



Course Rep Training 2026

What is a Student Union?

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Gokul Das

As Cambridge
Course Reps you
should be
seeing

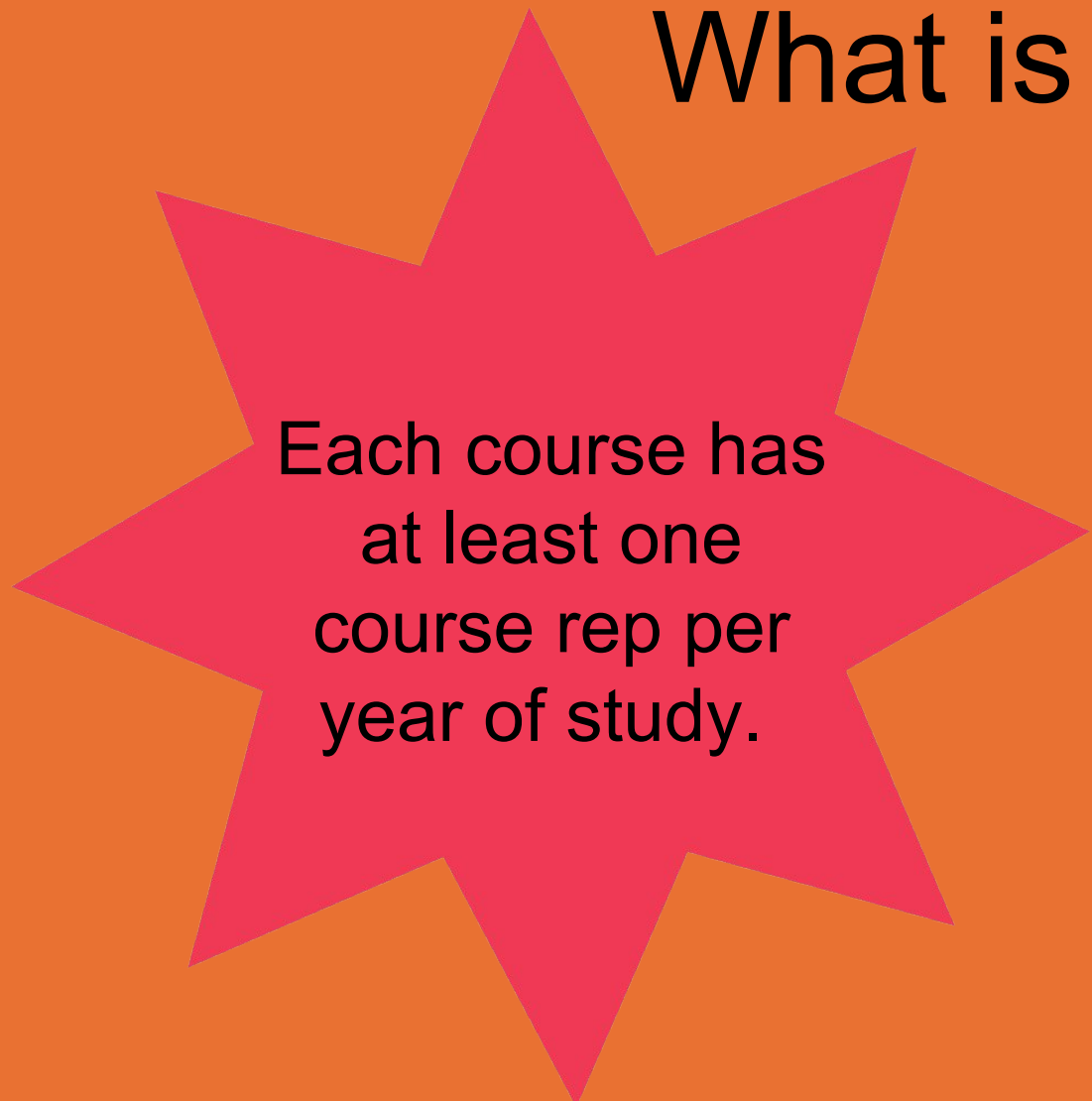


You're main staff contact as a rep will be your Representation Co-Ordinator – Tom!

These are full-time staff members whose job is to elect, train, and support Course Reps like yourself.



What is a course rep?



