

CLASS REPRESENTATIVES

GUIDANCE FOR STAFF 1

WHY DO WE HAVE CLASS REPRESENTATIVES?

Class representatives form the largest section of Learner Voice student representation at Dudley College with potentially over 400 reps elected in any year. Class reps are **essential** for the continued improvement of courses and the learner experience in general.

THE ROLE OF THE CLASS REP:

Class reps will be required to fulfil a number of duties, which include:

- Attend a mandatory 'introduction to being a rep' training session
- Talk to fellow classmates on a regular basis to ascertain their views of the learning experience on their course and at college
- Attend one meeting with their Curriculum Area Manager per term, to discuss their findings (representative of their class) in a constructive manner
- Work with staff to make improvements
- Inform their class of meeting outcomes
- Disseminate Learner Voice and Students' Union information/opportunities

ADDITIONALLY CLASS REPS MAY:

- Attend Students' Union Council (once per term) to discuss actions to tackle wider cross-college issues and hold the Students' Union to account
- Become a 'Super Rep' taking on additional responsibilities for supporting other reps, Students' Union activities and updating area information boards
- Sit on college committees in a student representative capacity. Committees may include Canteen/H&S/E&D etc
- Be requested to partake in 'one off' focus groups

WHAT SORT OF PERSONAL ATTRIBUTES WOULD BE USEFUL?

Class reps will be trained to focus on engaging student opinion into the decision-making processes of the college and will make sure that class views are expressed in a constructive and helpful manner. Class reps should demonstrate the following qualities:

- Ability to listen
- Ability to communicate
- Be enthusiastic
- Be motivated and committed to the role

TRAINING AND INDUCTION

Training delivered by the Students' Union will provide class reps with opportunities to:

- Find out more about the role
- Meet other reps from their curriculum area
- Receive 'Volunteering' certification and find out more about the Students' Union volunteering programme