

# **COURSE REP HANDBOOK**



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# HELLO,



## ***Congratulations on becoming a Course Rep and welcome to our new handbook!***

Worcester Students' Union (WSU) is committed to fostering an inclusive and participatory environment where every student's voice is heard and valued. Central to this ethos is the Academic Representation System, an integral network that empowers students to actively engage in shaping their university experience.

Through elected representatives, students have the opportunity to voice their opinions, advocate for change, and collaborate with university staff to enhance academic programs, facilities, and services. The Academic Representation System not only amplifies individual voices but also cultivates a community driven approach to student governance, ensuring that the diverse needs and perspectives of Worcester students are effectively represented and acted upon.

The purpose of this guide is to support you as course reps. You play a crucial role in student voice and academic representation. Here at WSU, our annually elected Vice President Education officer oversees the Academic Representation System and cares passionately about the development and success of the system in facilitating the student voice. You can find out who is this year's Vice President Education at [www.worcsu.com/yourvoice/studentofficers/](http://www.worcsu.com/yourvoice/studentofficers/).

The university lead for the academic representation system is Ann Jordan, the Provost. Ann and the Students' Union's Vice President Education work together to improve the academic representation system, continuing the partnership between The University of Worcester and Worcester Students' Union.

# KEY STAFF



**Elliot Atkinson**  
Vice President Education  
2024-25 academic year



**Ann Jordan**  
Provost

# REP IMPACTS

Here are some of the things Course Reps have recently achieved.

## **Allied Health & Community**

- Launch and continued development of a school-wide Blackboard site as a direct response to Course Department Rep feedback.
- Student involvement in the allocation of Learning and Teaching funds.

## **Business**

- Reps helped establish a social space in the café with books and games, as well as extending evening hours with lighting to create a more inviting café environment.

## **Science & the Environment**

- Following student feedback, Reps contacted relevant lecturers to address concerns about managing lecture disruptions, improving speech clarity, and providing more detailed slide information, with the aim of enhancing accessibility for their peers.

## **Humanities**

- Improved Teaching Methods: A new seminar structure involving group discussions and writing key points on the board has made lectures more engaging and effective.
- Reps addressed car parking concerns with staff, leading to discussions about Jenny Lind car park for student use.

## **Psychology**

- As a result of Reps advising the cohort to utilize Padlet on Blackboard for their enquiries, the volume of redundant emails has significantly decreased within the school.

## **Education**

Placements altered from 3 blocks of 2 weeks on placement, to 2 blocks of 3 week placements, to allow students to build up stronger relationships and trust within the Department settings.

## **Sports & Exercise Science**

- SES course rep supported change for progress week.
- Changes to the timetable to reduce lectures directly following lengthy practical sessions.

## **Arts**

- The Department Rep for Art last year (2023/24) played a pivotal role in the reversal of the University's proposal to remove Progress Week from the academic calendar.
- A survey conducted by a Course Rep identified concerns about assignment clarity and publication on Blackboard, as well as lecture room conditions. These issues were raised at a student-staff liaison meeting, where action was promised on these points in 2024/25.

## **Three Counties Medical School**

- Reps implemented the use of Padlet to facilitate anonymous feedback from students, enhancing the transparency and accessibility of feedback mechanisms.

## **Nursing & Midwifery**

- A working group was established to explore the lived experiences of international students on placement, aiming to improve their experience, following work conducted by a Department Rep.
- Changes made to improve the delivery of information in a workshop session that the cohort fed back they did not understand.

# WHAT IS ACADEMIC REPRESENTATION?



Worcester Students' Union exists to represent students' views, ensuring that your experience as a student is the best it can possibly be. The main way we do this is through elected Course Reps (that's you) who gather their course mates' views about various aspects of their studies and University life in general. They communicate this feedback to staff members, suggest solutions, and work together with staff to bring about change.

Student representation is at the heart of decision-making at Worcester and is vital in helping shape and improve the overall student experience.

Student representation does not just stop and start when Course Reps attend meetings; student representation exists throughout your University experience. It is a continuous process that helps make students' voices heard.

Worcester Students' Union and the University of Worcester work in partnership to ensure that all students have the best academic experience possible. We are committed to listening and responding to student feedback with the aim of enhancing the overall learning experience for current and future students.

# WHAT IS A COURSE REP?

A Course Rep is a student elected by their course mates to represent their course's academic views and concerns. They provide a vital link between students, the University, and the Students' Union.

As a Course Rep, you represent your course mates by listening to their views and concerns and sharing that information with staff who can then take action by making any appropriate and necessary changes. You will also play an important role in closing the feedback loop by working with staff to ensure your course mates are aware of the impact their feedback has had.

