>Nathan Harold harn1_17@uni.worc.ac.uk</p> <p>Andrew Pearson harn1_17@uni.worc.ac.uk</p> <p><i>Worcester Business School</i></p> <p>Business Georgia Hobbins hobg1_13@uni.worc.ac.uk</p> <p>Computing Colin Vernon verc1_16@uni.worc.ac.uk</p>	<p><i>School of the Arts</i></p> <p>Arts Jess Ringer rinj1_17@uni.worc.ac.uk</p> <p>Theatre Ezre Holland hole2_18@uni.worc.ac.uk</p> <p>Film Will Spires spiw1_17@uni.worc.ac.uk</p> <p><i>School of Humanities</i></p> <p>English, Media and Culture Gabrielle Summers barg1_17@uni.worc.ac.uk</p> <p>Law and Criminology Migle Knostantinaviciute konm1_18@uni.worc.ac.uk</p> <p><i>School of Education</i></p> <p>Children and Families Harriet Cunliffe cunh1_18@uni.worc.ac.uk</p> <p>Education and Inclusion Kelly Chamberlain chak4_17@uni.worc.ac.uk</p> <p>Primary Education Heidi Taylor tayh1_17@uni.worc.ac.uk</p> <p>Secondary Education Vacancy</p>	<p><i>School of Allied Health &amp; Community</i></p> <p>Paramedic Sciences Nathan Marsh marn1_17@uni.worc.ac.uk</p> <p>Health and Social Sciences Scott Page pags1_18@uni.worc.ac.uk</p> <p><i>School of Science and the Environment</i></p> <p>Biological Sciences Rebecca Felstead felr1_17@uni.worc.ac.uk</p> <p>Environmental Sciences Jack Evans evaj2_18@uni.worc.ac.uk</p> <p><i>School of Nursing and Midwifery</i></p> <p>Nursing Vacancy</p> <p>Midwifery Vacancy</p>

# Journey through the year

## COURSE REP TRAINING

MANDATORY FOR ALL REPS TO ATTEND

28th October –  
22nd November 2019

We offer the following sessions:

Generic first time rep training (not school-specific)

First time rep training (school-specific, the SERCC/Rep Coordinator and School Rep(s) is asked to attend)

Returning rep training (scenario based workshop for students who have previous experience in the role)

## CHANGE WEEK 2020

Monday 3rd February –  
Friday 8 February 2020

This will be a week of activities with Reps, SU and University staff encouraging students to feedback. Students will be able to then vote on the ideas most important to them and actions/outcomes will be reported on throughout the rest of the year on the SU website.

**Other than these meetings and events, the SU also engages Course Reps in the following ways throughout the year:**

Course Rep Journals. We ask Course Reps to fill in their Journals to provide the SU with general updates from CMCs and to inform us of any issues. This resource is a key way for the SU to identify trends across the Schools to see if any issue presented is actually university-wide. The Vice President

Education will then address these higher-level issues with senior University staff. Higher Education Newsletter. Course Reps are all sent a monthly higher education newsletter which gives short overviews of higher education related issues and topics which are happening nationally e.g. the Augar review, Black

## **COURSE REP FORUMS**

**UNIVERSITY LEVEL, OPTIONAL TO ATTEND**

All school and Course Reps are invited. Forums will be themed around specific topics and issues for group discussion

**Monday 28th October**

**13:15-15:15 EEG089**

**Wednesday 4th December**

**13:15-15:15 Cotswald A Suite**

**Wednesday 25th March**

**13:15-15:15 EE1104**

## **COURSE REP CONFERENCE 2019**

**Friday 31st January 2020**

**10:00-16:00 EEG087**

Attainment Gap, and the link between learner analytics and mental health to name a few. If you ever want to see a copy of the newsletter we send out, email Jodie and we can send you over a copy.

Course Rep Accreditation. Reps are able to receive accreditation from the SU for being a rep subject to them carrying out certain tasks throughout the year e.g. attending training, filling in a journal, attending a CMC, etc.

# School Rep-SU Meetings & Events 2019-20

The SU invites School Reps to two types of meetings each year: School Rep Forums and Education Council.

## School Rep Forum

The School Rep Forum is joint chaired by Ross Renton and Meg. The forum is attended by all School Reps. Four Forums are held per year, two of which (the first and last one) the Rep Coordinators and SERCCs are also invited. The Forum provides School Reps with the opportunity to discuss School and University wide issues with Ross and for Ross to consult Reps on university policy and procedure.

In 2019-2020, the School Rep Forums are taking place:

**Friday 15th November 2019**

**13:15-14:45**

**Thursday 28th November 2019**

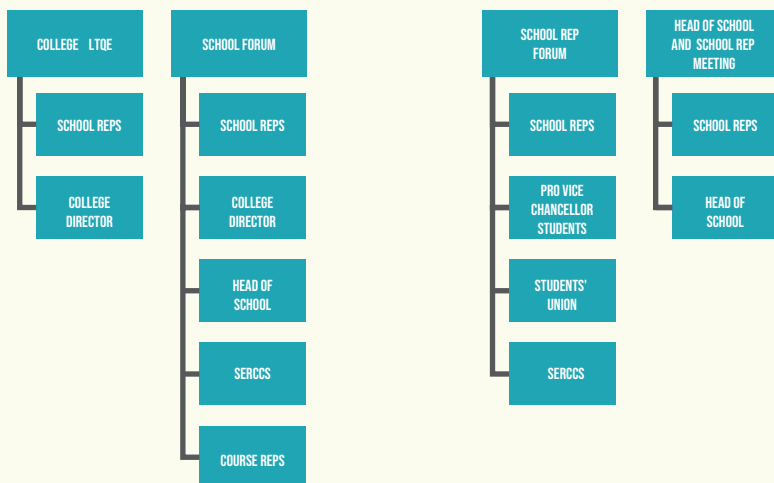
**13:15-14:15**

**Thursday 20th February 2020**

**13:15-14:15**

**Monday 20th April 2020**

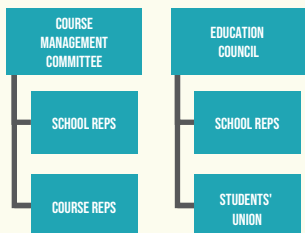
**13:15-14:45**



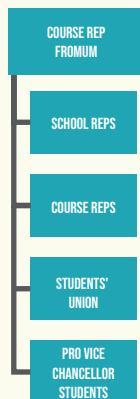
# Education Council

Education Council is chaired by the Vice President Education and held monthly (during teaching months). This meeting sits within the Students' Union's governance structure and it oversees the SU's educational policies, priorities and activities and formulates policy to be taken to Student Council (the highest student decision-making body in the SU). Meetings are decided via a doodle poll and

times/days will change depending on student availability that month. Meetings are held at both St John's Campus and City Campus.



With reference to the diagram, the SU will only invite reps to School Rep Forums, Education Councils, and Course Rep Forums. The University arranges all other meetings. Therefore, it is important that each School ensure that School Reps/Course Reps are being invited to these meetings.



# Notes

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Designed by members of student staff  
at Worcester Students' Union

Registered charity number: 1145192  
Worcester Student's Union  
University of Worcester  
Henwick Grove, Worcester, WR2 6AJ