

**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](https://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. We'll be running 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.

We hope this handbook will answer any questions you have about the Class Rep experience, but if you have any questions, 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.

**Adam Lowe (President)**  
**Caitlin Whitson (VP Activities)**  
**Sukinder Landa (VP Welfare)**

**Your 2024-25 Officer Team**





# What is EC Students' Association?



Edinburgh College Students' Association represents over 20,000 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 - Adam Lowe**

### **Education & Student Voice**

Adam 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 Activities - Caitlin Whitson**

### **Clubs, Societies & Student Engagement**

Caitlin is passionate about ensuring the student experience at Edinburgh College isn't just based in the classroom. She runs our engagement programmes including leading on event days and building up the sense of student community.



## **VP Welfare - Sukinder Landa**

### **Student Wellbeing & Mental Health**

Sukinder 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.



# Why do we have Class Reps?

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 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 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 other Reps. If you have a question about Learning & Teaching or you want to see if a problem you are facing is happening across the College, feel free to post about it.

## **Meetings**

Class Rep Meetings led by EC Students' Association happen 3-4 times a year on campus and online. This is your opportunity to feedback any Learning & Teaching issues or successes. They take place at lunchtime. You will also be asked to attend meetings with your department directly - sometimes called Course Meetings.

## **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.

## **Talk to your class**

It's important that you know what your class thinks about your course, so we suggest setting up an online group where you can discuss any issues that come up. This also makes it easy for you to ask them questions relating to your duties as Class Rep.



# Duties & Responsibilities



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

- ✓ Talk to your class and LDT 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



**“You might also be interested in becoming a Lead Rep, a new initiative I’m setting up this year. Find out more about the scheme at our training sessions!”**

**Adam  
President 2024-25**

# What NOT to do

## **Don't get involved with individual student issues**

Your role is to represent the collective view of the class. Signpost individual students to other staff or 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 with EC Students' Association directly.

## **Don't deal with formal complaints**

Students wishing to make formal complaints should speak to EC Students' Association or the College's Complaints Coordinator.

## **Don't punish the actions and behaviour of your classmates**

The College and staff will deal with disciplinary issues through their disciplinary process and procedures.

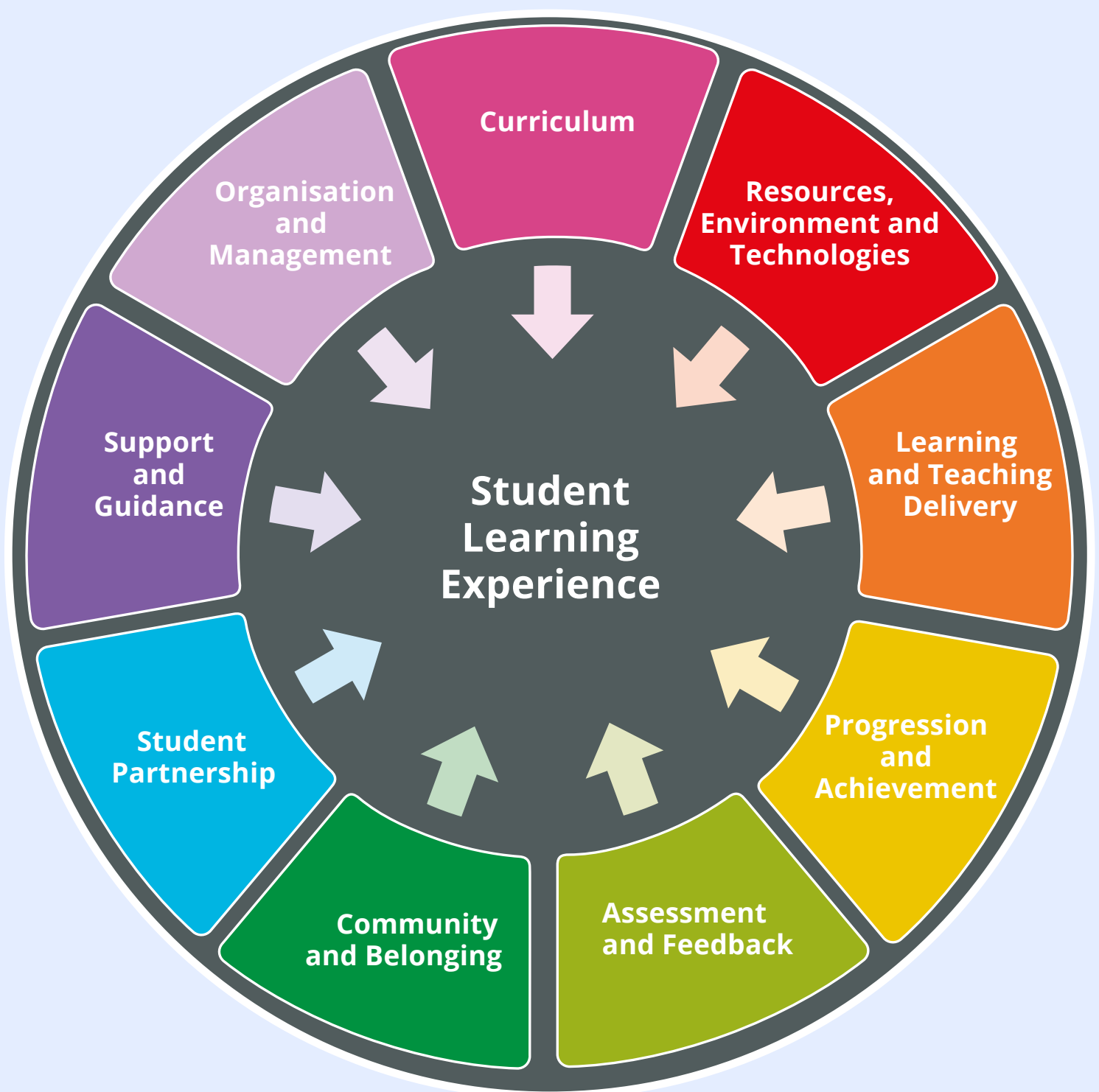
**Don't forget, we're always here to help you if you're not sure if something is part of your role. You can message us on Teams, LiveChat or come and visit one of our offices!**