Being a Course Rep is so much more than just collecting and passing on feedback. You will be given opportunities throughout your time as a Rep to provide input on changes the University wants to make, challenges they are trying to overcome, and wider changes outside the University that impact on your time as a student.

Whilst you are not expected to solve any problem first-hand, you are expected to work closely with staff to develop solutions to issues identified by the students you represent. You are also expected to communicate outcomes of issues with your cohort to keep them in the loop.





# HOW DO YOU TIE IN AS A COURSE REP?

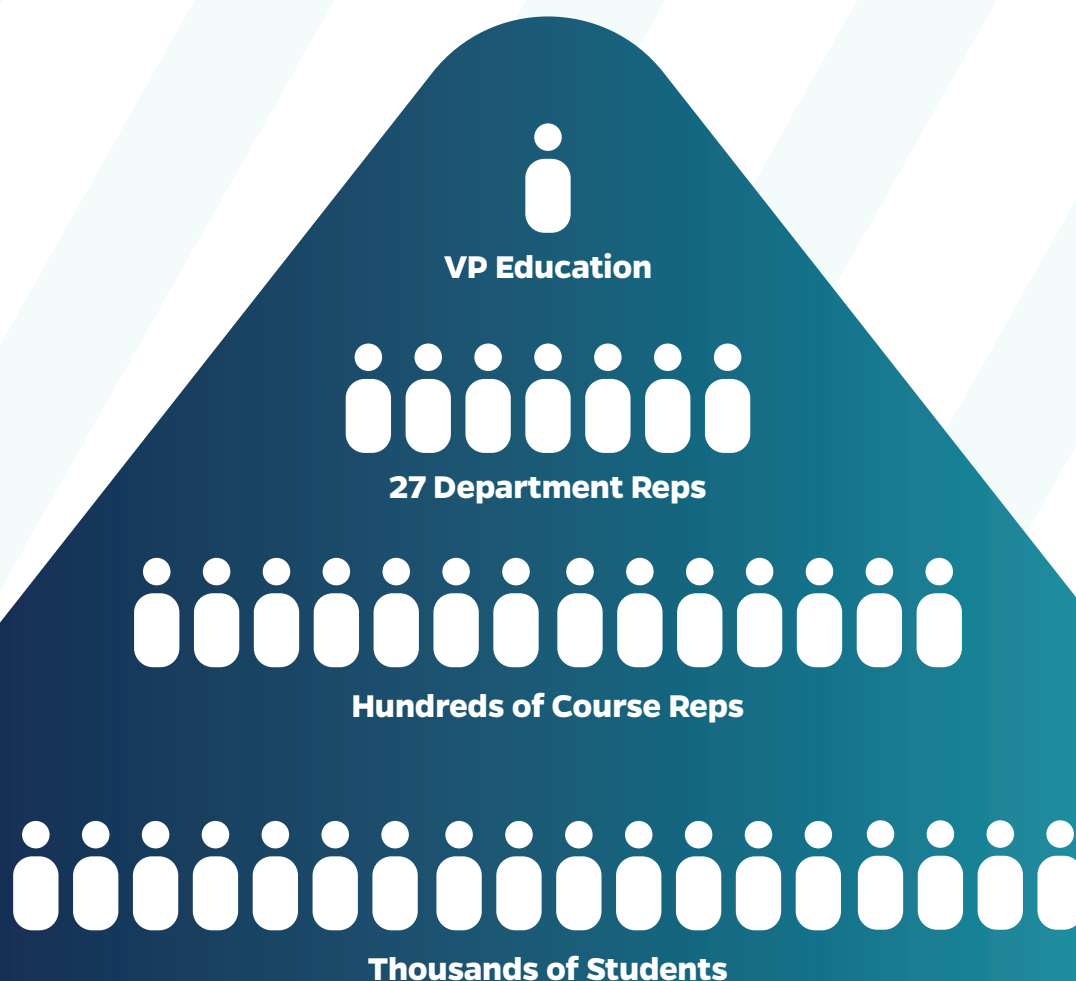
The Academic Representation System consists of three levels of representation:

- Course Reps
- Department Reps
- Vice President of Education

The three levels of representation ensures there is student representation across the University's entire structure of academic matters.

Course Reps work at the Course level, Department Reps work at the Department and College level, and the Vice President of Education works at the overall University level.

This structure ensures that there is student representation at all levels within University decision making.



