Rep Development Scheme

Course Reps

su.nottingham.ac.uk
Introduction

During your time in the Education Network you will be responsible for representing students from across the institution. You will work with both the University and the Students' Union to improve the academic experience at Nottingham. This development scheme will support you to develop in your role as a representative, as well as advance key skills you’ll need for life after University.

There are 3 levels of award: Bronze, Silver and Gold. This guide outlines the activities you need to complete in order to receive an award for your role. They range from your core responsibilities in the Education Network to running events or completing a reflection pack.

Each level of the scheme has a check list to help you keep track of your achievements. At the end of the year you’ll need to submit an evidence pack on completion of the scheme.

Finally, a huge thank-you in advance for dedicating time and effort to improving the lives of students at Nottingham – we couldn’t do it without you. We look forward to working with you over the next year, and celebrating all of you achievements at the Education Network Awards 2019.

Cassie O'Boyle, Education Officer and Cassie Ulrich, Postgraduate Officer

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In order to receive the bronze award, you must complete ALL of the following:

- **Attend all Learning Community Forum's;** also known as the LCF
  (If you can't attend, you must send apologies)

- **Complete the Annual Monitoring survey**
  You'll need to fill in a short survey that the University will use to identify issues and improve student experience

- **Participate in Initial Training**
  This can be in person or online for returners or distance learners

- **Send all LCF minutes to Representation Development**
  Send your minutes to sucoursereps@nottingham.ac.uk

- **Support a termly report on the work of representatives in your School or Department**
  Your Education Rep will be leading on this, help them out by sending them what you've been up to

- **Support your School or Department EEAR**
  EEAR stands for Educational Enhancement and Assurance Review. They are University led three-yearly reviews. If your school or department is due to be reviewed this year we will let you know. You may be asked to participate in a focus group to help write a student submission or attend one of the panel meetings.
In order to receive the silver award, you must complete THREE of the following:

- **Collaborate with your School or Department on an event or project**
  This could be anything, but here are some ideas:
  - A career event related to your course
  - A social with academics and students
  - A feedback gathering event

- **Provide evidence of how you effectively communicate with your members**
  It doesn't matter how you communicate with your members for this one! If you're communicating online or with printed collateral you can send us copies. If you're doing it in person just write us a paragraph of what you've been doing and what impact it has had.

- **Participate in additional training relevant to your role**
  The Students' Union will be providing additional training for you to take, but this could also include training provided by another organisation or at a conference.

- **Attend all 3 Faculty Forums**
  You'll find the dates for these on the Education Network Moodle.

- **Complete a reflection pack**
  You'll find the reflection pack on the Education Network Moodle.
In order to receive the gold award, you must complete TWO of the following:

- **Collaborate with your School or Department on an event or project** (this must be different than the ‘Collaboration with your School or Department’ for Silver, if you are participating in this category for both Silver and Gold)

- **Collaborate with a relevant Students’ Union group**
  You’ll find a list of some of the Students’ Union networks and associations at the back of this guide and all of them online

- **Organise a cross-network event or campaign**
  The Education Network is just that – a Network. Work together with other representatives to organise an event or campaign

- **Participate in additional training relevant to your role** (this must be different than the ‘additional training’ for Silver, if you are participating in this category for both Silver and Gold)

- **Complete 2 sessions of volunteering with the Representation Development Department**
  We will advertise when volunteering opportunities are available throughout the year but this could include:
  - Supporting election promotion
  - Helping with the planning and promotion of the University Staff Oscars
  - Holding a stall to gather feedback
Helpful information

Key Contacts for the Rep Development Scheme

• Representation Development – sucourserereps@nottingham.ac.uk
• Education Officer – sueducation@nottingham.ac.uk
• Postgraduate Officer – supgofficer@nottingham.ac.uk
• UoNSU - su.nottingham.ac.uk 0115 846 8800

Welfare Support Contacts

• Students' Union Advice – SUAdvice@nottingham.ac.uk 0115 846 8730
• Nightline – 0115 951 4985 Text 07786 208 408

Students' Union Networks and Associations

Networks:
- BME Network
- Disabled Students' Network
- Environment and Social Justice Network
- International Students' Network
- LGBT+ Network
- Mature Students' Network
- Postgraduate Students' Network
- Welfare Network
- Women’s* Network

Associations:
- MedSoc (QMC)
- NMA (Nursing and Midwifery Association)
- SB Guild (Sutton Bonington)
- SUPRA (City Hospital)
- UNAD (Derby)

For contact details and information about Students’ Union Networks, Associations or your course based society, please see the SU website su.nottingham.ac.uk
Want more information about and contact details for the Students’ Union Networks, Associations or your course-based society?

Take a look at the SU website su.nottingham.ac.uk

@UoNSU    📱Twitter    📱Instagram    📱Snapchat

Representation Development:
@UoNSUMakeChange    facebook.com/makechange.uonsu.1

Cassie O’Boyle (Education Officer):
@UoNSU_Education    facebook.com/UoNSUEducation

Cassie Ulrich (Postgraduate Officer):
@UoNSU_Postgrad    facebook.com/supgofficer

Why not join our Facebook Group for the Education Network:
UoNSU Education Network
Notes

Add your notes here....
Evidence pack

Please use this pack to submit evidence on completion of the Rep Development Scheme.

Details outlined in this pack will be used to award you either Bronze, Silver or Gold at the Education Network Awards.

Name: add name here
Student number: enter student number here
University email: enter uni email
Role: enter role here

I’m submitting this pack to receive a BRONZE / SILVER / GOLD Education Network Award: enter here applicable eg. BRONZE

Bronze

Please tick the below as confirmation of completion:

- Attend all Learning Community Forums (If you can’t attend, you must send apologies)
- Complete Annual Monitoring Survey
- Participate in Initial Training
- Send all LCF minutes to Representation Development
- Support a termly report on the work of representatives in your School or Department
- Support your School or Department EEAR

remove any X ticks that do not apply
Silver

Please use the space provided to outline the THREE activities you have undertaken to achieve silver.

Activity:  
Date of completion:  date here  
Evidence:  please list evidence here  

Activity:  list activity here  
Date of completion:  date here  
Evidence:  please give evidence here..  

Activity:  list activity here  
Date of completion:  date here  
Evidence:  please list evidence here..  

Activity:  list activity here  
Date of completion:  date here  
Evidence:  please list evidence here..  

Activity:  list activity here  
Date of completion:  date here  
Evidence:  please list evidence here..
Gold

Please use the space provided to outline the TWO activities you have undertaken to achieve gold.

Activity: enter activity here
Date of completion: enter date here
Evidence: enter evidence here..

here...

Activity: enter activity here..
Date of completion: enter date here
Evidence: enter evidence here..

here..

here..

Deadline for submitting Rep Development Scheme evidence pack: Monday 13th May 2019