



Staff Handbook

Electing and Supporting
Course Reps

2023/2024



WHAT IS A COURSE REP?

A Course Representative (Rep) is a student who collects feedback from their fellow classmates about their academic experience. They work alongside the SU and the University to help influence change and improve the overall learning experience for students in their area of study. Read the [Rep Infographic](#) to find out more about what Course Reps do.

There is usually one Course Rep per course per year (but there can be more than one).

Our Reps are disproportionately white, young, females. As part of Beds SU and UoB's ongoing commitment to Equality, Diversity and Inclusion, we'd love to see a more accurate representation of our student body amongst Reps*.

*to discuss the needs of your cohort get in touch with Beds SU

WHAT A COURSE REP DOESN'T DO

Course Reps are **not** responsible for providing advice or dealing with individual student issues. They should work with you or the SU to signpost students to the correct services in these instances.

EXPECTATIONS OF COURSE REPS

Course Reps should be in regular contact with you regarding the feedback that they get about the course. They are also expected to attend PECs and other faculty feedback meetings, notify their peers of updates regarding feedback, and report back to the SU.

help@bedssu.co.uk



HOW ARE COURSE REPS ELECTED?

You can do Course Rep Elections at a time that suits your cohort but we advise you use the timescales below, where Week 0 is Induction week:

Week 0	Play Beds SU intro video in class
Week 1	Introduce the idea of a Rep (<u>using materials provide by Beds SU</u>)
Week 2	Give students a week to contact you/SU about any questions.
Week 3	Run the 'elections' Notify Beds SU (via help@bedssu.co.uk)

help@bedssu.co.uk

WANT HELP WITH YOUR ELECTIONS?

Get in contact- Beds SU can do lecture shoutouts or provided election support

Recruiting Course Reps is the responsibility of the course leader and can be done in class or online. The recruitment period should start the week after induction, which is the **w/c 25th September 2023** (Teaching Week 1). Our deadline for Course Reps to be elected is **Friday 13th October 2023** for September starters, and **Friday 17th February 2024** for January starters.

IN CLASS

Ask for students who wish to put themselves forward

Give students a short amount of time to tell the class why they should pick them

Get the students to raise their hands for their preferred student

ONLINE

Ask students to send nominations to you (including a short reasoning for why students should choose them)

Share nominees reasoning with cohort

Create a voting form (you can use the Beds SU template)

Share voting form with cohort

The student with the most votes is your Course Rep



WHAT IF I ALREADY HAVE A REP FROM LAST YEAR?

Make sure that they still want to be a Rep and that nobody else wants to step up to the role and have a go.

It should not be taken for granted that Reps want to continue in their role.

Make sure to let the SU know about who your Rep is, even if they are the same as last year by emailing help@bedssu.co.uk.

WHAT IF NO ONE WANTS TO BE A REP?

If you are struggling to elect a Course Rep, you can notify the SU and we will mark the role as 'Explained' to acknowledge that an attempt has been made to recruit Reps. However, you are then expected to contact the SU and arrange a class visit within the next two weeks. We will attend class to promote the role in person, emphasising the independence of the SU, support available, and employability benefits of the voluntary role.

If you fail to arrange a class visit from the SU, we will then remove the 'Explained' mark and the role will remain unfilled.

If even after a visit from the SU no one wants to nominate themselves as Course Rep, one of our Sabbatical Officers will then be a point of contact for that course.

I HAVE A REP – WHAT NOW?

For both new and continuing Course Reps, we will need you to email help@bedssu.co.uk with some details (see on right). This is so that our database can be as accurate and useful as possible. Without an up-to-date database the SU can't contact reps to provide information including support, training and wider feedback opportunities.

- **COURSE REP NAME**
- **STUDENT ID NUMBER**
- **YEAR GROUP**
- **PORTFOLIO NAME**
- **COURSE NAME**
- **CAMPUS**

This database is monitored by a number of University committees to ensure that we are hearing the student voice from all areas, as per sector best practice.

help@bedssu.co.uk



WHAT'S IN IT FOR COURSE REPS?

It may be useful for you to understand the benefits that come with being a Course Rep. This can help you promote the role to students.

EMPLOYABILITY

Being a Course Rep presents students with the opportunity to develop a whole host of skills that will increase their employability, and will be a way for them to prove their development of these skills in their CV. These skills include communication, time management, leadership, and organisation, which are integral to have.

PROMOTING POSITIVE CHANGE

Volunteering to be a Course Rep can also be rewarding. By collecting feedback from peers and raising it in meetings, Reps help to enhance the student voice and promote positive change for students on their course. Course Reps are important in helping to improve student experience, therefore they play a key role in helping Beds SU to represent students' interests and needs.

COURSE REP AWARD SCHEME

The Course Rep Award Scheme is our new way to better recognise the work Course Reps do, and to encourage good practice. It helps to give their role more structure and provides guidance on what sort of things they can take part in to be a great Course Rep! There are four levels to complete, going from Bronze to Platinum, whereby they have to complete all the tasks for one level to get a reward and move up to the next.