# WHO ARE YOUR DEPARTMENT REPS?



Department Reps are recruited to represent the views of students at both the Department and College level. They create an essential link between Course Reps and senior members of staff within their particular Department and College. They attend regular meetings with the Students' Union and contribute at Department and College level meetings. They will also work with you to support you in your role.

It is important that you know who your Department Rep is and that you communicate with them on a regular basis so they are kept in the loop about what is happening on each course.

Department Reps have the responsibility of communicating with the Vice President Education and your school or institute's Academic Representation Coordinator (ARC) to ensure that student feedback results in action.

Find out who your Department rep is here:  
[worcsu.com/yourvoice/rep](http://worcsu.com/yourvoice/rep)

# UNIVERSITY STAFF SUPPORT

Every Department has an Academic Representation Coordinator (ARC) and some larger ones will also have Course Rep Coordinators.

## **Academic Representation Coordinator (ARC)**

The ARC is a University staff member who oversees the entire Academic Representation system within their Department.

They communicate with Course Reps, Department Reps, the Head of Department, Course Leaders and other appropriate staff members with the aim of ensuring effective representation.

They ensure that issues are raised, and changes implemented are fed back to you. They are also there to help you to communicate the University response to feedback to your course mates.

They are there to assist you if you have an issue to raise or if you need processes or terminology explained to you.

## **Course Rep Coordinators**

In some of the larger Schools, you may also have Course Rep Coordinators. These staff members support the ARC to oversee all Course Reps within their departments.

They communicate with the Department Rep, the Course Reps, and the ARC. They are there to assist you if you have an issue to raise or if you need any processes or terminology explained to you.

## **Course Leaders and Module Leaders**

Don't forget your Course Leader and Module Leaders also have responsibilities within the Academic Representation system.

For small issues that can be quickly resolved, we always recommend an informal chat with your relevant Course or Module Leader.

# UNIVERSITY STRUCTURE

## COLLEGE OF HEALTH AND SCIENCE

COLLEGE DIRECTOR: Kerry Whitehouse

### **School of Nursing & Midfery**

Head of School: Robert Dudley

### **School of Pyschology**

Head of School: Helen Scott

### **School of Sport & Exercise Science**

Head of School: Leverne Barber

### **School of Allied Health & Community**

Head of School: Helen Scott (Interim Head)

### **School of Science & the Environment**

Head of School: Peter Seville

### **Three Counties Medical School**

Head of School: Sandra Nicholson

## COLLEGE OF EDUCATION, CULTURE & SOCIETY

### **Institute of Arts & Humanities**

Head of School: Simon Hardy (Interim)

### **Institute of Education**

Head of School: Catriona Robinson

### **Worcester Business School**

Head of School: Scott Andrews

# FEEDING BACK & ATTENDING MEETINGS

SSLCs were previously named Course Management Committees - following a review in 2020 they were renamed. The structure of these meetings will vary depending on your course but, in general, a SSLC will discuss matters relating to the following:

- Feedback from students (this is the section of the agenda when you and the other course reps will be asked to share)
- Academic standards and the student experience
- The course Annual Evaluation report and monitoring progress with your Course Enhancement Plan
- Reports from external examiners
- Reviewing the course(s) and seeking approval for change
- Students' progress and achievement
- Recruitment, admissions, retention, progression, achievement and performance

As a Course Rep, it is important that you gather feedback in advance of these meetings from a wide variety of students on your course. We have provided Reps with a template to provide feedback to SSLCs, which you can find on our website:

[worcsu.com/yourvoice/reps/course-reps/hub/](https://worcsu.com/yourvoice/reps/course-reps/hub/)

Meeting agendas will be circulated in advance that highlight certain talking points which will require student feedback. We'd recommend attending a Course Rep Clinic or contacting your ARC/Course Rep Coordinator before a SSLC if you need anything explained in advance or if you would like to clarify certain points.



## University Meetings

Your Department Reps will attend many meetings at both the College and Department Level, focusing on all aspects of your academic experience. The highest meeting a Department Rep will attend is the LTQE (Learning, Teaching and Quality Enhancement) meeting. As a Course Rep, it's important that you feed information up to your Department Rep (especially if it is an issue that affects students in the whole Department, College, or University). Regular communication with your Department Rep will enable them to ensure that feedback is explored at the right level and without your information; Department Reps would find it very difficult to represent your views effectively. If you cannot get in touch with your Department Rep, you can fill in a Course Rep Journal and the SU will make sure the information gets to the right people.

## Students' Union Meetings

Department Reps also sit on the Students' Union's Education Council. This meeting is where the Department Reps, Chairs of Academic Societies and the VPE formulate ideas, actions, and campaigns that focus on improving your overall academic experience.

