

# Course Rep Recruitment Overview

THE BELOW ACTIONS ARE TO TAKE PLACE 16TH SEPT 2024 - 25TH OCTOBER 2024

## Arts SU will send rep info and resources to course staff, including:

- This handbook
- Course Rep info slides to show to students
- Deadlines for Course Rep recruitment
- The link for the Course Rep registration form

## To recruit reps for their course, Course Staff will:

- Share overview of role using Course Rep Info slides
- Set aside time for students to put themselves forward
- Ensure that students register with the Arts SU registration form

## Arts SU will follow up by sending:

- The lists of students who've registered so course staff can confirm the information given to us
- Dates of compulsory rep training sessions

## Course Staff will follow up by:

- Making sure any reps that haven't registered do so
- Replying to Arts SU to confirm the rep information is correct
- Reaching out to reps throughout the year, especially before Course Committees and other feedback sessions
- Creating opportunities for Course Reps to collect feedback from their fellow students

## How are Course Reps recruited?

Arts SU can't directly promote and recruit reps, as we are a small team. This is why **we ask Course Leaders to promote the rep role to your cohorts and encourage students to put themselves forward**. We really appreciate your support and will assist you in this process by sharing resources, including this guide.

It is important to note that we are not asking you to run course level elections for reps. **The Course Rep role is not elected**. It is instead open to any student who volunteers to take on the role.

## How should I promote the Course Rep role to students?

Where possible, **we ask that course teams include the presentation that Arts SU provides, on student representation, in an induction session**.

We have created a set of PowerPoint slides which are available on the [Arts SU website](#) for you to share info about the role and why students should get involved. (There are also a number of other resources, including the role descriptions and course rep guides, so please do check those out).

Generally, we would ask you to cover the following:

- Why Course Reps are important
- How Course Reps can benefit their course community (ideally with some examples of the positive impact previous Course Reps have had, or upcoming opportunities Course Reps might be involved with this year)
- How Course Reps can benefit from the role from a career and personal development perspective
- The logistical details of your Course Rep selection process

**Reminder:** while introducing the Course Rep role to first years is particularly important, as it will likely be their first encounter with the role, it is also important to remind returners!

# How many Course Reps should I recruit?

Each course should have a **minimum of two Course Reps per year.**

Course teams may wish to recruit more Course Reps at their discretion – for example if a course has a particularly large cohort or the cohort is split into groupings or streams. Generally, we **suggest a ratio of one Course Rep to every 25 students.**

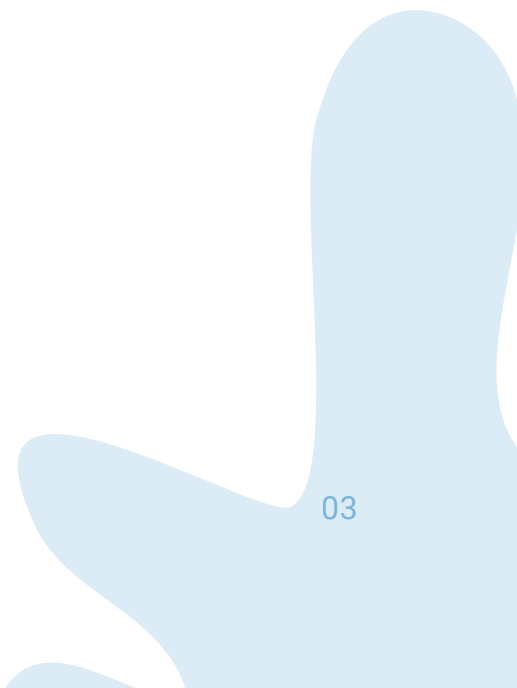
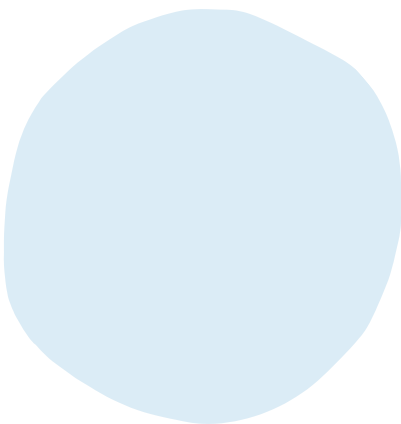
We suggest this ratio so that reps have a manageable workload and to help ensure that a diversity of students' voices are being listened to and fed back to UAL staff.

