**Course Rep life cycle from the university’s perspective**

**Colour code**

Admin processes

Course reps

Institution/Students’ association

Development of opportunity profile

Year starts

Advertising

Recruitment

First CR meeting

First SSLC meeting

Intro CR training

Year ends

Review process with students

Second SSLC meeting

Second CR\* meeting

Third SSLC meeting

Ongoing training and support

Staff awareness

Fulfilling roles and responsibilities

Stand for re-election

Recognition and reward

Intermediate CR training

CR induction

Planning recruitment

Attendance at other meetings

\* CR meeting = meeting with institution

**Course rep life cycle from the course rep’s perspective**

Introduce self to tutor

Introduce to class

Introduce self to Chair / Secretary

Time/date of meeting

Add to the agenda/papers

Read all papers

Talk to class

Introduction

Feedback to class

Ask questions/ clarify

Take notes

Talk to other reps

Speak to paper/issues

Ensure class know the role of a CR

Identify ways of communicating with class

Before

Support other reps in the meeting

During

After

Check minutes

Do ‘actions’

Follow up areas of concern

Discuss with other CRs/SA

Peer evaluation

Evaluation

Meeting cycle

Self- evaluation

CR training

Ongoing training and support

Meeting attendance

Reflection