## VP Education

Your VPE attends many meetings at University level and meets regularly with the senior managers in the University, including the Vice Chancellor (the big boss of the University). These meetings include Academic Board (the highest-level academic committee at the University), Learning Teaching and Student Experience Committee (LTSEC), Academic Standards and Quality Enhancement Committee (ASQEC), and the Academic Representation and Oversight Group (AROG), which oversees how the rep system is working. If you want to feed any information to Elliot, the best way is to fill in a journal or email him at: [elliott.atkinson3@worc.ac.uk](mailto:elliott.atkinson3@worc.ac.uk)

# TYPES OF MEETINGS



During the year, you may receive feedback relating to an issue on the course that could be resolved quickly. For example, lecture slides vital to an assignment have not been uploaded to blackboard on time and students are struggling without it. In cases such as this, it is important to alert your Course Leader or Department Rep. These types of issues should be quickly and easily resolved.

As a Course Rep, you will attend some meetings so you can share feedback. These meetings are not for urgent issues or issues that can be

resolved quickly (as you should go straight to a staff member about these before a meeting). Meetings will provide you with the opportunity to feedback formally and will enable you to challenge some of those bigger or long-term issues. The most important meeting you will attend is the Student Staff Liaison Committee (SSLC - more later).

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## **Course Rep Clinics or Drop-Ins/Surgeries**

These will be organised by your ARC/Course Rep Coordinator or your Department Reps. This is the chance for you to talk to a staff member or Department Rep before your Course Management Committee Meeting. You can get advice on how to formulate a conversation if you have difficult feedback to give or just prepare you for upcoming meetings in general.

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## **Department Forums**

These happen at least twice per year and are chaired by your Head of Department and one of your Department Reps. This is your chance to discuss issues and projects at Department level.

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## **Course Rep Forums**

These happen at least twice per year and provides you with the chance to feed into key University projects to make your experience better. Forums also provide you with the opportunity to network and feedback to the senior managers of the University.

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## **Rep Conference**

This is a whole day dedicated to all things reps! There will be opportunities for you to hear from Senior Management of the University in a panel debate, network with other reps, and attend skills development sessions to help you to become a better rep and increase your employability.



# MEETING ETIQUETTE

## BEFORE MEETINGS

- Collect the opinions and views of the students you represent, collating qualitative and quantitative data.
- Submit any topics that you want to bring up in the meeting to your Course Leader.
- Read over the agenda for the upcoming meeting.
- If you have any big concerns about an issue, or you're not quite sure how to express a concern, talk to either your Department Rep or a member of staff to build a good and constructive working relationship.

## DURING MEETINGS

- Express the experiences of your cohort rather than your own personal views.
- Don't raise issues about individual members of staff or students.
- Ensure that your points are clear and well thought out.
- Work with staff and think about creating positive solutions to Issues.
- Make sure you ask if you do not understand - there are no silly questions!

## AFTER MEETINGS

- Make sure you know what actions were decided at the meeting.
- Inform your course mates about what was discussed at the meeting and about any outcomes.
- Make a note of any changes or improvements made and feed these back to Department Reps and appropriate University staff. Inform the Students' Union (through your Rep journals) about any "wins" or actions taken as a result of the meeting.

# REP JOURNALS

As a Course Rep, one of your key responsibilities is to update your online journal. Journal entries help the Students' Union to monitor issues and identify any cross-Department and College trends. You can update your online journals by visiting [worcsu.com/yourvoice/rep/](http://worcsu.com/yourvoice/rep/).