## What to do if...

**Many students put themselves forward for the role:** we would suggest having a chat with students about why they're interested, ensuring that they understand what the role will entail.

## There isn't much interest in the role:

Continue to promote the role to students. If there still isn't enough interest, you could approach students who you think would make good Course Reps and speak to them directly about the role. If this is a returning cohort, this could include speaking to previous Course Reps. This would just be a casual chat, as we don't want students to feel pressured into the role.



## How do Course Reps register?

Once you have recruited this year's Course Reps it is important they register themselves with Arts SU so we have a record of who to invite to training sessions, forums, and other Course Rep activities.

**Course Reps will register themselves using an online sign-up form** that we will send to Course Leaders nearer to the time via email. When you receive this, please share it only with the students who are recruited and intend to be a rep, not all students.

We cannot emphasise enough the importance of the timely registration and training of Course Reps and its impact on their effectiveness in the role. We therefore ask you to encourage your reps to register by the following date this year:

**Friday 25th October 2024**

If your course falls outside of these timelines, please get in touch. We have a team dedicated to supporting you with this task so please do reach out where needed by emailing [coursereps@su.arts.ac.uk](mailto:coursereps@su.arts.ac.uk).

**Please encourage your reps to register with us as soon as they are recruited.** We will then confirm with you, via email, that we have the correct students and details registered as reps for your course. **Please respond to us to confirm** or query the details we send. We have over 1,000 course reps to register and train so we really appreciate getting information as soon as we can.



# Useful Contacts



## Education Quality Team

[www.arts-su.com/yourvoice](http://www.arts-su.com/yourvoice)

**Course Rep Queries** [coursereps@su.arts.ac.uk](mailto:coursereps@su.arts.ac.uk)

**School Rep Queries** [schoolreps@su.arts.ac.uk](mailto:schoolreps@su.arts.ac.uk)

## Arts SU Elected Officers

[www.arts-su.com/yourvoice/officers](http://www.arts-su.com/yourvoice/officers)

**Camberwell, Chelsea and Wimbledon Officer** [ccwofficer@su.arts.ac.uk](mailto:ccwofficer@su.arts.ac.uk)

**Central Saint Martins Officer** [csmofficer@su.arts.ac.uk](mailto:csmofficer@su.arts.ac.uk)

**London College of Communication Officer** [lccofficer@su.arts.ac.uk](mailto:lccofficer@su.arts.ac.uk)

**London College of Fashion Officer** [lcfofficer@su.arts.ac.uk](mailto:lcfofficer@su.arts.ac.uk)

**Community Officer** [communityofficer@su.arts.ac.uk](mailto:communityofficer@su.arts.ac.uk)

**Union Affairs Officer** [unionaffairs@su.arts.ac.uk](mailto:unionaffairs@su.arts.ac.uk)

## Student Communities Team

[www.arts-su.com/yourcommunities](http://www.arts-su.com/yourcommunities)

**Sports** [sports@su.arts.ac.uk](mailto:sports@su.arts.ac.uk)

**Societies** [societies@su.arts.ac.uk](mailto:societies@su.arts.ac.uk)

**Arts Active Programme** [artsactive@su.arts.ac.uk](mailto:artsactive@su.arts.ac.uk)

## Arts SU Advice Service

[www.arts-su.com/advice](http://www.arts-su.com/advice)

For free, confidential and impartial advice on academic (including university policies and procedures) or housing and accommodation matter.

**Contact an Advisor** [advice@su.arts.ac.uk](mailto:advice@su.arts.ac.uk)

**Companion Scheme** [companionscheme@su.arts.ac.uk](mailto:companionscheme@su.arts.ac.uk)

## University Support Services

[www.arts.ac.uk/students/student-services](http://www.arts.ac.uk/students/student-services)

For advice and support on various aspects of student life including money, personal issues. (including stress, anxiety and mental health concerns) and queries related to disability.

**General Queries** [student.services@su.arts.ac.uk](mailto:student.services@su.arts.ac.uk)

**Health and Wellbeing Advice** [studenthealth@arts.ac.uk](mailto:studenthealth@arts.ac.uk)

**Counselling Service** [counselling@arts.ac.uk](mailto:counselling@arts.ac.uk)

**Disability Service** [disability@arts.ac.uk](mailto:disability@arts.ac.uk)