



Student Representation Scheme

Last approved: October 2024
Approved by: Quality Committee
Next review due: October 2026

Purpose: This Student Representation Scheme applies to all students currently registered on a Further Education course at BN1 Arts.

The College's Quality Cycle ensures that feedback from students, parents and staff is included in termly monitoring. Student surveys are set on a termly basis. The College Management Team collates the resulting data and responds to it at the Academic Quality Committee.

Students also provide feedback through their Student Representatives.

Elected Student Representatives meet each term at Student Representation Forums (SRF). In addition, they may be elected to attend other key group-wide academic committees, which also meet each semester/termly, and include:

- Academic Quality Committee

- Further Education College Management Team

- Equality, Diversity & Inclusivity Committee

Student Representatives are asked to comment on:

- Curriculum & Assessment

- Estates & Resources

- Pastoral Support and Safeguarding

- CEIAG

- Events, Guests and Masterclasses

- The student experience and learner journey

Student Representation Forums are the main opportunities for Student Representatives to pass on and discuss feedback gathered from other students on their course with members of the academic team. They also provide the College with opportunities to feed information back to peers that should be passed on to all students.

Election Process:

- Student Representatives are elected by secret ballot by their peers during Term 1 each academic year.
- Candidates are asked to make themselves known to the Programme Leader early in Term 1 and may present a short manifesto to their peers prior to election.
- Candidates meet with existing Student Representatives in Term 1 to discuss the role and ask any questions they may have.
- Student Representatives normally serve for one calendar year but there is no limit on standing for re-election whilst still a student at the College.

Benefits of the Student Representation Scheme

Student Representatives are democratically elected to represent their peers. They enable a useful and effective communication link between staff and students. They provide helpful feedback to staff on courses, raise concerns in a constructive manner, give feedback to other students on why particular decisions are made, and can help to prevent concerns becoming serious issues.

Why become a Student Representative?

- To represent the views of others
- To enhance your personal development
- To develop valuable transferable skills such as:
 1. Communication
 2. Organisation
 3. Teamwork
 4. Negotiation skills and conflict management
 5. Time management
 6. Speaking in public
 7. Confidence.

What can you gain from being a Student Representative?

- Experience of taking on this role will benefit you in other areas of your academic life and beyond.
- The opportunity to develop skills sought by employers.
- Valuable experience, which can be highlighted in your CV.
- Important Experience of formal meetings
- Knowledge of your institution and current issues in Further Education
- The chance to make a real difference to the experience of students at the college
- Letter of recognition from your College Principal.

What is the role of a Student Representative?

Student Representatives at the College are expected to:

- Self-publicise the role to students in your cohort/college

- Consult students to find out their opinions on:
 1. The College
 2. Their course
 3. The student experience.
- To collect the views of students on matters relating to their learning experience and to help find solutions.

- If necessary, refer students with individual problems to appropriate sources of help, such as the Student Support Team

- Represent the views of students through attendance at:
 1. Student Representation Forums
 2. Key Committees – see above.

- Inform students of outcomes and follow up on any agreed action points from the meetings.

Resolution of complaints procedure for Student Representatives:

By standing for and accepting a post of Student Representative, Reps agree to adhere to the roles and guidelines as set out above.

If a complaint or concern (by students, Reps or College staff) is raised about a Rep's ability to fulfill their duties, the following procedure should be followed:

- The complainant should informally approach the Rep in question and try to resolve the situation.

- The complainant should contact Student Services or the Course Leader to mediate a solution, with the possible outcomes being:
 1. SMART targets (Specific, Measurable, Attainable, Relevant and Timely) being agreed for the Student Rep.
 2. The Student Rep stepping down.

Process for replacing a Student Representative in-year:

When a Student Representative is no longer in post, the other Reps will decide between the following options:

- The remaining Reps for the course in question cover the workload.
- A new Rep is elected.

Student Rep Forum Membership:

Chair: FE College Principal

Secretary: FE Administrator

Members: 2 elected Student representatives from each cohort (MT, Dance, Acting, Music Production, Music Performance & Songwriting)

Student Rep Forum Terms of Reference

- Elicit, discuss and respond to student feedback from Student Representatives regarding the quality of course provision and other aspects of the student experience at BN1 Arts.
- Advise upon aspects of the operations of the student representation system as appropriate.
- Report key issues of student feedback.
- Report directly to AQC and EDI committees