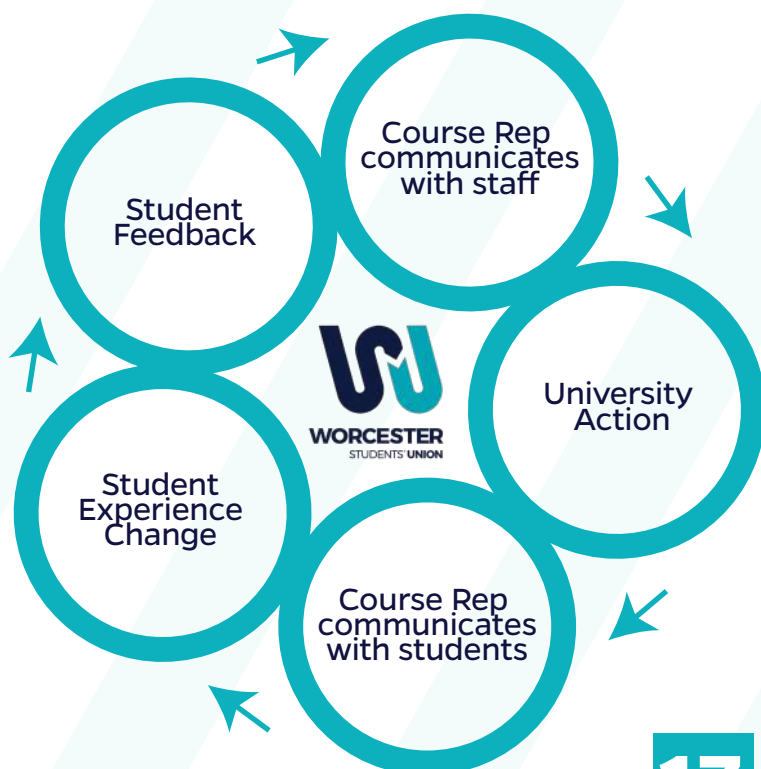
We also want to hear what you achieve. What impact have you had? Please log these after your meetings via the journal. Filling in a rep journal is also essential if you want to achieve Course Rep Accreditation status.

## HOW TO BECOME AN EFFECTIVE REP

To be able to represent the students on your course, ensuring that you play your part in the feedback loop is really important.

Feedback is important because it lets the University know what matters to students, enabling them to make improvements based on student needs.

Collecting feedback is also a useful way to strengthen your arguments during meetings if you want a particular action to happen.



## STEP 1

# COMMUNICATING WITH COURSE MATES



It is important that your course mates know who you are, what you do and how they can get in touch with you, never more-so than now in our largely virtual world.

Remember, there is no right or wrong way of collecting feedback. We suggest that you trial a few methods to see what engages your class mates the most, and to see which feedback methods you feel the most comfortable in delivering.

You don't have to stick with just one method of feedback, you can try out different methods depending on the type of information you are wanting to collect.

**Here are some examples of effective methods of communication...**

## Email

This is an effective and easy method of communication - try to get your classmates to email you with any views and concerns they have. You might also want to email out to your classmates every month or so to update them on any changes or to summarise and outline meetings.

## Facebook Groups and Group Chats

It might be worth setting up a closed Facebook group and inviting your classmates to join. This platform is really informal, accessible and handy for quick group conversations or Facebook polls.

## Suggestion Boxes

This is a useful tool for your classmates to use if they want to voice their opinions quickly, easily and anonymously. You can make this yourself by getting students to write their views or concerns on a card before posting them into a box.

## Shoutouts

Shout outs at the start of the academic year are a great way to increase the number of students who know who you are and what you do. You can do a shout-out in both face-to-face and online lectures. Just ask your lecturer if you can give a short 5-minute talk to students at the beginning or end of a session. There are two lecture shout-out weeks per academic year where all reps will be asked to deliver a lecture shout out to your cohort. For guidance around this and what to say, visit the SU resources hub on our website: [worcsu.com/yourvoice/rep/coursereps/hub/](https://worcsu.com/yourvoice/rep/coursereps/hub/).

## Surveys

The SU encourages Reps to write and develop their own questions to suit course-specific concerns. Depending on the type of issue, you might want to ask different styles of questions to gain either qualitative data (quotes and opinions) or quantitative data (statistics and percentages).

## **Padlet**

This is an online anonymous feedback resource, which can be accessed from any device. You can access Padlet via the following link: <https://padlet.com>. The easiest template to use for feedback is the KWL chart. You can edit the headings to add questions e.g. 'What could be improved on the course?', 'What do you love about the course?', or you can be more specific with your questions if there is a particular topic you want feedback on.

## **\*\*Two Stars and A Wish**

We have a template on our Rep Resources webpage on the SU website, which you can download and send to your cohort. This resource asks for two things working well on the course as well as something that could be improved. Following data collection, it would be worthwhile to put all feedback on one document to then hand to your course leader so that staff members can clearly see the priorities of your cohort. It will also be useful to have to hand for when you are feeding back at an SSLC. Visit the SU website for a template if you would like to trial this feedback method.

## **Focus Groups**

Focus Groups are another useful way to conduct market research. A focus group typically involves a small number of people brought together to focus on and discuss a specific issue or topic. These meetings can be as quick and as informal as you like.

## STEP 2

# FEEDING BACK TO THE UNIVERSITY & STUDENTS UNION



### **Familiarise yourself with who your Department Reps, ARC, Course Rep Coordinators, and Vice President Education are**

Make sure you know how to get in touch with them. They are all here to help you, to listen to the feedback you have collated, and to help bring about change. If you're ever stuck or unsure, reach out!

