



what do course

reps do?



- The role of a Course Rep is to liaise with students at programme level, they collate feedback and ideas then present them at programme committee meetings and SSLC (student-staff liaison committees.)
- They also work with School Reps and the VP Education to progress feedback beyond a programme level, if needed.
- Following the SSLC, Course Reps communicate any outcomes back to the students they are representing.
- They participate in focus groups and other meetings relating to academic experience.
- They communicate other relevant key information e.g. Relevant events, training opportunities or additional ways to give feedback.



what have others

gained from being

a course rep?



‘...the role improved my approach to problem solving, I developed my communication skills and also improved my confidence in addressing large groups of people.’

‘Being course rep has allowed me to develop my confidence and public speaking skills, whilst giving me the chance to build better relationships with both lecturers and fellow students. The role also looks great on a CV, as it shows you have been trusted with a role of responsibility and you can show professionalism and organisation – skills that employers are always looking for evidence of.’

‘It definitely boosted my public speaking skills.’



what skills will i gain from being a course rep?



Being a Course Rep is all about making a difference to students' lives and the overall student experience, but it will also allow you to develop a range of skills that will make you more employable for life after University.

Some of the skills you'll have the chance to develop during your time as a Course Rep include:

- Effective communication
- Public Speaking
- Interpersonal Skills
- Self-management (Personal Effectiveness)
- Problem Solving
- Presentation
- Negotiation
- Teamwork
- Leadership



what is expected of

me as a course rep?



- To attend all compulsory role specific training, hosted either by the SU or Faculty/School.
- To attend all necessary university meetings – Programme Committee meetings & Student, Staff Liaison Committee (SSLC) and circulate minutes to students.
- To try attend other university meetings, where possible – these will vary depending on School but could include Annual Programme Monitoring Review meetings or Meeting with External Examiners.
- Where you are unable to attend, to send apologies in advance of the meeting.
- To engage with UPSU activities such as elections, Annual Student Meeting and campaigns.
- To communicate with both students and staff in a professional and timely way.
- To liaise with staff if you decide to step down from the role - this will enable other students to be elected.



what happens after

i am in post?



- Your Programme Lead will share your name and contact details with the Students' Union.
- You will need to attend the essential training – this will take place in October.
- You will need to confirm dates of meetings with your Programme Lead.
- You will need to consider how you will communicate with your cohort, ensuring that it is accessible and appropriate for the number of students.
- Announce yourself as Course Rep
- Start collecting and sharing feedback and information!
- Don't forget to sign up to any additional training sessions happening throughout the year.