COURSE REPRESENTATIVE
ROLE DESCRIPTION

This role description outlines what the roles of a Course Representative is. It highlights the commitments, skills and benefits you can expect from taking up the role.

DUTIES AND RESPONSIBILITIES:

- Gather and represent students’ opinions and feedback on your course
- Be the link between the students on your course, College staff and the Students’ Union
- Attend relevant training sessions and meetings
- Help to shape the agenda of Student Staff Liaison Committees (SSLCs)
- Raise issues with the relevant staff as they occur
- Feedback progress of communications regarding student feedback to those on your course.

TIME COMMITMENT:

- Attend Course Rep Training once you have been elected into your role (1-2 hours)
- Attend at least one SSLC per term, depending on the frequency that they are held in your school (1-2 hours per term)
- Frequently gather feedback from students within your course by email, conversations or social media
- Allow extra time for any meeting you may feel you want with your School Rep, elected Officers, College or Students’ Union staff and other students.

OPPORTUNITIES, BENEFITS AND REWARDS:

- Build community in your course/school and work in partnership with other reps and staff to create change and improve quality of teaching.
- Attend a free extended training scheme throughout the year
- Enhance skills and knowledge that will be transferrable into the workplace
- Win an award at our annual Students’ Union Awards.
- Win an award at our annual Students’ Union Awards ceremony
- Course rep wins shared with wider student body
- References can be requested from the Student Voice Coordinator

TRAINING AND SUPPORT:

- Course Rep Training at the start of your role - this will teach you everything you need to know to be an affective Course Rep.
- Extended training programme throughout the year
- School Reps employed to support you in your roles
- Meetings with the Student Voice Coordinator

For further information contact our Student Voice Coordinator at c.morgan@bbk.ac.uk