Being a Course Rep is largely about working together.



### **Attend and contribute at Course Rep Forums and the Rep Conference**

Forums are chaired by the VP Education, other attendees to these and Rep conference events will include Department Reps, the Provost, invited members of University staff, and other guests.



### **Regularly Update Your Online Course Rep Journals**

Entries do not have to be too long or wordy. The Rep Journal helps the SU to identify if there are any trends across Department and College levels. You can find your journal online at: [worcsu.com/yourvoice/rep/](http://worcsu.com/yourvoice/rep/) .



### **Course Management Committees**

The structure of these formal meetings depends on your course but they typically focus on student experience and feedback, academic standards and course reviews. It is important that you use these meetings as a way of feeding back student views and concerns.

## STEP 3

# LET YOUR COURSE MATES KNOW ABOUT ANY CHANGES



### ***Via email, social media, face-to-face, lecture shout outs (the possibilities are endless!)***

Continue to use these platforms to communicate with your classmates. Make sure that you let them know of any changes and outcomes and close that feedback loop.



### ***Let your classmates know by letting us know***

Update your online journals. The SU can then advertise any changes and outcomes that you have mentioned in your journals on our SU website. It also keeps us updated and aware of any trends across the various Departments.



### ***Hold Feedback Sessions***

Invite your classmates to attend post-SSLC briefings with you so that you can inform them of any changes that have been implemented as a result of their feedback. You can also use this meeting to outline any key SSLC items so that students have more of an understanding of the discussion



### ***Rep Newsletter***

You could write monthly newsletters to your classmates with updates, impacts (or 'wins'), and a summary of what happened at your SSLC or Rep meeting you have attended. You could ask your Course Leader to circulate this newsletter with your classmates via email.

# UNDERSTANDING THE STUDENT LEARNING EXPERIENCE

If you are to be an effective rep, it is vital that you are able to represent the views of your course mates and not just your own opinions.

Your feedback must always be as representative as possible.

Understanding the different elements that make up the Student Learning Experience will help you be most effective when collecting feedback.

Asking a fellow student to tell you about their whole learning experience may not get the response you are looking for.

Breaking it down into the different elements that you can see below will help you gather the positive and negative feedback so you can inform staff what they are doing well and where they can improve.

Remember whenever you collect feedback to be mindful of the varied student learning experiences that exist within your own course. The experience of an 18 year old may be very different to a mature student and the experience of a commuter may be very different to someone that lives on campus.

## STUDENT LEARNING EXPERIENCE

- Curriculum
- Learning Resources
- Learning and teaching process
- Assessment and Feedback
- Student progression and achievement
- Guidance and support
- Quality enhancement and assurance



# EXAMPLES OF QUESTIONS YOU MAY ASK INCLUDE:

## **CURRICULUM**

- Do you feel your course is making you more employable?
- How is the course organised?
- How clear is the timetable?
- Are classes useful?
- Does the curriculum taught match your expectations from the prospectus?
- Were learning expectations clearly outlined and did the learning outcomes actually correspond to what you learnt?
- Were you satisfied by the module choices that were offered?
- Was the course challenging?

## **LEARNING RESOURCES**

- Are there adequate library and computing facilities?
- Do you have access to materials you need (for example books, lab equipment and art materials)?
- Did departmental facilities meet your expectations?
- Was the lecture material easily accessible?
- Were resources adequately available?
- Were you satisfied by the module choices that were offered?

## **QUALITY EDUCATION & ASSURANCE**

- Do you feel that your department is receptive to concerns?
- Do you feel that your opinions are listened to and taken seriously?
- What improvements have been made to your learning experience?

## **LEARNING & TEACHING PROCESS**

- Were you consistently /sufficiently guided to practice your skills throughout your course?
- Are you able to learn in a way that suits you?
- How would you rate the teaching?
- Are there any forms of learning you would like in addition to lectures and tutorials?
- Do you find the lectures a satisfactory method of imparting information?
- Did you find the size of your tutorials. conducive to further learning?
- Did you feel your lecturers prepared you sufficiently for your assessments?
- Do you understand lecture contents?
- Were you satisfied by the module choices that were offered?
- Was the course challenging?

## **ASSESSMENT & FEEDBACK**

- Does the assessment adequately and fairly represent the content of the course?
- Was the course fairly marked?
- Is marking consistent across the course?
- Do you receive adequate feedback from your assessments?
- Is the assessment criteria clear to you?
- Are you given enough time to prepare for assessments?
- Is the style of assessment appropriate?
- Is there too little or too much continuous assessment?