SUPPORTING REPS

DO

- Take the Rep & their feedback seriously and listen to their concerns.
- Check in on your Reps regularly - this can be formal or informal
- Support them in collecting feedback, e.g. provide ideas on how they can let students know that they are a Rep for the course; let them collect feedback in class; let them post on BREO; etc.
- Value their time- Reps are still students and are volunteers
- Where possible put them at the start of meetings agendas so they can leave once they are done - you are being paid to sit in the meeting, they are not!
- Use Beds SU to help you support your Reps!

DON'T

- Signpost students with anything other than academic issues to Reps
- Ignore the Reps
- Expect Reps to attend every meeting

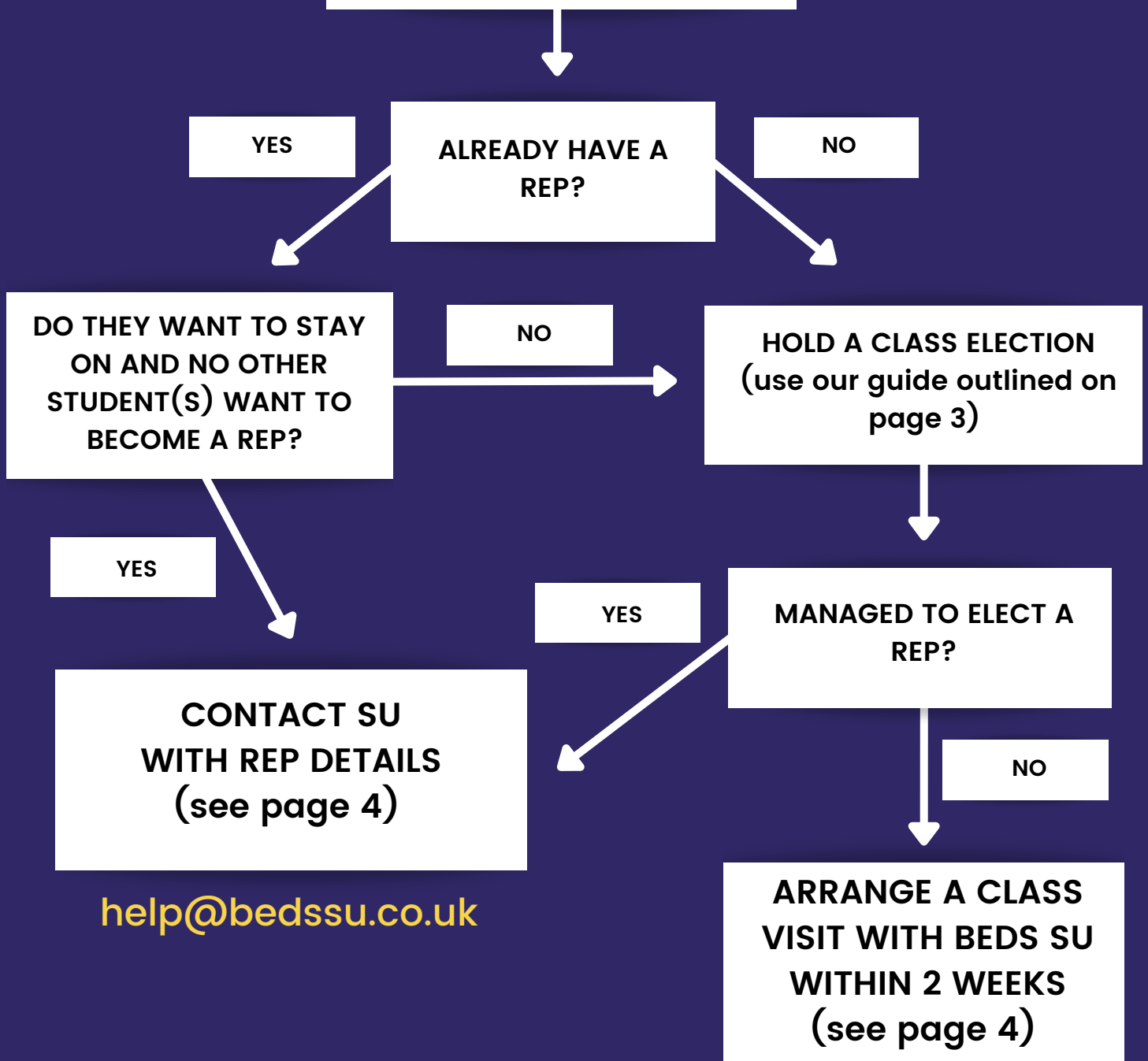
NEED HELP WITH SUPPORTING YOUR REPS?

Get in contact- Beds SU offer support to all Course Reps and can help you know how to work with them effectively.

[**help@bedssu.co.uk**](mailto:help@bedssu.co.uk)



COURSE REP ELECTIONS





GET IN TOUCH

help@bedssu.co.uk

LUTON OFFICE

ADDRESS: G110, CAMPUS
CENTRE, UNIVERSITY
SQUARE, LUTON LU1 3JU

BEDFORD OFFICE

ADDRESS: D0.03,
POLHILL AVENUE,
BEDFORD MK41 9EA

Student Engagement Coordinators:

Nat (for HSS and CATS) – 07915 254860
Georgina (for EES and UBBS) – 07915 251865