

Students' Association

Perth College Students' Association

Study Centre, Brahan Building

Open Monday to Friday, 10am-2pm

Telephone: 01738 877380

Fax: 01738 877001

E-mail: [pc.student-assn@perth.uhi.ac.uk](mailto:pc.student-assn@perth.uhi.ac.uk)

September 2003

# **Class Representative**

# **Rough Guide**

## **It sounds like a lot of hard work and responsibility. What do I get out of being a Class Rep?**

- You will learn a lot of important transferable skills that employers want. These include time management, team membership and communication skills. This is a key part of your personal and professional development.
- At SRC you will meet students on courses from all areas of College.
- You will improve the College for students by providing the Management Team and lecturing staff with comments on the student experience.

## **Any questions? Confused?**

Ask your Student Adviser or come and speak to someone in the Students' Association office.

## **Class Representatives**

### **Job description**

- Represent the views of your class to the Student Representative Council (SRC) and your Course Committee.
- Attend and take part in meetings.
- Collect student opinions and be prepared to voice them.
- Provide a link between students and staff.

### **Meetings**

Student Representative Council – once/twice a month  
Course Committee meetings – once a semester

### **How much time will this take up?**

#### **SRC**

2 hours per month plus 5-10 minutes of class time before each meeting to see if there is anything your class would like raised. After each meeting you will also need to report back any information and talk about what was discussed.

#### **Course Committee meetings**

2 hours per semester plus time before each meeting to complete course feedback forms and ask your class if there is anything they feel should be discussed.

## The Student Representative Council (SRC).

### What is the SRC?

Ok, each College class is given the opportunity to choose a student to represent them at SRC and Course Committee meetings. These students are called Class Representatives (Reps). The Reps come together in a meeting called the Student Representative Council. The Students' Association is responsible for organising the SRC.

### What does the SRC do?

- It provides a forum for students to share views and opinions on issues affecting the student body.
- It decides what the Students' Association does during the year. This includes which campaigns we run, the services we offer and what events are organised.
- It decides how to spend the budget.

### How often does it meet?

Once or twice a month.

### Why should I go to meetings?

- You provide the Students' Association with real student opinions. These are passed on to the College Management team and can influence the decision-making processes.
- Because all decisions have to be passed by a minimum number of class representatives. You're not there, your class won't have a say.
- If you are not there to vote, nothing can be done.

## Course Committee Meetings.

### What are Course Committees for?

Course Committees are how the College evaluate and monitor courses. This is your chance to give feedback on your group's learning experience. The meetings happen at the end of each semester and you will be asked to complete some paperwork before each one. Lecturers from the course will be present at the meetings.

### What will I be asked about?

You will be asked about **course related issues**. This could include:

- The volume of work/timing of assessments.
- The delivery/pace of work.
- Relevance of specific topics.
- Timetabling.
- Learning materials.

You should't discuss:

- Individual student performance.
- Individual complaints.
- Individual welfare matters.
- Student evaluation of individual teachers.

Remember, you will be at the meeting to give feedback on course operation on behalf of the whole group.