

CLASS REPRESENTATIVES

Adam Smith College is fully committed to engagement with its learners. This means the College wants to involve learners in as many aspects of College life as possible. It wants and needs ongoing dialogue with students. It is committed to developing opportunities for students to provide it with feedback on all aspects of the learning experience. Unless the College knows what is good and bad about your experience, it can't do anything about it. If it knows something is good it can encourage good practice and if it's bad it will try to fix it, if it can. By becoming a class representative you can help the College achieve its commitment to learner engagement and improving the learner experience.

Each class is entitled to elect two class reps. As a class rep you should be prepared to gather and put forward the views of your fellow classmates. The Students' Association offers training and support to class reps to help them in their role.

Training

Introductory level training sessions take place in November. The session is mandatory for new class reps and provides the key knowledge and skills required to be a class rep as well as illustrating the College's and the Association's mechanisms for learner engagement and representation. This session enables class reps to contextualise their learning and experiences towards becoming more effective in their role. Authorised attendance is given to attend training and refreshments are provided. The session usually takes up to 3.5 hours.

End of year reflection will also be available to support class reps to reflect on their experiences over the academic year, consider how they plan to handover any ongoing concerns and effectively participate in the final course review meeting of the year. While the session is not compulsory to attend it allows reps to place a greater focus on how they have performed and developed both personally and professionally from their experience, and helps round the year off. The session usually takes about 2 hours.

Meetings

Our democratic structure is designed to make sure students are involved in representing each other and raising issues and concerns with decision makers at all levels. As a class rep we will ask you to keep in touch with us throughout the year and you will also be expected to attend a variety of College meetings throughout the year:

Centre Learner Forum

Each of the four teaching centres has a Learner Forum. This group includes all of the class reps within the centre. These forums meet towards the end of semester one. This gives an opportunity for full discussion of all aspects of the learning experience. Action points agreed at each forum are either dealt with by teaching centre staff and/or the centre's Executive Director or are passed on to the College Learner Forum.

College Learner Forum

The membership of this forum includes three class reps nominated from each Centre Learner Forum. This forum meets in semester two. Its remit is to consider any actions referred from the Centre Learner Forums. It also deals with wider College level issues which impact on the experience of learners.

Course Review Meetings

Each College course has a Course Review Team, the main function of which is to review the performance of the course every year. Course Review takes place once per semester. This helps identify areas of strength and weakness and shapes future improvements. Class reps are automatically members of Course Review Teams and contribute to the evaluation of the course from a learner's point of view.

As a class rep you need to make sure the teaching, the facilities used for delivering your course and the policies that guide the College all help you and your fellow classmates to achieve your potential and get the best out of your education. Since Colleges are asked to find out how they can improve their strengths and sort out their weaknesses, you will play a really important role in achieving this.

As a class rep, if you face any issue prior to any of the College meetings taking place, and you and your class believe it requires immediate attention you can contact the Students' Association for advice and support.

We are members of several of the College's major policy-making committees. We have an influence on the quality of the educational provision and of the learner experience at Adam Smith College, so if there is an issue you wish us to voice at these meetings you must get in touch with us. We particularly rely on the feedback from class reps in order to represent you and your classmates at these meetings effectively.

To recap ... what you have to do

- Attend introductory level class rep training
- Attend your course review meeting once per semester
- Attend your centre learner forum in semester one
- Consider attending end of year reflection
- Consider being a centre rep at the College Learner Forum and attend it in semester two
- Talk regularly with your classmates about course related matters and more college wider issues
- Report back to your classmates on the outcomes of any meetings you attend and pass on any other information you are asked to
- Keep in regular touch with the Students' Association for any advice and support you may need throughout the year
- Keep in regular touch with the Students' Association to let us know what issues you want us to raise at College Committee meetings we attend

What help will you have?

The introductory training you receive will equip you with the knowledge and skills needed for your role; however you are more than welcome to seek advice and support from the President and the Students' Association Coordinator whenever you need to. The end of year reflection we offer complements the initial training and will enhance your effectiveness as a class rep.

What's in it for you?

By becoming a Class Representative you'll be better able to:

- Gain transferable skills for use in the workplace, give evidence on your CV of skills gained
- Develop a wide range of communication skills, listen effectively, improve interpersonal skills
- Act as an advocate for students' interests and concerns
- Gain a better understanding of student issues
- Improve the learner experience at Adam Smith College for current and future learners
- Influence the direction the Students' Association takes

You'll also be eligible for:

- Certificates for the training you undertake
- Volunteer Award
- Outstanding Achievement Award for your Centre
- SVS Gold Award
- An invitation to the annual 'Student Reps' awards ceremony

How do you become a class rep?

Your Curriculum Head should organise a class election at the beginning of the semester, so stand for the position and convince your class to elect you. If elected you **MUST** submit your details to the Quality Unit on a class rep registration form. These forms are available from:

- Students' Association office at the union or by emailing classreps@adamsmithstudent.com
- The class rep page on our website www.adamsmithstudent.com
- Your Curriculum Head

Still not convinced?

Go to www.adamsmithstudent.com/classreps.html for more info or email your questions to classreps@adamsmithstudent.com