

# Course Rep Award Scheme



The Course Rep Award Scheme aims to recognise and celebrate the work you do as a Course Rep, while encouraging good practice. It offers Reps and opportunity to gain and develop valuable skills which can be included on your CV and referenced in job applications. There are four levels, you can move across these through the completion of all tasks in each one.

## BRONZE (mandatory.)

- ☐ Complete a personal information form
- ☐ Complete Course Rep training (if a returning Course Rep, complete and pass the online refresher course)
- ☐ Provide feedback on the Course Rep training

### PRIZE

Personalised certificate  
Course Rep essentials

## SILVER

- ☐ Submit a feedback form
- ☐ Complete a 'Rate your Term' form
- ☐ Attend a Rep social
- ☐ Join an Academic Society

### PRIZE

Goody bag  
Shout-out

## GOLD

- ☐ Attend a meeting with each of the following: the SU, University, AND peers
- ☐ Submit five feedback forms
- ☐ Complete two 'Rate your Term' forms
- ☐ Attend an Academic Society event

### PRIZE

A letter of recognition from  
the CEO of Beds SU for your  
CV

## PLATINUM

- ☐ Write a report or prepare a Feedback table
- ☐ Attend two meetings with SELs
- ☐ Write a reflection of your biggest achievement as a Course Rep
- ☐ Contribute in a University meeting
- ☐ Help lead a student event

### PRIZE

Lunch with our Sabbatical Officers  
Recognition at SU awards

# Course Rep Award Scheme



## What is the Course Rep Award Scheme?

The Course Rep Award Scheme is our new way to better recognise the work you do as a Course Rep, and to encourage good practice. It helps to give your role more structure and provides guidance on what sort of things you can take part in to be a great Course Rep! If you decide to continue being a Course Rep in the future, we hope this promotes your independence, as you'll already know what you can get involved in.

## How does it work?

In the Course Rep Award Scheme, there are four levels to complete, going from Bronze to Platinum, whereby you have to complete all the tasks for one level to move up to the next! You can use the reverse side like a to-do list and tick off the tasks you've done. Once we've confirmed you have completed all the tasks for one level, you'll receive a prize and can start to complete tasks for the next level if you wish. You can complete as many levels as you like, however we encourage that to get the most out of your time as a Course Rep, you aim to complete all four levels!

## What's in it for me?

The obvious thing is that after completing each level, you get a prize! The higher the level you complete, the better the prize is! However, there are also other benefits...

By working your way up through the levels, you'll be able to gain more insights into the Higher Education sector and Beds SU and how they work. It also gives you the opportunity to be more involved in advocating for and creating positive change which will enhance the student experience. It's also a great way to gain and develop valuable skills which you can include on your CV, such as communication, leadership, and report-writing skills. These will all help you to increase your employability!

## BRONZE (mandatory)

The Bronze level is mandatory. We expect all Course Reps to complete all the tasks at this level.

These tasks are:

- Complete a personal information form. This includes things like your preferred name, your pronouns, and your interests.
- Complete Course Rep-training, either in-person, on Zoom, or online on LearnWorlds. If you were a Course Rep last year and have already completed the training, then there will be an online refresher course for you to complete, along with a mandatory quiz that you are expected to pass.
- Provide feedback on the Course Rep training by completing our online form.

When you complete all of these tasks, you'll receive some Course Rep essentials along with a personalised certificate of completion for your Course Rep training.

## SILVER

To complete the Silver level, we expect you to give us some feedback you've collected as well as get involved with events and academic societies.

The tasks you must do are:

- Submit at least one feedback form online by giving good, detailed feedback.
- Complete at least one 'Rate your Term' form online about how you found your semester overall.
- Attend a Course Rep social, whether it be online or in-person.
- Join an Academic Society.

When you complete all of these tasks, you'll receive a Goody Bag as well as a shout-out on our main communications.

## GOLD

To complete the Gold level, we expect you to get involved in meetings to raise feedback and help create positive change, as well as submit more feedback which you've collected from your peers.

The tasks you must complete are:

- Attend a meeting with each of the following: Beds SU, the University/committee, and peers.
- Submit at least five feedback forms online by giving good, detailed feedback.
- Complete at least two 'Rate your Term' online forms.
- Attend an Academic Society event.

When you do all of these tasks, you will get a letter of recognition for your great work from the CEO of Beds SU.



## PLATINUM

This is the final level of the award scheme, and so we're asking big things of you that will help make you an amazing Course Rep and really be part of creating positive change and enhancing the experience of students on your course.

The tasks you must do are:

- Write a report/prepare a feedback table with the feedback you've collected from your peers throughout your time as a Course Rep.
- Attend at least two meetings with the Student Experience Lead in your School.
- Write a small reflection of your biggest achievement as a Course Rep. For example, you can include what feedback you collected, how you raised it with the University, and how you made sure that this led to change which helped your peers.
- Contribute in a University/committee meeting.
- Contribute to or lead a student event – this can include an Academic Society event.

When you've completed all these tasks and therefore have completed the award scheme, you will get a chance to have dinner with our Sabbatical officers, plus you will get recognition at our annual Beds SU Awards!

## What is good feedback?

Collected from a **large majority** of your peers (i.e. students in your class).

**Details** the specific unit, course, lecturer or room (if applicable), the number of students who have given you the feedback, along with a description of the issue.

**Positive or negative!** If you're struggling to get feedback about issues on your course, ask your classmates about what things they're enjoying on their course too.

E.g. "17 classmates have raised that they have had problems with the assignment brief for their (insert unit name) assignment. They stated that they found the brief lacked information of what criteria they needed to meet to complete the assignment to a good standard. They have contacted their lecturer but have received no response."

E.g. "12 classmates have said they really enjoy (insert unit name) and find the lecturer (insert name) extremely supportive, as they respond quickly to emails and stay behind after the lecture to offer students help and answer their questions."