



STUDENT REPRESENTATIVES: ROLES AND RESPONSIBILITIES

Reviewed by	NSD
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Election and Representation

Student Representatives (Reps) are elected from each cohort. Students with the support of academic staff elect the candidate(s) they wish to represent their batch/course. Representatives are elected per year and may continue if re-elected.

Please note that the office of “student representative” is limited to each year only and is renewed if re-elected. The college reserves the right to intervene during the election and office of the Student Reps if it is considered the interests of the cohort is under threat of misrepresentation.

Functional and Administrative Reporting

Student will be supported by and can report to the following staff and student officers:

- Academic & Campus Managers
- Lead Student Representatives of the campus
- Office bearers of various societies.

Duties and responsibilities:

- Be a voice for the students to ensure that they have a qualitative learning experience at UKCBC.
- Actively engage students within class and campus to enhance all students learning experience and enhance their skills.
- Supporting the college in maintenance of discipline in the class and setting a good example for the class in both academic and non-academic areas.
- Act as a key contact between staff and the fellow class members regarding Class Health and safety, facilities and student welfare needs.
- Assist in the dissemination of information within your relevant class and campus, when requested by the college.
- Awareness of all policies relating to academic and student support and point students to respective departments for any support needs.
- Uphold the student learner charter and learner involvement strategy
- Make positive contributions in relevant meetings
- Advocate the Learner Support policy

- Communicate new ideas and concepts with College teams in the best interest of students.
- Advocate disciplinary, appeals and complaints procedures
- Identify any learner needs not being addressed and communicate with College
- Contribution towards monitoring of learner support and needs.
- Act as a student representative for external audits and quality purposes
- Maintain confidentiality and adhere to data protection of any shared information.
- Coordinate with office bearers of student societies.

Responsibility of General Communication

It is the college's responsibility to formally communicate to all students the names of the Student Representatives of each course/cohort. The college will also inform the Student Representatives of the names and contact details of their fellow representatives in order to facilitate communication where requested.

Student Representatives are expected to communicate with their fellow representatives and also ensure that they communicate with their classmates that they represent. The campus manager should be copied into such communication for monitoring, facilitation and interactions.

It is a fundamental responsibility of a Student Representative to ensure that the students they represent are aware of who they are and that they are available for students to share concerns or compliments.

- 1) Student Representatives are a vital channel of communication between the college and students – representing, communicating and giving feedback on college and student matters. They are not the Boss of the class – but act as a representative leader.
- 2) Representatives should act as a bridge between the college and students. They are not authorised to make any formal or informal decisions on behalf of the college.

Student Representatives' Formal and Informal Participation

The participation of Student Representatives in meetings allows the student voice to formally contribute to the enhancement of the student experience. It is the college's responsibility to inform the Student Representatives of the annual meetings and extraordinary events including

the Student Experience Committee, Campus Committees Programme Management and Standardisation Committee and the Academic Quality & Standards Committee meetings.

It is the Student Representatives' responsibility to make every effort to attend these meetings and to bring the matters affecting the students they represent to the attention of the fellow representatives, academic staff members and college management. The meetings allow Student Representatives to share current issues, practices and proposals in order to work together to best support the student population as a whole. The agenda for the meetings will be sent to Representatives along with an invitation.

Meeting minutes are distributed to the Student Representatives. However, it is the responsibility of the Student Representatives to ensure that the themes and outcomes of the meetings are accurately and promptly related back to the students. Similarly, the action plans based on student feedback, reports of analysis are also sent to the representatives by emails and copies are made accessible to students through e-learning.

Student representatives will be paid an allowance of £25 towards their travel when they attend a meeting for the complete session, and would not have travelled to the meeting site otherwise for a lesson. **Please note:** Wentworth House and Lords House campuses are defined as same location. Alternative arrangements of allowance payments would need to be approved by the respective Campus Manager, or the Head of Quality Assurance and Enhancement.

Student Representatives also contribute to the organisation of events (field trips, celebratory events etc.), with the supervision and guidance of the college. In such circumstances, it is the responsibility of the college to inform all students of upcoming events by all appropriate means.

As a formal recognition of the importance of the role, UKCBC will provide a reference letter to each Student Representative upon completing their course. The letter will include details regarding the student's contribution as a Representative.

Agreement

- It is the responsibility of Student Representatives to fairly, accurately and effectively represent their classmates. Student Representatives are expected to become aware of the issues concerning the students they represent and communicate these issues appropriately.

- By signing below, the Student Representative agrees to the responsibilities of the college and of the Student Representatives in working within the values of the college towards enhancing student experience.
- Student Representatives are subject to the same rules and regulations as other students in the college. Being a Student Representative does not afford the Representative any academic or personal privileges not given to other students.
- However, the Student Representatives perform a critical and highly-valued role within the college. Representatives are indispensable to the college's support and enhancement of the student journey.

Student Name		
Course & Cohort:		
Signature:		
Date:		