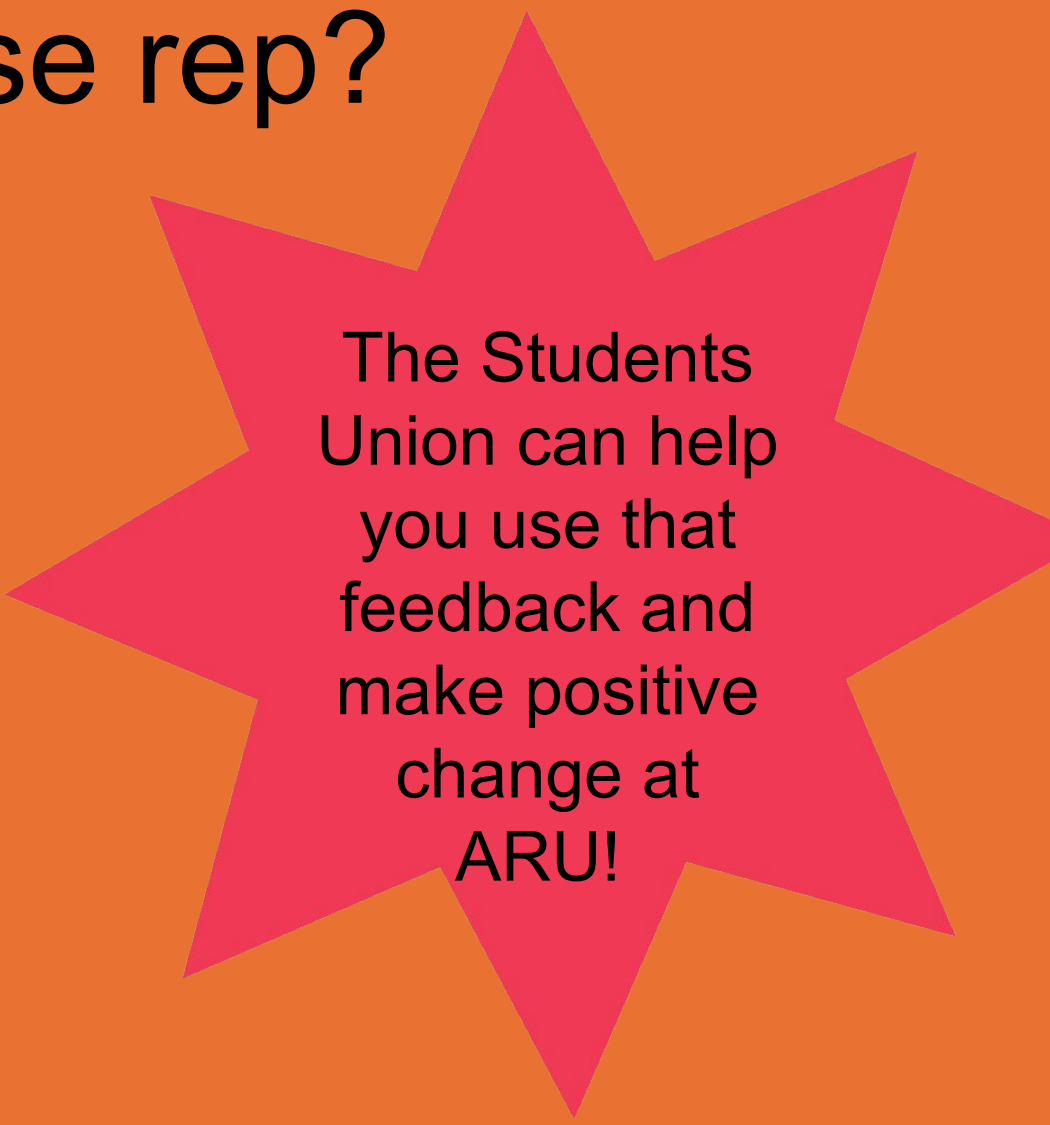
Each course has
at least one
course rep per
year of study.

What is a course rep?

