

Course Rep Training in 2021-22

CRT options and support from sparqs

Introduction

This is a brief summary of support available to institutions in Scotland for the introductory training of course reps, as provided by sparqs (student partnerships in quality Scotland).

The provision of high-quality introductory training for student reps (such as course reps) is an important factor in ensuring the effectiveness of your systems for student representation. Institutions adopt a variety of methods to provide this training, and the consultants at sparqs are equipped to support you in many of these routes.

The COVID-19 pandemic has had an impact on introductory Course Rep Training (CRT) in various institutions. Please read this document if you are considering the best method to train your course reps for the 2021-22 academic year, or you if you are interested in the support available from sparqs.

sparqs' CRT is also described on our website on these pages:

[Course Rep Training](#) – a summary of our course rep training resources/products.

[Introductory Course Rep Training](#) – information about our Part 1 (online module) and Part 2 (workshop) resources for introductory CRT. These are outlined briefly below under: *1. The AT Scheme*.

Support from sparqs

We will be pleased to help you decide which approach is best for your institution this year, even if that means a change from your usual pattern. If you are interested to discuss your introductory CRT needs, or if you need further information about any of the options outlined here, please contact your nominated sparqs contact or email admin@sparqs.ac.uk.

We will be able to supply further details of each scheme and can arrange for you to speak to one of our consultants if necessary.

CRT delivery options

In almost all institutions, course reps receive some form of introductory training. In the majority of cases, introductory CRT is delivered in one of these ways:

1. The AT Scheme – sparqs trains your course reps
2. The IAT Scheme – sparqs trains your institutional trainers
3. Course Rep Training organised in-house

The following sections give brief details on each of these CRT delivery options.

1. The AT Scheme – sparqs trains your course reps

Some institutions use sparqs trainers and resources for delivering their CRT.

In 2021-22, this training will involve two parts (as it did in 2020-21). These are two parts of an integrated training course. Therefore, other than in exceptional circumstances, we recommend that your reps receive both Part 1 and Part 2 of the training.

Part 1. This is an **online self-directed study module** for reps, which takes between 1-2 hours to complete. Reps study the course independently for an introduction to the basic concepts of representation and partnership, the tasks that a rep typically undertakes within the course rep cycle, and some tools and techniques for effective practice.

The online course is usually installed in the institution's VLE. We liaise with your IT team to have this module installed. In most cases you can ask your IT team for student data, including those registered, progress made and completers.

Part 2. This is a **2-hour workshop** presented by sparqs' Associate Trainers (ATs), delivered over an online platform such as Zoom. The workshop develops the concepts introduced in Part 1, through a series of interactive learning activities and discussions.

Institutions book with us directly to arrange the Part 2 workshops, which can be scheduled at most times throughout the year. You take responsibility for publicising the sessions, and students sign up through Eventbrite. Through our expert team of Associate Trainers, sparqs delivers these workshops to your student reps and supports them through the online activities and discussions.

Further information on the AT Scheme is available on our website on this webpage:

[sparqs' Associate Trainer scheme](#) – further detail about the scheme outlined above.

2. The IAT Scheme – sparqs trains your institutional trainers

Some institutions ask sparqs to train their course rep trainers. These internal trainers, who are usually students, but can include staff, deliver the CRT in-house at their institution. Depending on the institution, they use either sparqs materials or customised institutional materials. We refer to these in-house trainers as Institutional Associate Trainers (IATs).

Your IATs must attend a mandatory 3-day training course with sparqs, on Tuesday–Thursday 24-26 August 2021. This year, the training course will be delivered over an online platform such as Zoom. We will mainly be training IATs for training that is delivered in an online environment – so do please bring it to our attention if you have plans for in-person training to take place physically together in a room.

Institutions planning to send IATs to sparqs training in August should commence their recruitment of IATs well in advance of this date.

Institutions in the IAT scheme also participate in the sparqs national collection of course rep data. In practice, this means that we ask you to include certain questions in your post-CRT survey for reps that attend your in-house training, and we ask you to send us this data (which is anonymised for GDPR compliance).

In the IAT scheme, we recommend that the CRT workshop is delivered as Part 2 of a two-part training course (as with the sparqs training described further above). This means that reps attending the workshop have already studied the sparqs' Part 1 online self-directed study module, or an equivalent in-house CRT introduction.

Further information on the IAT Scheme is available on our website on this page:

[Institutional Associate Trainer scheme](#) – an introduction to the IAT Scheme.

Please contact admin@spargqs.ac.uk for further details of the IAT scheme, including key dates and expectations in 2021-22, and notes on the recruitment of IATs.

3. Course Rep Training organised in-house

Some institutions develop their own internal CRT package, which is then delivered in-house.

In many cases, in-house training packages are based on sparqs materials and customised for the particular needs and circumstances of the institution.

CRT in 2021-22 should prepare reps for their role by helping them understand the impact of recent changes to the learning experience of students. In this light, please consider how best to update your training materials for the new academic year.

sparqs' consultants can usually offer some support to institutions that are writing or updating CRT materials. You can also ask to see inspection copies of our materials, in order to help update yours. (As these materials are subject to copyright, we ask you not to distribute them without permission).

Please contact admin@spargqs.ac.uk for further details of how we can help you develop your in-house CRT packages, and/or to speak to one of our consultants.

www.sparqs.ac.uk