



STAFF GUIDE

CLASS REPRESENTATIVES

Why does the College need Class Reps?

Class Reps are important to ensure that all students are represented. It is essential that we provide both the correct opportunity and environment for feedback to establish trust, healthy working relationships and proactive communication. Students should feel empowered to feedback about all aspects of their student experience and have confidence to raise issues that need resolved. We believe this will develop better student retention, create a positive environment and enable the Students' Association and Student Engagement Team to understand the views of our diverse student body.

The role of Class Reps

We want to make sure students have the best opportunity to communicate with and influence their Students' Association. Class Reps will not only be responsible for gathering feedback on academic issues but also wider college issues and national campaigns. Class Reps will work with their course teams to resolve issues through guidance, informal discussions and Stop-Check Support.

Class reps should be in regular contact with their classmates and staff, whilst attending one class rep meeting a month to succeed in their role.

FAQ'S



HOW MANY REPS DO I NEED?

We advise all full time courses to elect two class reps. This will ensure an even share of workload and also account for any potential student absence. Both Class Reps should have equal responsibilities.

HOW MUCH TIME WILL THE ROLE TAKE?

The answer to this question will be different for every rep. An hour or so a week would be a productive amount of time for a Class Rep to be attending meetings, talking to class mates or staff.

WHAT IS IN IT FOR THE STUDENT?

Being a Class Rep is an incredible volunteering opportunity which will develop several skills and looks great on a student's CV. We have also introduced Rep Rewards which will offer free college items, such as a hot drink and a cake from City Market, to our reps who are engaging with their role.

HOW DO I ENCOURAGE STUDENTS TO RUN AS A CLASS REP?

You can start by showing them our [Class Rep Video](#). This gives more information on the role of a Class Rep and the benefits that come with it.

WHAT DO I DO IF NOBODY WANTS TO BE A CLASS REP?

If you're struggling to generate interest in a Class Rep election you could book a Representation workshop from the Student Engagement Team. [The workshop](#) is designed to inspire students in classes to represent the views of their peers.

HOW DO I TAG A CLASS REP?

Tagging Class Reps is one of the most important steps in the process. It ensures your class is displayed as having elected reps on the college dashboard. Class Reps are tagged through Enquirer by going to the 'List Students' link, and selecting Class Rep A or B under the Class Rep column.

WHAT DO I DO NEXT?

Once you have elected and tagged your class representatives, please encourage them to complete their online induction and training. Tagged class reps will receive communication from CitySA about when training sessions are held. Info can also be found on our events page.

Class reps must be elected and tagged by 11th October otherwise your class will be flagged as not having a representative.



Contact Information STUDENTS' ASSOCIATION

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