# What do Class Reps discuss?

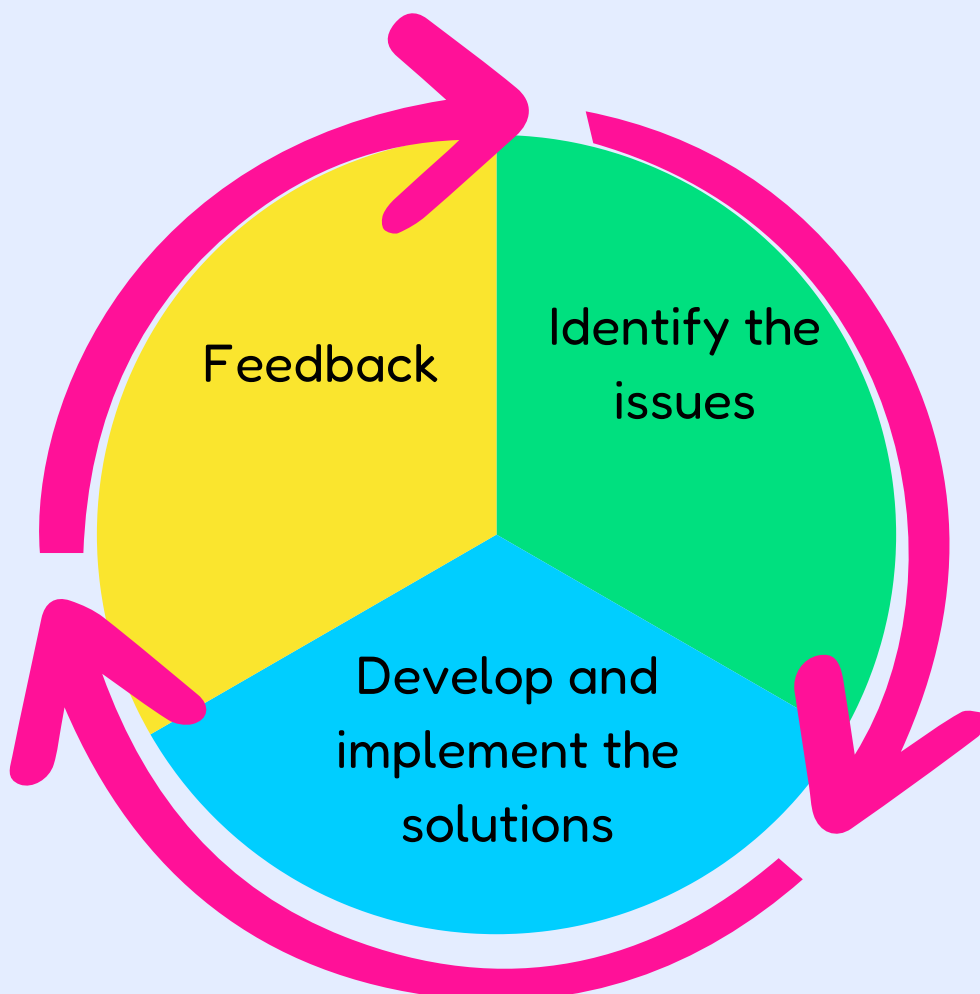
Class Rep discussions focus on the Student Learning Experience, which is made up of all the different segments of the wheel below. We'll go into this in more detail at your training sessions.



