

## Undergraduate Class Rep Role for School of Nursing and Midwifery

The purpose of a class rep is to represent all students within their assigned class on the course and work with other reps and staff within the school to improve the experience for students now and in the future.

Examples of course improvements that previous class reps have helped achieve within the last year include:

- Adjustments to the uniform design (particularly for the male tunic)
- Changes to the assessment process for specific modules
- Deadline changes for specific assignments
- The introduction of the school student hub
- More focus on student successes and initiatives at staff and student meetings within the school

Other schools within the university use the title of *course rep* but as nursing and midwifery have a large school and want to ensure that all fields and students are fairly represented, the rep role is slightly different to accommodate this. (Any correspondence from the Students' Union will refer to you as a course rep).

### Class Rep Role Description

Class reps are student volunteers at course-level who represent views and opinions of students in that course and who work in partnership with the University and the Students' Union to meaningfully shape the educational experience.

Every class is expected to have one class rep and preferably a deputy rep to step in to the role when the class rep is unavailable.

Class reps are usually selected via self-nomination a few weeks into the course. If many students are interested, the rep will be selected by the other students in the class.

Class reps shall explicitly represent their classmates' educational interests within the university and whilst out on clinical practice including but not limited to matters related to teaching, learning opportunities, assessment and feedback, academic support, organization and management of courses, learning resources, the learning community and the student voice.

Remember: the school must adhere to quality and standards set by the University and external examiners and regulatory bodies such as the NMC.

Tasks & Activities include:

- Participate in all training provided by the Students' Union
- Gather feedback from your classmates
- Engage with your School Rep, providing input to the Student Voice Committee (SVC) agenda
- Attend monthly SVC meetings to represent the views of yourself and your classmates on the course
- Feedback any relevant information from SVC meetings, school staff and/or the School Rep to your classmates
- Engage with development opportunities.
- Signpost students to other support services.

Class reps are usually expected to remain in the role for the duration of the course. If you have a change of circumstances and leave the course for whatever reason, please contact the school rep coordinator (Catherine Donaghy) to make them aware of this so they can update the school's records and arrange a replacement.

Class reps are to prioritise classes and clinical opportunities over SVC meetings but should send apologies to the school rep coordinator if unable to attend.

Class reps will gain many skills which will be beneficial throughout their time in university and can extend into their future career. These skills include:

- communication
- negotiation
- diplomacy
- professionalism
- team working
- leadership skills
- presentation skills

Class reps can apply for the Queen's Future Ready Award (Combined Experience) which is an additional certificate provided upon graduation. (Refer to Students' Union website for more details on this).

Class reps are required to adhere to all relevant University and Students' Union policies and procedures. These include the: University's General Regulations; Conduct Regulations; Equality, Diversity and Inclusion Policy; Data Protection Policy and Students' Union Constitution. Detail on key policies and procedures will be provided during Rep training