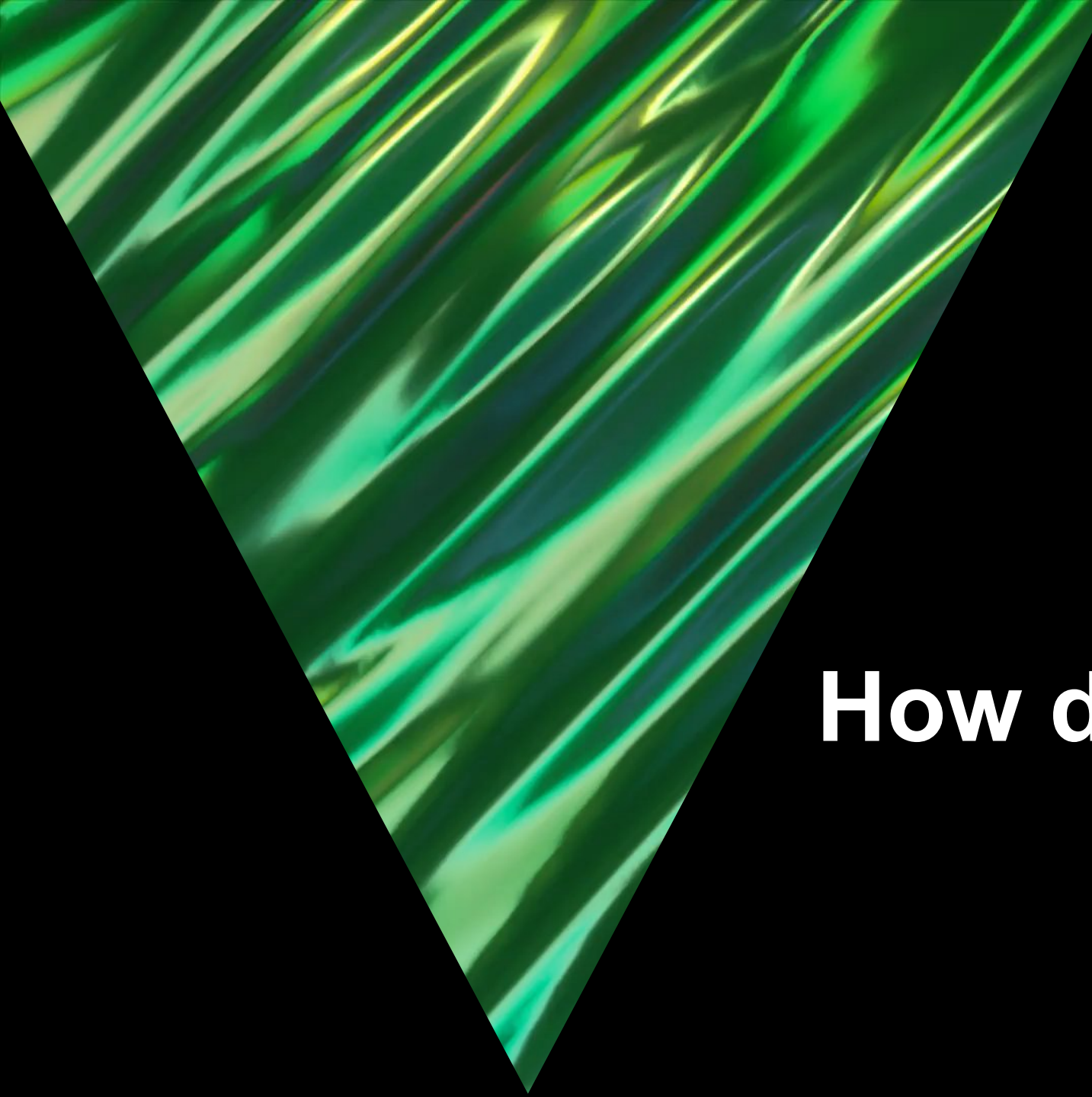


Their job is to
gather
feedback about
all aspects of
the student
experience at
ARU.

What is a course rep?



The Students
Union can help
you use that
feedback and
make positive
change at
ARU!

An abstract graphic in the top-left corner of the slide. It consists of a series of diagonal, wavy lines in various shades of green and yellow, creating a sense of motion or energy. The lines are set against a solid black background.

How do I get feedback?

childnursing.aru.cam ...

Kalila

19 posts 29 followers 41 following

👤 Year 1 Child Nursing Course Rep for ARU Cambridge
📅 study tips, assignment deadlines, exam dates
🎉 cute social events
👉 c... more
🔗 www.etsy.com/people/jfxq7bnh/favorites/nursing

