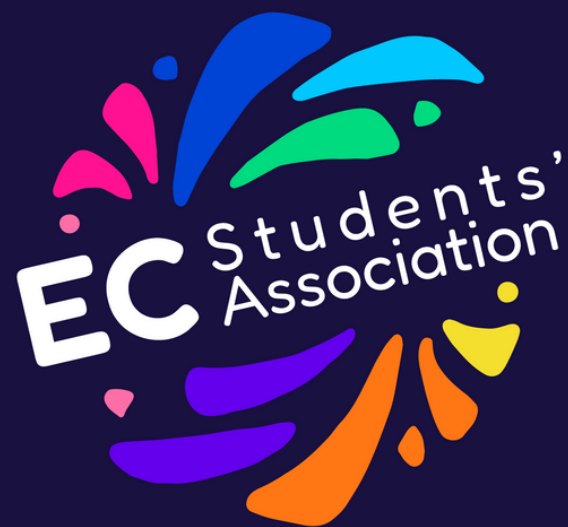


**TAKE THE STEP,
BECOME A CLASS REP.**



Class Rep Handbook

Everything you need to know as you start your Class Rep journey

**Powered by students
Driven by values
Committed to better**

ecsa.scot/classreps

Edinburgh College Students' Association is a charity registered in Scotland (SC028544)

Welcome to the team

Congratulations on being elected as Class Rep! You've taken the first step towards making Edinburgh College the best place it can be for all our students.

The Class Rep role is extremely important, and each and every one of your contributions will help to improve the Learning & Teaching experience for our current and future students at Edinburgh College. We couldn't do it without you!

Being a Class Rep will open many doors for you and give you opportunities to meet other students who are passionate about making change happen.

To ensure that you are comfortable in your roles as Class Reps, we will run training sessions to empower you, boost your confidence, and make sure that the student voice at Edinburgh College is as powerful as it can be.

I hope this handbook will answer any questions you have about the Class Rep experience, but if you have any further queries, just get in touch!

Thank you so much for being part of our Class Rep team this year, we can't wait to meet you all.

Skye Marriner (President)
Luna Morrison (VP Welfare)
Jon Craig (VP Activities)

Your 2023-24 Officer Team



What is EC Students' Association?

Edinburgh College Students' Association represents the 25,000 students at Edinburgh College. Our elected Full-Time Officers and staff work with College management, the Scottish Government and as part of the National Union of Students (NUS) to help make students' lives better at Edinburgh College. Whether you've got a problem with funding, want to start a society or want to campaign on student issues – we're here to support you!

Your Full-Time Officers



Student President - Skye Marriner (she/her)

Education & Student Voice

Skye represents the voice of students at the highest level in Edinburgh College, campaigning to make change and improve the student experience with a specific focus on improving Education for students and the overall student experience.



VP Welfare - Luna Morrison (she/her)

Mental Health & Diversity

Luna campaigns for all things welfare at Edinburgh College, arranging wellbeing fairs and mental health check-ins with students as well advocating for diversity and inclusion across all campuses.



VP Activities - Jon Craig (he/him)

Clubs, Societies & Student Engagement

Jon is passionate about ensuring the student experience at Edinburgh College isn't just based in the classroom. He runs our engagement programmes including leading on clubs and societies.

Class Rep Duties & Responsibilities

The Class Rep system is the main way the College finds out about the student experience; the feedback is gathered and presented to College Committees and the Board of Management to help improve how things are done around the College and help improve your overall experience of College life.

With your help we can collect this information on how you feel about your overall student experience.

We look for one or two people per class every year to represent the views of the whole class and they feed that information back to us. A Class Rep is a vital link between you, the students, College management and us at the Students' Association.

Class Reps will be trained so that you understand what the role requires, as well as the specific skills and tasks which make you a Rep. Another part of the role is engaging with the staff within your curriculum area.

How it works

Teams Channel

To keep up to date with the latest news, you'll be added to our Class Rep Teams Channel. This is where you can talk about issues with your class and across the College. If you have a question about Learning & Teaching or you want to see if an issue you are facing is College-wide, feel free to post about it.

Meetings

These happen four times a year either on campus online. This is your opportunity to feed back any Learning & Teaching issues or successes. They take place at lunchtime and include workshops and opportunities to socialise with other Reps.

Surveys

From time to time, we'll ask you to fill out surveys on specific issues, and send them to your classmates to complete too.


Socials

This year, there will be more opportunities than ever to socialise with your fellow Class Reps. Check out the Class Rep timeline to find out more.

Class Rep Dos and Don'ts

DO

If you're unsure whether something is part of your role as a Class Rep, just ask!

