Rep Development Scheme

Faculty Reps
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

Cassie O'Boyle
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Cassie Ulrich
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In order to receive the bronze award, you must complete ALL of the following:

- **Attend all Faculty Education and Student Experience Boards**
  (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 Education and Student Experience Board minutes to Representation Development**
  Send your minutes to sucoursereps@nottingham.ac.uk
In order to receive the silver award, you must complete THREE of the following:

- **Collaborate with your Faculty 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 is 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

- **Attend all 3 Academic Councils**
  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:

1. **Collaborate with your Faculty 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)

2. **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

3. **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

4. **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)

5. **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** – sucoursereps@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 Bonnington)
- 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  

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...

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: enter name here

Student number: enter student number

University email: enter uni email

Role: enter role here

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

Bronze

Please tick the below as confirmation of completion:

X Attend all Faculty Education and Student Experience Boards (If you can't attend, you must send apologies)

X Complete Annual Monitoring Survey

X Participate in Initial Training

X Send all Education and Student Experience Board minutes to Representation Development

please delete any X that does not apply
Silver

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

Activity:

Date of completion: enter date

Evidence:

please enter evidence here..

Activity:

Date of completion: enter date here

Evidence:

please enter evidence here..

Activity:

Date of completion: enter date here

Evidence:

please enter evidence here..

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

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

**Activity:**

**Date of completion:** 

**Evidence:**

**Activity:**

**Date of completion:**

**Evidence:**

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