# The Feedback Loop

Feedback is a vital part of being a Class Rep. You'll 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. Even if there are no formal updates to an issue yet, it's good to keep everyone informed of what's happening at College.





## **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 useful 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.

# Signposting

Signposting means that you direct your classmate to the best department or qualified person to resolve their issues.

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.

Below is a list of common issues as well as potential departments to direct students to. Contact details are on the next 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

## **Course Information**

0131 297 8300 or [courseinfo@edinburghcollege.ac.uk](mailto:courseinfo@edinburghcollege.ac.uk)

## **Course Application Enquiries**

[courseapps@edinburghcollege.ac.uk](mailto:courseapps@edinburghcollege.ac.uk)

## **Student Funding (EMA, Bursary, Childcare)**

[studentfunding@edinburghcollege.ac.uk](mailto:studentfunding@edinburghcollege.ac.uk)

## **Learning Support (Diagnosed Disabilities and Additional Support Needs)**

[learning.support@edinburghcollege.ac.uk](mailto:learning.support@edinburghcollege.ac.uk)

## **International Students (Non-EU)**

0131 297 9995 or [international@edinburghcollege.ac.uk](mailto:international@edinburghcollege.ac.uk)

## **Complaints Coordinator**

0131 297 8662 or [complaints@edinburghcollege.ac.uk](mailto: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 or [mail@nus-scotland.org.uk](mailto:mail@nus-scotland.org.uk)



# Class Rep Timeline 2024/25

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

## **Training sessions 2024**

Monday 21 October, 4-5pm – Online

Tuesday 22 October, 12-1pm – Milton Road

Wednesday 23 October, 12-1pm and 4-5pm – Granton

Thursday 24 October, 12-1pm – Midlothian

Monday 28 October, 12-1pm and 4-5pm – Sighthill

Tuesday 29 October, 12-1pm – Online

## **Round 1 Meetings**

Monday 4 November, 12-1pm – Sighthill

Tuesday 5 November, 12-1pm – Milton Road

Wednesday 6 November, 12-1pm – Granton and 4-5pm online

Thursday 7 November, 12-1pm – online

## **Round 2 Meetings**

Monday 27 January, 12-1pm – Sighthill and 4-5pm online

Tuesday 28 January, 12-1pm – Milton Road

Wednesday 29 January, 12-1pm – Granton

Thursday 30 January, 12-1pm – Online

## **Training sessions for January starts**

Tuesday 25 February 12-1pm – online

Thursday 27 February 12-1pm – online

**April meeting dates will be announced in early 2025.**

# College info

## **Campus opening times**

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 Dates 2024-25**

### **Semester 1**

Monday 26 August 2024 - Friday 17 January 2025

### **Semester 2**

Monday 20 January 2025 - Friday 13 June 2025

## **Holidays**

- September Holiday = Monday 16 September
- October Break = Monday 14 - Friday 18 October
- Winter Break = Monday 23 December - Friday 3 January
- February Break = Monday 10 February - Friday 14 February
- Spring Break = Monday 7 April - 21 April
- May Day Public Holiday = Monday 5 May

# 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.



# Useful Websites

Below is a list of useful websites and organisations.

## Mental Health

Edinburgh Crisis Centre  
iThrive  
Nightline

<http://www.edinburghcrisiscentre.org.uk>  
<https://ithriveedinburgh.org.uk/>  
<http://ednightline.com/>

## Money

Money Matters  
Money Advice Scotland  
Child Poverty Action Group

<http://www.moneymattersweb.co.uk>  
<http://www.moneyadvicescotland.org.uk>  
<http://www.cpag.org.uk>

## Housing

Shelter

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

## Health

Crew  
NHS Better Health  
Fast Forward

<http://www.crew2000.org.uk/>  
<https://www.nhs.uk/smokefree>  
<http://www.fastforward.org.uk/>

## Young People

LGBT Youth  
The Junction  
Citadel  
Edinburgh City Youth Café

<https://www.lgbtyouth.org.uk/>  
<http://the-junction.org/>  
<http://www.citadelyouthcentre.org.uk/>  
<http://www.6vt.info/>

## LGBTQIA+

LGBT Health  
Scottish Trans

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

## General and Legal

Citizens Advice Scotland

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

# Contact Us

## **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**

Atrium

Bankhead Avenue  
Edinburgh  
EH11 4DE

**Phone: 0131 297 9500**

**Email: [contact@ecsa.scot](mailto:contact@ecsa.scot)**

**Web: [www.ecsa.scot](http://www.ecsa.scot)**

**Socials: [@ecsaonline](#)**