- 
- ✓ Talk to your class about Learning & Teaching issues
 - ✓ Attend Class Rep Meetings
 - ✓ Present your classmates' opinions on Learning & Teaching issues
 - ✓ Network with other Class Reps from across the College
 - ✓ Provide feedback on issues to staff and students
 - ✓ Develop solutions to issues your class may be experiencing
 - ✓ Signpost to EC Students' Association and College departments
 - ✓ Read & share any EC Students' Association news shared with you

This list is by no means exhaustive and there will be other events and workshops that you will be asked to take part in from time to time but these are voluntary.

DON'T

Don't get involved with individual student issues

Your role is to represent the collective view of the class. Signpost individual students to an appropriate member of staff or other services.

Don't deal with allegations of bullying or harassment

Students who say they are being bullied or harassed should be encouraged to speak with their LDT, lecturer, Student Services or EC Students' Association.

Don't deal with formal complaints

Students wishing to make formal complaints should be directed to a member of EC Students' Association or the College's Complaints Coordinator.

Don't punish the actions and behaviour of your classmates

The College will deal with disciplinary issues through their disciplinary procedures.



Communicate

If your Class hasn't already done so, you may want to set up an online group for you to keep in contact, e.g. on MS Teams. This provides an easy and accessible way for classmates to communicate any issues they are facing. It also gives space to gather feedback and opinions.

Signpost

Be aware of all the resources and services the College and EC Students' Association can offer. There's also a handy list in the back of this handbook.

Teamwork

In in most classes, two reps are elected, so you will have someone to share the work and responsibility with.

Class Rep Strategies

Ask

As what issues your classmates are experiencing as part of their Learning & Teaching experience. The feedback will be gathered and submitted to us at and discussed at Class Rep Meetings.

Update your Class

As part of your role, you also need to update your classmates about issues that have been resolved or that the Full Time Officers are campaigning for. It is vital this information is passed on so the students see that the student voice is a power tool at Edinburgh College.

Gathering Feedback

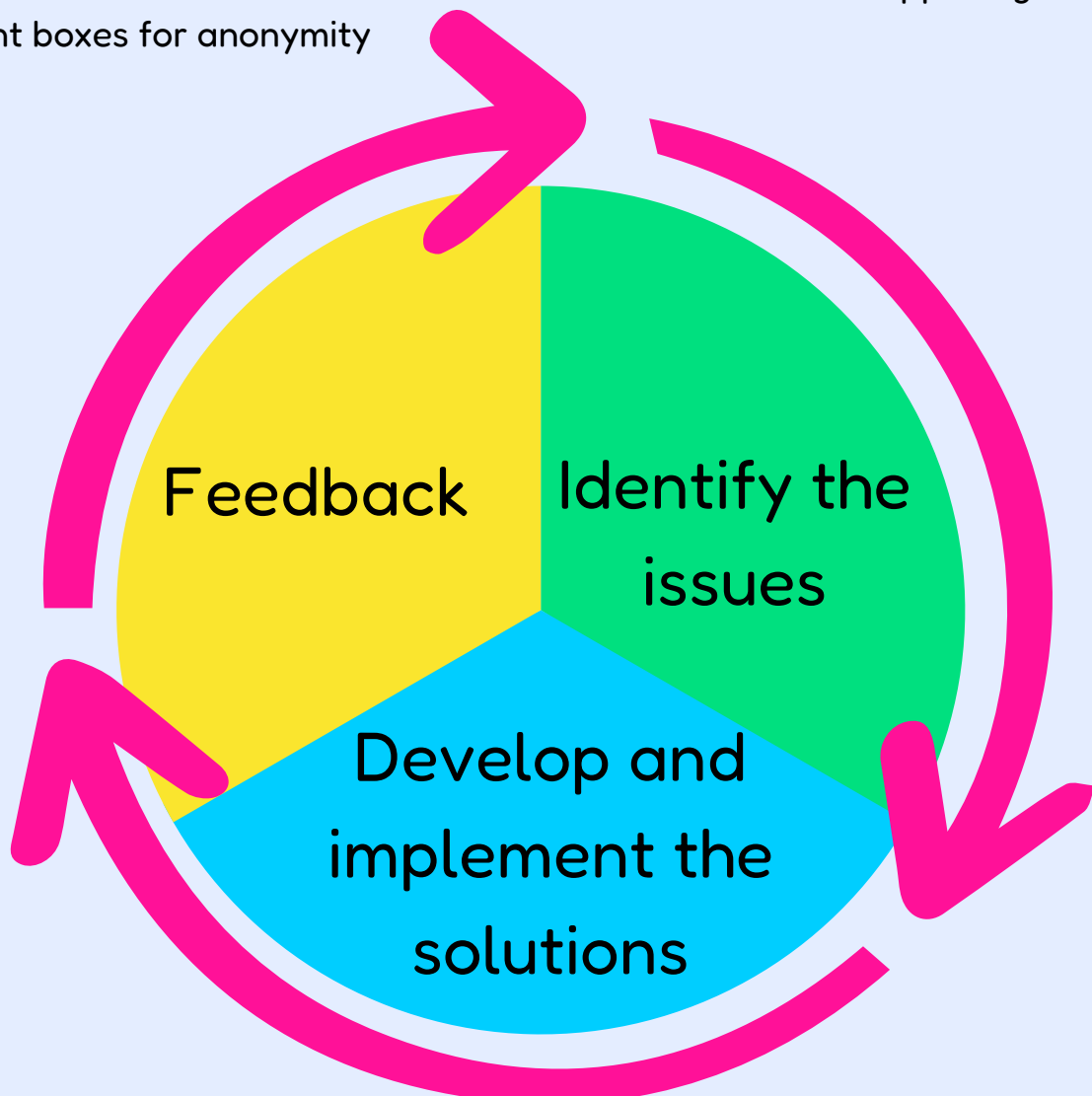
We recommend setting up an online group for your class to interact and share their thoughts about your courses. This makes it easy for you to ask them questions relating to your duties as Class Rep. It's important that you know what your class thinks about certain aspects, so figure out what works best for you and your class.

