



Course Rep Role Description

The Role

Course Reps represent the students on their course. You will work with Arts SU, fellow Course and School Reps and university staff to represent the views and interests of your course.

You will work closely with these groups to make positive changes for students. This includes attending Course Committees, Student and Dean Forums and other University meetings as appropriate, to champion the views of your course and close the feedback loop.

Benefits include:

- Connect with students across UAL.
- Develop skills in empowering creative voices, problem solving, communication and teamworking.
- Grow confidence in representing yourself and other creatives within the Arts.
- Develop understanding of Arts education and the challenges facing students today.
- Social, arts active events, training and personal development opportunities provided by SU & UAL.
- Shape the future of UAL and Arts SU;
- Launch pad to further representation opportunities at Arts SU i.e NUS Delegate, School Rep or Sabbatical Officer.

Why become a Course Rep?

If you're passionate about making UAL better, empowering students' voices, want to challenge yourself to grow and devise creative solutions to the challenges students face – get involved.

What does a Course Rep do?

- 1-2 hours a week during term time (inclusive of x6 Course Committees per year and x2 Student & Dean Forums per year).
- Represent the views and interests of students on your course.
- Work with course team to improve the student experience.
- Act as an intermediary between Arts SU, the university staff and students on your course.
- Attend meetings (Course Committees as well as Student Dean Forums) to raise feedback submitted by students.
- Provide constructive feedback on the wider student experience on your course.
- Signpost students needing support to relevant support services, run by the University or Arts SU.

What we expect from you

- Attend in-person and/or online training delivered by Arts SU.
- Attend Course Committees, collect student feedback and follow up afterwards.
- Attend Student & Dean Forums, one in each of the first two terms of the year.
- Be inclusive – you are representing the thoughts and feelings of students on your course and year group. Do your best to ensure student feedback is shared and valued.
- Be communicative – you will need to be in communication with students, course reps, university staff and Arts SU. Respond to messages punctually and, if you can't, let fellow course reps know.
- Be collaborative – share ideas with reps, staff and Arts SU to improve the student

What you can expect from the Arts SU

- Timely information about activities e.g. Student & Dean Forums, Trainings and Socials.
- Training and an open door if you have any questions or ideas about the role. You can always contact our inbox (coursereps@su.arts.ac.uk) to get a response.
- Support if you are struggling – we understand this can be a demanding role and we're available to work with you, advise on next steps and put you in touch with support services and/or be present when you are talking to course teams or other members of UAL staff.

What happens if these expectations aren't met?

- If we have concerns that you're not carrying out the role, we will get in touch to see if everything is OK, that you are getting the support you need and are happy in the role.
- If you don't respond or continue to disengage, we may politely ask you to step down from the role.
- If you're struggling to balance commitments, please communicate this to fellow course reps.
- If you can't continue in the role, contact Arts SU so we can ensure the role is filled. It's important that students are represented, and that is only possible with a full course rep team.
- If you feel that we are not meeting your expectations – get in touch. We will try to address any issues and value your feedback.

If you have a more serious concern about our work, you can get in touch with:

Helena Schofield, Representation and Democracy Manager (h.schofield@su.arts.ac.uk) or Martin Dodd, Head of Policy, Representation & Advocacy (m.dodd@su.arts.ac.uk)

What training and support will I receive?

- In-person and/or online training delivered by Arts SU staff.
- Optional online training modules to enhance skills and knowledge.
- Termly Training Conferences & Socials.
- Fortnightly Course Rep Surgeries throughout term time.
- Access to Wellbeing Support i.e. 10 Minute Mind course and Arts Active passes.

How do I become a Course Rep?

Course Rep recruitment runs in September and October each year. Vacant positions are filled on an ad-hoc basis as required.

- Course Rep recruitment runs in September and October each year. Vacant positions are filled on an ad-hoc basis as required.
- You must be a current UAL student and will be studying in the year you will be a representative.
- No previous experience required; only enthusiasm and a willingness to learn.
- We encourage students with characteristics currently underrepresented in Higher Education to volunteer themselves for this role, including Black UK-students, International students, disabled students, Women, LGBTQ+ Students, Trans Students, Commuter Students, Students with Caring Responsibilities and Part-time Students.
- More information on how to become a Course Rep can be found on the Arts SU Website or speaking with your Course Leader.