



Policies and Procedures

Operations Department

Student Representative Policy

Policy Author	Diana Busuttil	Designation	Head of Institution
Policy Reviewer	Rosanne Galea	Designation	Managing Director
Policy Approver	QAC	Revised Date	26/07/2024

Student Representative Policy

1. Role of the Student Representative

This role description outlines the key responsibilities of being Student Representative. It is not a formal agreement however, it sets out guidelines that Representatives need to fulfil in order to be effective in their role towards the main aim of support to fellow students. The role of the Student Representative shall bring to bear students' observations, feedback and queries to ultimately contribute towards the maintenance of quality assurance.

We recommend that Student Reps are elected for each course, however this will be at the discretion of the students themselves as to whether they would like to be represented.

2. Aims and Objectives

Representatives work on behalf of a cohort of students to represent their views to the Centre and the staff. It is essential that Representatives make efforts to find out the views of their peers and are able to set aside their own views if necessary. Communication is central to the Representative's role. The Student Representative Scheme cannot function effectively if students and staff do not know who the Student Representatives are, what they do or how to contact them. Student Representatives are encouraged to follow this policy:

- Making sure students and staff know who you are and how to contact you.
- Working with other Representatives, staff and lecturers.
- Being available to attend meetings.

Quality Assurance Policies and Procedures

- Setting aside sufficient time to consult with students on a regular basis. Face to face and online.
- Feeding back issues and responses to and from students, other Student Representatives, relevant staff, and the lecturers.
- Maintaining a constructive and courteous attitude, even if you disagree with people.
- Informing the key contacts if you no longer wish to be a Student Representative.

3. Commitment to the Student Rep scheme

All Representatives will be invited to regular meetings within the Centre and it is advisable that you make every effort to attend these. Your presence at these meetings shall provide for effective representation and shall enhance the scheme. Being a Student Representative will not take over your life but it is essential that you are able to give a certain amount of time to the role.

As a Representative you should represent the diversity of students in your cohort, conducting yourself in a professional and respectful manner in line with our **Equality and Diversity Policy**. All Representatives should also acquaint themselves with the Centre's policies and make these known to the students. They should also support the principles, aims and objectives of the Student Representative Scheme as set out in this policy.

1. Procedural guidelines

Students are encouraged to play an active role in the learning process at Future Focus Ltd. As such we encourage that for each course a student representative is

Quality Assurance Policies and Procedures

selected by the student body to take charge of, and to execute, the roles and responsibilities as outlined hereunder:

- i. Centre, Staff, and Student Liaising: Student representatives generally have the primary role of liaising with the Centre, staff and students as a way of enhancing communication and student involvement in decision-making processes.
- ii. Meetings: Future Focus staff and lecturers meet during the duration of courses and discuss with the Director on matters pertaining to the functions of the Centre. Student Representatives may be asked to consult with students on certain matters, attend and contribute to this forum.
- iii. Attending and coordinating/facilitating meetings: Student representation is part of the decision-making processes at Future Focus. Student representatives may also call student meetings/forums to receive and channel student perspectives through the appropriate decision-making channels at our Centre.
- iv. Action plans and follow-ups: Following engagement in decision-making processes Student Representatives may be required to delegate student reporting and create action plans and follow-ups on actions.
- v. Social event coordination: Student representatives may also coordinate social events for fellow course students.
- vi. Resource person for student issues: Students in need of advice or resources will often approach student representatives for advice and resources. The Representative will provide for an intermediary for students who might find it difficult to voice concerns to staff members.
- vii. Commitment to learning: Student representatives may also consult with previous year's representatives and inform new representatives towards creating the most effective representation for students.