## **STUDENT ACHIEVEMENT & PROGRESSION**

- Do you feel you have improved by completing this course?
- Can you measure your own personal progress through your course?
- Has your course made you more employable?
- What are you getting out of studying this course?
- Were you satisfied by the module choices that were offered?

## **GUIDANCE & LEARNER SUPPORT**

- How much support are you getting with your work?
- How much support are you getting from staff?
- Was academic support readily available?
- Is there a place person you can get help from if you're struggling with the subjects?
- Are staff and students aware of the channels for dealing with issues?
- Do you get relevant careers advice and opportunities?

# THE NATIONAL STUDENTS SURVEY (NSS)

This survey is conducted every year on final year undergraduates to accurately reflect students' experiences. The University uses this information to improve future students' experiences.

How can you use your Courses' NSS data as a Course Rep? The information gathered through the NSS can answer the following questions:

## THE TEACHING ON YOUR COURSE

- Are staff good at explaining things?
- Have staff made the subject interesting?
- Is the course intellectually stimulating?
- Has the course challenged you to achieve your best work?

## ASSESSMENT & FEEDBACK

- Is the criteria used in marking made clear in advance?
- Have assessment arrangements and marking been fair?
- Has feedback on your work been prompt?
- Has the depth of feedback on your work been sufficient?

## ACADEMIC SUPPORT

- Have you received sufficient advice and support with your studies?
- Have you been able to contact staff when you need to?
- Was good advice available when you needed to make study choices?

## ORGANISATION & MANAGEMENT

- Have any changes in the course been communicated efficiently?
- Is the course organised well?
- Does timetabling work efficiently for you?

## LEARNING RESOURCES

- Are resources e.g. the Library good enough for your needs?
- Do you have access to general IT resources when you need them?
- Do you have access to specialist equipment, facilities or rooms when you need them?

Having access to previous students' responses can help you work out what might be important to students on your course. It is important to remember that these survey results are only a snapshot in time, and issues raised may have since been resolved and so might not be applicable.

The statistics can be found here:  
**[officeforstudents.org.uk](https://officeforstudents.org.uk)**

# COMMON ISSUES FOR COURSE REPS



## WHAT KIND OF ISSUES MIGHT COURSE REPS HAVE TO DEAL WITH?

- The structure of a course and the teaching methods used
- Contact time and lecture times
- Assessment methods and weighting
- Lecture rooms and changes to room arrangements
- Course deadlines, changes to deadlines and the amount of notice given
- Facilities and resources e.g computers, books, library opening times
- Course handbooks, especially their accuracy and value
- Hidden course costs
- Feedback and communications, including Blackboard, SOLE etc.

## YOU ARE NOT EXPECTED TO GET INVOLVED WITH :

- Disputes between students and academic staff (e.g. complaints, discrimination)
- Academic misconduct or disciplinary procedures
- Financial problems
- House and accommodation advice
- Welfare advice
- Supporting them through their studies

## BOUNDARIES

It is not your responsibility to get involved with students' personal problems. If a student does come to you with these types of complaints, signpost the student to someone who is professionally trained to help them.

# POINTS OF CONTACT WHEN DEALING WITH ISSUES

For personal welfare and wellbeing problems, issues around academic misconduct, or for financial and accommodation advice, advise the student to contact either the Students' Union's Academic and Welfare Advisors, or the University's Student Services (firstpoint):

## SU ACADEMIC & WELFARE ADVISORS

### **Mollie Parker & Kim Dawson**



Mollie: [m.parker@worc.ac.uk](mailto:m.parker@worc.ac.uk)  
Kim: [k.dawson@worc.ac.uk](mailto:k.dawson@worc.ac.uk)



Mollie: 01905 543221  
Kim: 01905 542023



[www.worcsu.com/helpandadvice](http://www.worcsu.com/helpandadvice)

### **Firstpoint**



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



01905 542551



[www.worcester.ac.uk/firstpoint](http://www.worcester.ac.uk/firstpoint)

For academic advice, advise the student to get in touch with their course leader, module lecturer, Course Rep Coordinator, or Head of Department.  
If you are ever in doubt, just ask for help!

# SKILLS AND TRAINING

Becoming a Course Rep is a great way to develop your employability skills. The following table lists some of the transferable skills frequently asked for by employers. Thinking of your role as Course Rep, use the box below to write examples of when you have used the following skills:

<b>SKILL</b>	<b>HOW HAVE I USED THIS SKILL AS A COURSE REP?</b>
<b>COMMUNICATION</b>	
<b>ORGANISATION</b>	
<b>NEGOTIATION</b>	
<b>TEAMWORK</b>	
<b>MEETING SKILLS</b>	
<b>PROBLEM SOLVING</b>	
<b>PRESENTATION</b>	
<b>ANYTHING ELSE?</b>	



# REMEMBER CAR

C

Remember the acronym **CAR** when you are thinking about your skills development or when you are monitoring your progress...