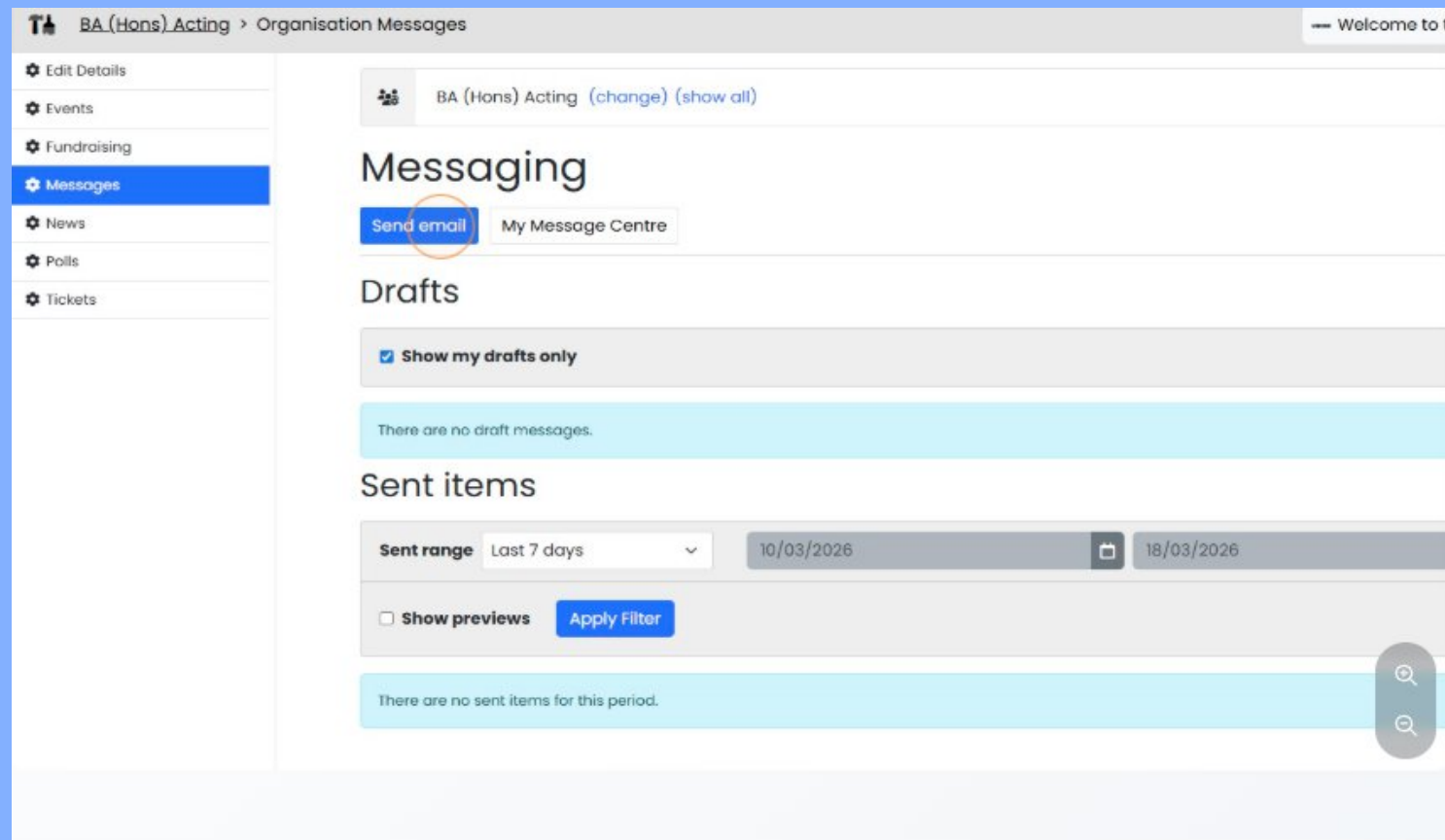
Follow



Social Media

EMAIL ALL Via THE REP HUB

<https://arunion.co.uk/cambridge/your-say/representation/messaging-centre/>



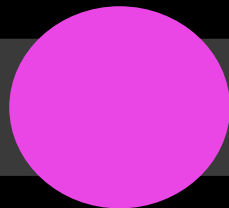
Surveys

There are various options for free, online surveys including:

- Google forms
- Microsoft Forms

Ask open questions:

- “What did you think of that assessment?”
- “Do you think this module guide makes sense?”
- “How do you find the classrooms here?”



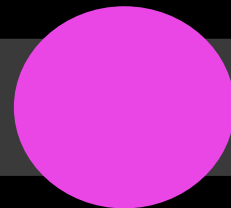
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**What do I do with
feedback?**

Where Should You Take Feedback?

If you're getting feedback that is small and easily fixable (ie things that could be resolved by sending an email) that it's worth getting on it as soon as possible. This could be things like:

- Canvas not being updated
- Facilities issues
- Tech difficulties

SMALL

What is an SSLC?

