

## Course Rep Role Description

Course reps provide a vital link between the students in their cohort, University staff and the Students' Union. They focus on the individual and shared experiences of their course in order to make positive change for their learning experience.

There should be at least 2 course reps per course, per level of study at the University, and focus on the following areas:

- Ensuring courses and modules are robust and cater to the needs of students
- Ensuring continual improvement of course content
- Actively working to identify students' issues and needs
- Liaise with School Reps, University and Students' Union Staff
- Signpost students to specific services in the University and Union when needed

The Course Rep must maintain a positive relationship and strong communication with the University/ SU Staff, their School Rep and the SU Academic Officer. Their key task is to represent students' views at course level by attending Course Committee meetings and Faculty Council 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 cohorts they represent. Course Reps are also expected to actively participate in closing the feedback loop to with their cohorts- communicating outcomes and updates back out to them as and when necessary.

Course Reps will be expected to:

- Attend training sessions provided by the Students' Union and the University
- Attend and contribute to meetings (Course Committees and Faculty Council)
- Provide a Report each semester to the Students' Union
- Attend at least one Education Council
- Help to promote the National Student Survey (NSS) and Rate Your Module
- Help to promote the Academic Representative system

The experience and skills Course Reps acquire throughout their role will enhance their employability and contribute to their personal development. Course Reps will be able to demonstrate experience of:

- Communicating with a multitude of stakeholders
- Organisation
- Diplomacy
- Negotiation
- Consultation and research
- Managing expectations
- Teamwork
- Problem-solving

Course Reps are volunteers – they are not paid for undertaking their role. Instead Course Reps can engage in the Reward and Recognition system in place by the Students' Union as a way of recognising them for the work they do and highlighting the significance and value their contributions make. All Course Reps are encouraged to engage in this system and participate in a schedule of activities provided for them by the Students' Union (such as Student Leaders Conference) in order to offer an array of opportunities to enhance their skills and employability.