

PROVIDER NAME: CCT College Dublin (CCT) POLICY AREA: Standard 9: Learning Resource and Student Support		
Policy and Procedure Title: Class Representative	Policy No: CCTP904	Version: 2.1
Policy Statement A class representative is the liaison between the class, the lecturer and the College and offers an opportunity for the representative to address issues, both as an individual and as a member of a group. It provides the opportunity to represent the class and express concerns on behalf of the majority of the class. It is an opportunity to gain both leadership and communication skills. CCT further recognises the value of securing the views of learners in respect of college services, programmes and strategic planning and therefore assigns learner representative positions on Programme Boards and the Academic Council.		
Definitions and Principles Class representative (hereafter referred to as 'rep'): learner who represents the voice of the class with CCT lecturing staff, administration staff, at programme board meetings and programme validation exercises, where required e.g. Student Services, Academic Council and Programme Board		
Staff Involved All full time and part time staff faculty within CCT, Lecturers, School Manager, Dean of Academic Affairs, Dean of School, QA Officer, Faculty Coordinators, Head of Student Services		
Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness
<ol style="list-style-type: none"> 1. A learner can volunteer to represent the class at student rep meetings (subsidiary of the student services meeting). 2. If a learner volunteers to represent their class, the class must ratify their role. This is done in the presence of the Head of Student Services and/or lecturer. This can be done with a show of hands. If the class do not ratify the class rep a vote takes place to select a representative 3. Should two or more learners want to represent the class a voting system takes place where the learners in a class vote for the candidates 	Learners Lecturers Head of Student Services	E-mail communication Minutes from Student Rep and Student Services Meetings

<p>4. Names of the candidates are written down, collected and counted.</p> <p>5. The candidate with the biggest number of votes is declared the class rep</p> <p>6. For a class of 30 and over it is recommended to have two class reps.</p> <p>7. The class rep should be proactive in engaging with their fellow learners and communicating with the College on their behalf. Programme related matters should normally be brought to the attention of the Faculty Coordinator or the School Manager. General College matters should be referred to the Head of Student Services.</p> <p>8. The class rep is expected to attend the class rep meetings which takes place a minimum of twice a year, as well as the Programme Board and the Student Services Meeting.</p> <p>9. The School Manager and Faculty Coordinators are expected to have ongoing interaction with the class reps in relation to programme matters. Feedback on actions taken or intended should be communicated to the class rep to update the class.</p> <p>10. Nominations from the class rep community will also be sought to take the learner rep positions on the Academic Council. The class rep may also be asked to liaise with department heads and faculty for the purpose of new programme validation or re-validation of programmes or to contribute to the evaluation and review of College services.</p> <p>11. At these meetings, the rep ensures the student voice is heard and brings ideas, opinions on policy, issues from the class and contributes to the meetings</p> <p>12. The Head of Student Services is the primary contact for the class rep and meets with them frequently with a view to developing and implementing an action plan for enhancing learner experience in CCT.</p>	<p>School Manager Faculty Coordinator</p> <p>Dean of School Academic Council</p> <p>Class rep</p> <p>Head of Student Services</p>	
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Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Lecturers QA Officer School Manager Dean of School Faculty Co-Ordinators	Ongoing reviews throughout the academic year After each programme board After each class rep meeting Student services meeting Annual review for full academic year	Review of records of correspondence between class rep and group Review of records of between class rep and lecturer Review of minutes of Program Board Meetings, class rep meetings and Review of all written records from the lecturers, School Manager, learners, being reported or highlighted, to how the case was resolved

POLICY CONTROL SHEET

Policy Title	Class Representative
Responsible Officer(s)	Head of Student Services, QA Officer
Issuance Date	August 2017
Effective Date	August 2017
Last Review Date	July 2019
Supersedes	Version 2.0
Next Review Date	August 2024
Designated Reviewer(s)	Head of Student Services
Scope	Internal staff (full and part time); Learners; Program Boards; Academic Standards Board; Appeals Board

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
Version 2.0	August 2017	Updating of roles and addition of clarifications	Senior Management Team	Academic Council
2.1	August 2019	Edit to reflect meeting frequency a minimum of twice per year	Head of Student Services	Academic Council

References upon which the Policy section is based

CCT Policy area	Learning Resources & Student Support
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, Relevant QQI Standards and Guidelines
Related CCT Policies / Forms	