We recommend using:

- MS Teams chats
- Messenger chats
- Surveys
- Comment boxes for anonymity

Feedback is a vital part of being a Class Representative. You will be asked to give feedback to a variety of people during your time as a Class Rep, whether it's to your class, teaching staff, EC Students' Association, NUS or any external agencies that want to know what you think of your 'student learning experience'.

We recommend that you ask for 5 minutes of time in your first class after a Class Rep meeting to tell them what was discussed. Remember, even if there are no updates to an issue yet, make sure you keep everyone informed of what's happening at College.



Who do I contact about issues in my class?

The first person you should speak to if you have a learning and teaching issue is your Learning Development Tutor (LDT) or your Course Tutor.

If the issue cannot be resolved at this level you should then contact to your Curriculum Leader or EC Students' Association.

Please write the names of your LDT and Curriculum leader here to keep them handy (if you are in doubt about who they are, then get in touch):

LDT/Course Tutor

Name: _____

Email: _____

Curriculum Leader

Name: _____

Email: _____

Signposting

Signposting means that you direct your classmate to the best department or qualified person to resolve their issues. Below is a list of common issues as well as potential departments to direct students to. For more information about departments, use the 'Useful College Contacts' page.

Funding (Bursary, SAAS, EMA, Childcare)

- Student Services
- Student Funding Team

Academic

- Learning Development Tutors (LDT)
- Curriculum Leader
- Curriculum Manager
- Head of School

Fees

- Finance
- Student Services

Formal Complaints

- Complaints Coordinator

College and external contacts

Main Switchboard

0131 669 4400

Course Information

0131 297 8300

courseinfo@edinburghcollege.ac.uk

Course Application Enquiries

courseapps@edinburghcollege.ac.uk

Student Funding Enquiries

(EMA, Bursary, Childcare)

studentfunding@edinburghcollege.ac.uk

Learning Support Enquiries

(Diagnosed Disabilities and Additional Support Needs)

learning.support@edinburghcollege.ac.uk

International Students (Non-EU)

0131 297 9995

international@edinburghcollege.ac.uk

Complaints Coordinator

0131 297 8662

complaints@edinburghcollege.ac.uk

SAAS (full-time HE Students and general enquiries)

0300 555 0505

SAAS (Part-time fee grant enquiries only)

0300 300 3137

National Union of Students (NUS) Scotland

0300 303 8602

mail@nus-scotland.org.uk

Class Rep Timeline 2023/24

**You only need to attend 1 training session
and 1 meeting per block!**

Training sessions

October 2023

Mon 23rd, 4-5pm - Online via Teams

Tues 23rd, 12-1pm and 4-5pm at Granton campus

Weds 25th, 12-1pm at Milton Road campus

Thurs 26th, 12.30-1.30pm and 4-5pm at Sighthill campus

Monday 30th, 4-5pm - Online via Teams

Tues 31st, 12-1pm - at Midlothian campus

November 2023

Weds 1st, 12-1pm Class Rep Training (Sighthill)

Weds 1st, 4-5pm - Online Class Rep Training

Autumn Meetings

Monday 6th November, 12-1pm at Sighthill campus

Tuesday 7th November, 12-1pm at Granton campus

Wednesday 8th November, 4-5pm Online via Teams...