SSLC
stands for
Student
Staff Liaison
Committee:



Student Staff Liaison Committee (SSLC)

Faculty: Health, Education, Medicine & Social Care
School: Allied Health
SSLC: Paramedic Science
Date: 10th July 2024: 2pm-4pm, via Teams

AGENDA

1. **Welcome and Apologies**
2. **Minutes of the previous meeting**
To ratify the minutes from the previous meeting
3. **Matters Arising**
To **note** the action plan from the minutes of the previous meeting and to **receive** any updates and additional information provided by members.
4. **Chair's Report**
To **receive** a verbal update from the Course Team Review Meetings and any other relevant business.
5. **Student Matters**
To **receive** and **discuss** written reports from Student Representatives (What the course(s) should keep doing/stop doing/start doing):

The following themes can be included as appropriate:

- Quality of teaching (teaching methods and curriculum content)
- Assessment (deadlines, feedback and balance of activities)
- Academic support and skills development (e.g. employability)
- Organisation and management (timetabling and communication)
- Learning resources
- Personal tutoring
- Course specific (placements, fitness to practice)
- Facilities

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You can send a
report with your
feedback if you
aren't able to
attend



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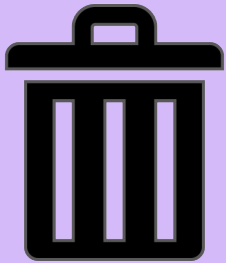
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Keep, Stop, Start



Keep

Things students like
and would like to
continue.



Stop

Things students find
detrimental and
would like to cease.



Start

New ideas that
students would like to
see implemented.

What is a campaign?

A campaign is where students organise to improve conditions at the university, or in their local community, on a wide variety of issues, be that in academics like getting class sizes reduced, or tackling social issues which exist across society like racism.

Does campaigning work?

Absolutely, at ARU and across the UK, students have won...

- Class size reductions from 400 to 100 students in FBL
- Keeping Wednesday Afternoon Free for undergraduates
- Reintroduction of maintenance grants
- [And much more](#)

Your Liberation & Campaigns Coordinator – Jo Bunkle

The Union's Liberation & Campaigns Coordinator is there to give you advice, boost your confidence and expand your horizons as an activist.

Jo has been working with student campaigners for years, and has insight into making change in, and outside ARU.



Jo Bunkle
Campaigns Coordinator
She/They
j.bunkle@angliastudent.com

Course Based Societies

We have a lot of course based societies at the Student Union and as a Course Rep you get free membership!

If there isn't a society around your course, then why not start one? All you need is two people!

Have a look at the list of societies on our website and for more info contact Emily



Emily Buncombe

She/Her

Academic Societies
Coordinator

Emily.buncombe@angliastudent.com

Public Speaking

Being a course rep does require a level of public speaking. Both in SSLC's and in getting feedback this is vital! Here are some tips if you struggle:

- Write your reports even if you are attending an SSLC
- Take your time! The chair will tell when to speed up
 - Preparation, Preparation, Preparation

If you ever want more help in communicating or speaking publicly get in touch with Tom!

Difficult Conversations

It can be difficult hearing feedback sometimes, particularly when it is negative. When presenting negative feedback it's worth remembering:

- Don't make things personal
- Keep solution focussed
- The 'S*** Sandwich' Two good things either side something negative

Remember: If you're worried about presenting a piece of feedback speak to Tom!

Signposting



SU Advice

- Exceptional Circumstances
- Complaints
- Academic offences



Study Skills+

- Assignment help
- Skills workshops



Money Advice

- Tuition fees
- Living costs
- Banks and savings



iCentre

- Mitigation
- Withdrawal
- Timetable changes



Counselling & Wellbeing

- Mental health
- Emotional support

Signposting



International Office

- Visa questions
- Expenses
- Visa advice



Employability

- Graduate jobs
- CV building
- Volunteer work



Disability & Dyslexia Service

- Accessibility
- Additional benefits
- Reasonable adjustments

If you're ever in doubt, reach out to your Rep Coordinator!

You Should Not...

DEAL WITH STUDENTS' PERSONAL
ISSUES

HELP STUDENTS WITH PERSONAL
FORMAL PROCESSES

REPRESENT OTHER COURSES

MAKE ON THE SPOT DECISIONS ON
BEHALF OF STUDENTS

WAIT FOR STUDENTS TO GET IN
TOUCH

PRIORITISE YOUR REP ROLE OVER
YOUR STUDUES

Other opportunities...

As a course rep you will also have access to the following:

- Course Approval Panels
- Student disciplinary boards
- Co-chair SSLC's with the faculty chair
- Take part in forums and surveys from both the uni and the union
- Host events for your fellow students!

These opportunities are rewarded in a variety of ways and will come to your emails so read them!

Congratulations on finishing training: What's Next?

- Join the Course Rep Whatsapp group
- Claim you're Course Rep Freebies
- Check out the Rep Hub on the Student Union website
- Tell your cohort who you are!
- Check out the other course rep training we offer!
- Email you're school rep and the Cambridge officer!