

STUDENT COUNCIL REPRESENTATIVE – JOB DESCRIPTION

As a student representative your responsibility will be to :

- 1 Identify student needs and issues
- 2 Communicate information about Student rights, as provided for by the Students' Union and the College
- 3 Explain to students their rights under the Students' Charter and how they can pursue a formal complaint
- 4 Raise issues that students encounter about access to equipment and facilities with the appropriate people in the College
- 5 Monitor the quality of teaching and learning provision
- 6 Refer issues to the Students' Union that require action at a higher level
- 7 Attend appropriate college meetings e.g. Student Council meetings and be prepared to represent the Student Council on other internal college committees
- 8 Have an input into the College's quality assurance process
- 9 Liaise with the Students' Union and other Student Council representatives
- 10 Promote the value of the Students' Union to other students on their course
- 11 Report back to the Council any issues raised at School meetings.

Official Student Council Remit:

To advise on all matters concerning the experiences and expectations of learners.

Terms of Reference:

In respect of its role, the Sub-Committee will:

- monitor and evaluate student feedback about course provision and the learning environment of the College;
- report on the facilities (academic and other) provided for students;
- comment on how the teaching and learning needs of individual students are assessed;
- evaluate and comment on the support provided for staff to actively engage the student;
- report on the guidance and support received by students in both specific and general terms;
- provide an annual report on the overall effectiveness of provision as seen from the student perspective.

Meetings:	Monthly
Minutes to:	All staff on the Intranet
Reporting to:	Curriculum Enhancement Committee / School Boards of Study / Executive
Quorum	40%