

PROVIDER NAME: CCT College Dublin (CCT)			
POLICY AREA: Standard 9: Learning Resource and Student Support			
Policy and Procedure Title:	<i>CCTP904: Class Representative Policy</i>	Policy No: CCTP904	Version: 2.2
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, Programme Leaders, Dean of Academic Affairs, Dean of Faculty, QA Office, Faculty Office, 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 4. Names of the candidates are written down, collected and counted. 5. The candidate with the biggest number of votes is declared the class rep 6. For a class of 30 and over it is recommended to have two class reps. 		Learners Lecturers Head of Student Services	E-mail communication Minutes from Student Rep and Student Services Meetings

<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 Office or the Programme Leader. 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 with takes place a minimum of twice a year, as well as the Programme Board and the Student Services Meeting.</p> <p>9. The Programme Leaders and Faculty Office 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 student community will also be sought to take the learner member positions on the Academic Council. This will be from outside the class rep community.</p> <p>11. The class rep may 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. 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 Programme Leader and the Head of Student Services are the primary contacts for the class rep, meeting with them frequently with a view to developing and implementing an action plan for enhancing learner experience in CCT.</p>	<p>PL Faculty Office</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 Office PL Dean of Faculty Faculty Office	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, PL, 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 Office
Issuance Date	June 2025
Effective Date	June 2025
Last Review Date	August 2024
Supersedes	Version 2.1
Next Review Date	August 2025
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, Registrar
Version 2.0	August 2017	Updating of roles and addition of clarifications	Senior Management Team	Academic Council
Version 2.1	August 2019	Edit to reflect meeting frequency a minimum of twice per year	Head of Student Services	Academic Council
Version 2.2	August 2022	Updated to clarify that Academic Council student members are separate to class reps.	QA Office	Academic Council
Version 2.3	June 2025	Minor updates for presentation purposes	Dean of Academic Affairs	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