

INFORM REFLECTIVE PRACTICE | STRUCTURED FEEDBACK | STUDENTS LEADING CHANGE



STAFF GUIDE

CLASS REPRESENTATIVES

CITY^{sa}
students' association

Why does the College need Class Reps?

The last year has shown that Class Representatives are more important than ever before. To ensure all students are represented, it is essential that we provide both the correct opportunity and environment for feedback to establish trust, healthy working relationships and proactive communication. Students should feel empowered to feedback about all aspects of their student experience and have confidence to raise issues that need resolved. We believe this will develop better student retention, create a positive environment and enable the Students' Association and Student Engagement Team to understand the views of our diverse student body.

The role of Class Reps

In response to the Covid-19 Pandemic, we want to make sure students have the best opportunity to communicate with and influence their Students' Association. Class Reps will not only be responsible for gathering feedback on academic issues but also wider college issues and national campaigns. Class Reps will work with their course teams to resolve issues through guidance, informal discussions and 360 Reflections.

FAQ'S

WHAT IS EXPECTED OF A CLASS REP?

Class Reps are expected to complete Class Rep training and attend Class Rep Networking sessions. They should be in regular contact with class mates and have an idea of the things that are going well and any challenges affecting the class.

HOW MUCH TIME WILL THE ROLE TAKE?

The answer to this question will be different for every rep. An hour or so a week would be a productive amount of time for a Class Rep to be attending meetings, talking to class mates or staff.

WHAT IS IN IT FOR THE STUDENT?

Being a Class Rep is an incredible volunteering opportunity which looks great on a student's CV. Class Reps will also develop several skills vital to future employment.

HOW DO I ENCOURAGE STUDENTS TO RUN AS A CLASS REP?

You can start by showing them our [Class Rep Video](#). This gives more information on the role of a Class Rep and the benefits that come with it.

HOW CAN I ELECT CLASS REPS REMOTELY?

For a variety of practical reasons, some classes may wish to elect the Rep remotely. To make this as easy as possible we have created a short guide on how to facilitate a Class Rep election through Google Forms, which you can view below. You are however free to use any election method you like as long as it is **fair, transparent and democratic**.

WHAT DO I DO IF NOBODY WANTS TO BE A CLASS REP?

If you're struggling to generate interest in a Class Rep election you could book a Representation workshop from the Student Engagement Team. The workshop is designed to inspire students in classes to represent the views of their peers. To find out more contact your Student Engagement Officer

HOW DO I TAG A CLASS REP?

Tagging Class Reps is one of the most important steps in the process. It ensures your class is displayed as having elected reps on the college dashboard. Class Reps are tagged through Enquirer, and we've created a guide to show you how this is done.

Contact Information

STUDENT ENGAGEMENT TEAM

Email: studentengagement@cityofglasgowcollege.ac.uk

Sandra Cook - Student Engagement Manager
Email: sandra.cook@cityofglasgowcollege.ac.uk

STUDENTS' ASSOCIATION

Email: citysa@cityofglasgowcollege.ac.uk

Sinead Mckenna - Students' Association Coordinator
Email: sinead.mckenna@cityofglasgowcollege.ac.uk

CLASS REPS MUST BE TAGGED BY 8TH OCTOBER.

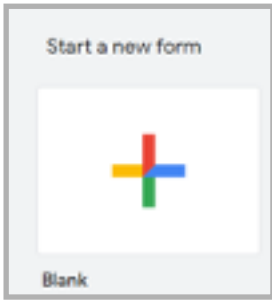
We advise that you promote Class Reps elections during Induction and in the first week of term. For this you'll need a google account and access to google forms.

HOW TO GET CANDIDATES

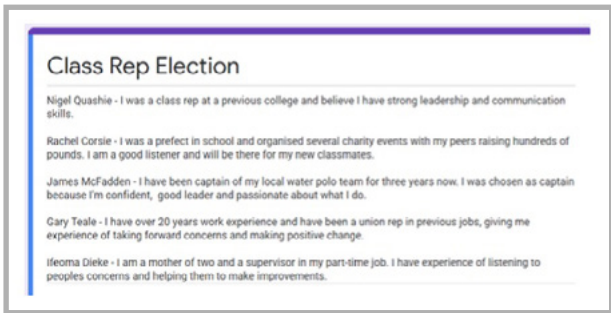
Ask each student to submit a few lines on why they'd be a good Class Rep, including skills and previous experience. When you have your candidates you can send the form to your class.

To create the form follow the steps below.

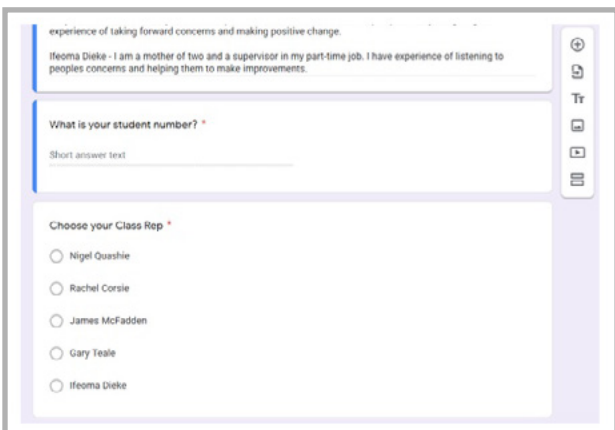
1. At the top of the page on Google Forms there is an option to create a new form, select the "blank" option.



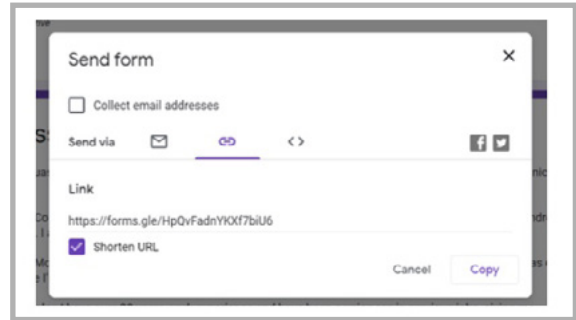
2. When the form is opened you will be asked to enter a title and description. Simply make the title "Class Rep Election". In the description include the candidates and their submission.



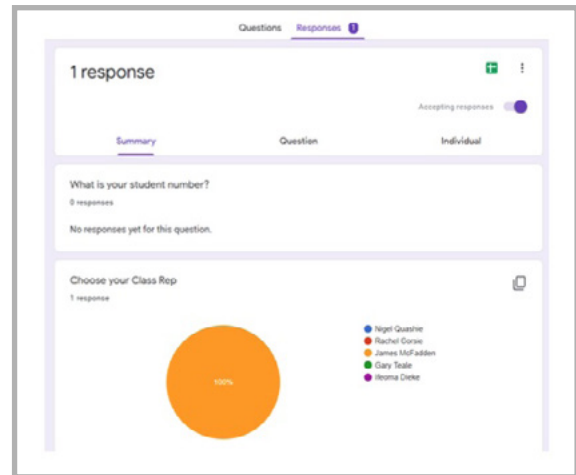
3. Click the plus button on the right hand side to add two questions, the first should ask students for their student number, this is to ensure students do not submit more than one vote. The second question is a multiple choice question and you should enter the student name.



4. Once the form is ready click the send button at the top right, clicking the chain icon will allow you to copy and paste a link to the form in an email to your class.



5. To see the results you can click the responses tab, the two most successful reps will be elected.



6. Remember to tag the reps on Enquirer once they have been chosen.

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