A

Now try it yourself! Have a go at using the CAR acronym to help monitor your own progress:

R

## CONTEXT

(what task have you been given?)

## ACTION

(what have you done?)

## RESULT

(what happened/what was achieved?)

“I had to collect the views of my course mates about XX and present this to my course leader”

“I organised a focus group and found out that students were unhappy about XX. I discussed XX with my course leader.

“XX was resolved and I informed my course mates. Due to this, my cohort’s university experience has improved.”

# REWARDS AND RECOGNITION



By recording your activities such as journal writing, training sessions, meetings, communicating with course mates, you can achieve awards recognised by future employers.

As a Course Rep, you help to ensure that students can influence their course and enhance their learning experience. Volunteering to help benefit the academic representation system can also benefit you as an individual!

## **COURSE REP ACCREDITATION**

You can be accredited specifically in your role as a Course Rep. This is your chance to get recognised for all the hard work you put in. Rep Accreditation is recorded with your degree transcript and is that little something extra that will make you stand out from the crowd. For more information, please visit:

[worcsu.com/yourvoice/rep/](http://worcsu.com/yourvoice/rep/)



## COURSE & DEPARTMENT REP OF THE MONTH

These awards exist to recognise the outstanding achievements of Reps throughout the academic year. Both students and staff are able to nominate Course Reps, and the winner will be presented with an award during the Students' Union Celebration Week in May 2025. You can nominate other Course Reps or Department Reps for Rep of the Month at any time on our website at:

[worcsu.com/yourvoice/reps/recognise/](https://worcsu.com/yourvoice/reps/recognise/)



# GOT AN IDEA?



The University of Worcester is our home, our course, our money and our future. We care about making sure that our university is the best it can be and that every single one of your voices matter. Students lead the Students' Union, which means you are the ones leading change. So, got something you'd like to make happen?

Share your thoughts about all aspects of being a student at Worcester on our brand new Ideas forum. The Ideas Forum is a direct, new, and effective way to get your voice heard, and you can use it as many times as you want during your time as a University of Worcester student. If an idea receives at least 15 'up-votes', the SU will then be able to consider it. The more votes and comments an idea gets, the more power it gives us to try and action it.

[www.worcsu.com/ideasforum](http://www.worcsu.com/ideasforum)

# DATA PROTECTION



When you are elected as a Course Rep your Course Leader will enter your details onto SOLE and the University will share your Course Rep status with the Students' Union in line with their Data Sharing Agreement.

The Students' Union will use the personal data we hold on the membership system to ensure to provide you with the training, support and advice you need as a rep and to ensure you are up to date with issues that affect you and the students you represent. The processing of this data is necessary to provide you with the services associated with being a Course Rep. If you don't want to receive emails from us you can unsubscribe at any time by either clicking on the link at the bottom of or emails or by logging on to [worcsu.com/login](http://worcsu.com/login) and editing your details on the contact options page. Please be aware this will impact on our ability to support you as a Course Rep.

From time to time the SU may need to share your university email address with students you represent but we will always seek your consent before doing so.

For information on how Worcester Students' Union processes your data including how long we retain it and your rights please see our Student Data Privacy Notice which can be found at:

[worcsu.com/faqs/data\\_protection/](http://worcsu.com/faqs/data_protection/)

For information on how the University of Worcester uses your data please visit:

[worchester.ac.uk/informationassurance/student-privacy-notice.html](http://worchester.ac.uk/informationassurance/student-privacy-notice.html)

# KEY DATES

## Course Rep Training

Monday 28th October 2024 - 2pm-5pm - JL G018 (City Campus)

Tuesday 29th October 2024 - 10am-1pm - EE 1102 (St. John's Campus)

Tuesday 29th October 2024 - 2pm-5pm - Online

## Rep Forums

### College of Education Culture and Society

Monday 11th November 2024 - 2pm-3.30pm - JL G018 (City Campus)

### College of Health and Science

Tuesday 12th November 2024 - 2pm-3.30pm - CC 004 (St. John's Campus)

## Student Voice Conference 2025

Friday 17th January 2025 - 10am-3pm - Location TBC



@worcsu

[www.worcsu.com/yourvoice](http://www.worcsu.com/yourvoice)

