

FACULTY OF SCIENCE, ENGINEERING AND COMPUTING

The Postgraduate (PG) Student Course Representative Scheme and Certificate

What is a Course Representative?

The Course Representative (CR) helps improve all aspects of the academic and non academic student experience.

How will it benefit me?

The role of Course Representative (CR) in the Faculty of Science, Engineering and Computing (SEC) will equip you with a range of skills through undertaking the role. It will enhance your employability and Personal Development Portfolio. Students can apply their skills from other areas such as such as paid employment or course based placements. Being a CR involves representing others and being that vital connection between your peers and the staff who teach and administer your course. However accepting this important role can also really help you in developing those key employability skills that we know employers look for.

Whilst playing your part in Faculty meetings and Forums, you will develop your communication skills at a range of different levels whilst honing your ability to adapt to different environments and settings. Your time management skills will improve as you learn how to balance your studies and the fun things at university with the role as a CR. Amongst a whole variety of other employability skills you will gain whilst in the role, one of the most important and one which will develop throughout your time as a rep is leadership skills. Collating and ensuring that the feedback from your course is constructive whilst also empowering your peers to use their voice will help you grow in confidence and develop qualities such as good organisational skills, influencing skills and the ability to lead and take people with you on the journey. These skills are highly valued by employers, great on the CV, very useful throughout your studies and most importantly help you grow as an individual!

What does it involve?

As a CR, you are expected to undertake a number of activities including attendance at various School and Faculty meetings. The training that you are required to undertake is designed to equip you with the skills to successfully participate in these activities. As these are all important activities, they have been included in the components of the course representative certificate within the faculty. If you wish to be a course representative, it is valuable and worthwhile for you to have your role and work in this area formally recognised through registering for the Course Representative Certificate Recognition Scheme. You will be asked to do this as part of your induction.

Required Components of the Course Representative Scheme and Certificate

We appreciate that as a Postgraduate, you will have a busy timetable. The Certificate for Postgraduates has been designed so that the elements are achievable. CRs will need to complete the following components:

1. Completion of the formal CR induction run by the Faculty and Kingston University's Students Union (KUSU) (compulsory);
2. Participation and feedback in the Student Staff Consultative Committee (SSCC) or Board of Study (BoS) (at least one a year);
3. Participation in the Faculty Forum (FF) meeting or relevant BoS (at least one a year);
4. Completion of an end of year survey about your experience as a CR.

Induction

All CRs must undertake formal training. Your training will comprise of an initial induction session followed by a workshop in semester 1 and 2.

Induction

The induction session will take place on:

10 October 2012 2pm or 5.30pm

You will be required to state which training session time you wish to attend prior to the event.

Ongoing training

Workshops in semesters 1 and 2

CR Workshops are designed to provide you with new skills and enhance existing ones to support you in your role as a CR. There will be a training workshop in semester 1 on communication and oral skills. After your first workshop you will be given the opportunity to shape future sessions by suggesting topics for workshops and feeding-back on your experiences in both workshops and as a CR. Induction and training will be provided by Kingston University Students Union and the Faculty of Science, Engineering and Computing.

Further details will be circulated nearer the time.

Attendance at meetings

As a CR, you are required to attend your SSCC Meeting and the Faculty Forum. You may be elected to attend other meetings such as the Board of Study. The aim is for CRs to use and demonstrate the skills below throughout their experience as a CR (Skills of a CR section for examples of these skills).

- Communication skills
- Interpersonal skills
- Creativity and problem solving
- Management and leadership skills
- Self awareness
- Give and receive feedback

Before the meeting, you will be required to complete a feedback form of issues that you (and your fellow CR) wish to raise. A copy must be submitted to the Course Administrator 1 week before the meeting.

At the end of every meeting, all CRs will meet for 10 minutes with a SCR from the SSCC to feedback on how the meeting went and to identify what further training is required or desired. Any issues or suggestions you raise will influence future training sessions and will be brought to the SEC CR working group to help make your experience better and more effective. Your attendance at meetings will be recorded and your feedback sheet logged.

Dates and venue of the SSCC Meetings and Faculty Forum still to be confirmed.

Completion of a CR experience questionnaire

This activity provides you with an opportunity to reflect on your experience and provide us with feedback on how to improve your experience.

The Student Course Representative and Ambassador Conference

The Student Course Representative and Ambassador Conference, which is only open to CRs and ambassadors, will provide inspirational speakers from business and workshops on a range of areas including employability. The event is to thank you for your participation in key Faculty activities.

Award of the Course Representation Certificate

The certificates will be awarded at the Student Course Representative and Ambassador Conference to be held immediately after the assessment period (w/s 8 June 2013).

Skills of a Course Representative

Management and leadership skills

- Motivate and direct others to enable an effective contribution from all participants

Self awareness

- Recognise own strengths and weaknesses in the role of Course Representative.

Creativity and problem solving

- Work with complex ideas and problems and justify judgments made through effective use of evidence

Giving and receiving feedback

- Accurate reporting of student views;
- Good dissemination of information.

Interpersonal skills

- Work well with fellow course representatives and faculty staff;
- Work flexibly to achieve change;
- Discuss and debate with others and make concessions to reach agreement;
- Show sensitivity and respect for diverse values and beliefs;
- Method and effectiveness of feedback to student body representing.

Communication skills

- Express ideas, fellow student concerns clearly in spoken work and in writing;
- Present, challenge and defend concerns effectively;
- Actively listen to the concerns, ideas of others in an unbiased way.

Are you interested in becoming a Course Representative in SEC?

If you are, email michelle.morgan@kingston.ac.uk by **28 September 2012** with your full name, course title