Winter Social - Meet other Class Reps in an informal setting with free refreshments!

Monday 4th December, 12-2pm at Sighthill campus

Wednesday 6th December, 12-2pm at Granton campus

Early 2024 Meetings

Monday 29th January, 4-5pm Online via Teams

Tuesday 30th January, 12-1pm at Milton Road campus

Wednesday 31st January, 12-1pm at Granton campus

Thursday 1st February, 12-1pm at Sighthill campus

Campus Opening Hours

During term time, all four campuses are open from 7am-9.30pm Monday-Friday.

During teaching breaks and holidays, campuses close at 6pm Monday-Thursday, and 5pm Friday.

Specialist areas such as the Music Box and Sports Hall at Sighthill; The Club at Milton Road and the Hub at Granton may operate longer opening times on certain days. Please check with the individual area for details.

Term Times 2023/24

Semester 1

Monday 28th August 2023 – Friday 19th January 2024

Semester 2

Monday 22nd January 2024 – Friday 14th June 2024

Holidays

September Holiday	Monday 18th September (College Closed)
October Break	Monday 16th October – Friday 20th October
Christmas Break	Monday 25th December – Friday 5th January 2024 (College Closed)
February Break	Monday 12th February – Friday 16th February
Easter Holiday	Friday 29th March – Monday 15th April
May Day Public Holiday	Monday 6th May (College Closed)

Jargon Buster

EC Students' Association (ECSA)

Edinburgh College Students' Association

FTO/Full-Time Officers

The three elected Full-Time Officers of the Students' Association: President, Vice President Welfare, and Vice President Activities

Sparqs – Student Partnerships in Quality Scotland

A Scotland-wide organisation created to help support and develop student representation in the shaping of learning & teaching in Colleges & Universities.

NUS – The National Union of Students

The national representation and campaigning organisation for College and University Students' Associations across the United Kingdom. There is a Scotland specific section (NUS Scotland) which is based in Edinburgh.

Quality

Everything we do to make sure Learning & Teaching is always of a high standard and is constantly improving.

Course Team Meetings

Regularly meetings where teaching staff, Curriculum Team Leaders and students to discuss courses and how to improve them. Class Reps should be invited to these, so make sure to ask your Curriculum Leaders about them.

Class Rep Meetings

These happen four times a year either on campus online, during lunchtime. This is your opportunity as Class Reps to feed back any Learning & Teaching issues or successes. Your attendance at meetings helps us improve the student experience at Edinburgh College.

Important Websites

Below is a list of useful websites and organisations.

Check out our website www.ecsa.scot for more or get in touch.

Mental Health

Edinburgh Crisis Centre

<http://www.edinburghcrisiscentre.org.uk>

iThrive

<https://ithriveedinburgh.org.uk/>

Nightline

<http://ednightline.com/>

Money

Money Matters

<http://www.moneymattersweb.co.uk>

Money Advice Scotland

<http://www.moneyadvicescotland.org.uk>

Child Poverty Action Group

<http://www.cpag.org.uk>

Housing

Shelter

<http://scotland.shelter.org.uk>

Health

Crew

<http://www.crew2000.org.uk/>

NHS Better Health

<https://www.nhs.uk/smokefree>

Fast Forward

<http://www.fastforward.org.uk/>

Young People

LGBT Youth

<https://www.lgbtyouth.org.uk/>

The Junction

<http://the-junction.org/>

Citadel

<http://www.citadelyouthcentre.org.uk/>

Edinburgh City Youth Café

<http://www.6vt.info/>

LGBTQIA+

LGBT Health

<http://www.lgbthealth.org.uk/>

Scottish Trans

<http://www.scottishtrans.org>

General and Legal

Citizens Advice Scotland

<http://www.cas.org.uk>

Contact Us

If you have any issues or would like to speak to one of the EC Students' Association team, head to ecsa.scot/contact for our Live Chat service, or visit us at one of our campus offices.

Granton Campus

R1-01

350 West Granton Road
Edinburgh
EH5 1QE

Milton Road Campus

G-17

24 Milton Road East
Edinburgh
EH15 2PP

Midlothian Campus

G-07

46 Dalhousie Road
Midlothian
EH22 3FR

Sighthill Campus

S1-24.1

Bankhead Avenue
Edinburgh
EH11 4DE

Phone: 0131 297 9500

Email: contact@ecsa.scot

Web: www.ecsa.scot



**Connect with
us on our
social media!**



@ecsaonline



**Join our new
DISCORD
server!**

