

Class Rep Handbook

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Congratulations

Congratulations on being elected as a representative for your class.

By representing your class at conferences, attending course evaluation days and feeding back information to students about what ECSA are doing within the college you'll be making you and your classmates' experience of college better (and for the students who follow after you).

The work Class Representatives have done at Edinburgh College makes us an award winning Students' Association, claiming the Education Award at the NUS Scotland Awards Ceremony 2016. ECSA was also nominated for the NUS UK Education Award because of the amazing work class reps do and we were unlucky to miss out on that award to a very well established Association in England.

The work we do (that includes you as class reps) throughout the year representing students, makes us one of the leading Associations in the College sector and the envy of even some Universities.

Each year, we seek to improve and better our efforts, this year proves no different. We have managed to reach over 350 LDT classes, more than ever before. In turn, recruiting class reps and, hopefully, delivering the training to give you the skills and knowledge you need to help improve the Student Learning Experience.

This handbook aims to give class reps a place of reference for the year ahead. Many of you will have questions when things happen and this handbook will hopefully provide you with a starting point for the things that happen most often for our class reps. Of course, the Association door is always open as is our inboxes & social media channels if you feel the issue can't be resolved at a class level.

Finally, I wish you all the best in the coming year and look forward to working with you to continue to make wins for students.

Neal Black
Student President

Who we are

Edinburgh College Students' Association exists to represent the 17,000 students of Edinburgh College. Our elected full-time officers, staff and volunteers 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!

There's loads of ways to get involved with us. We're looking for students who'd like to speak up and represent their class. We're looking for students to lead and develop our sports clubs and societies. We're looking for students to work with us to make ECSA better.

What we do

ECSA are involved in lots of different aspects of your college life. We recruit, train and support the class reps (that's you). Our full time officers sit on lots of committees and meetings to make sure the college knows what issues effect students and make the case for a better deal for students. ECSA are involved in lots of other work and below are just a few (but not all) of the activities we get involved with:

- Running local and national campaigns on student issues
- Organising Freshers' Week
- ECSA-LLENCE Awards
- Advice & Support for Students
- Sports & Societies
- Student opportunities
- Much more....

If you would like to know more about any of these areas pop into our offices or drop us a message on any of the ways listed in the 'Contact Us' section of this book.

Your Full Time Officer Team

Student President - Neal Black



I will be focussing on the student learning experience and ways of improving Education as a whole. I won't be making any false promises and the year ahead will be open for taking on the ideas of the current student body and fighting for our rights to be heard in a time where change is inevitable. We can work together and use our voice to influence the change and put our views at the centre of the plans for Edinburgh College in years to come.

Vice President Welfare- Amanda Clark



I will work on welfare issues such as employability, childcare, mental health, wellbeing, equality and diversity. In addition I will be involved with liberation groups, volunteers, organising events and making very important decisions about the college. These are all things I am very passionate about and will be running campaigns for you to get involved with. Participation from students is key and feedback from you is what we need to improve and better our services.

Vice President Sports and Activities - David Tait



My role covers all sports, activities, clubs, societies you can do here at Edinburgh College. Giving students greater opportunities whilst studying at college.

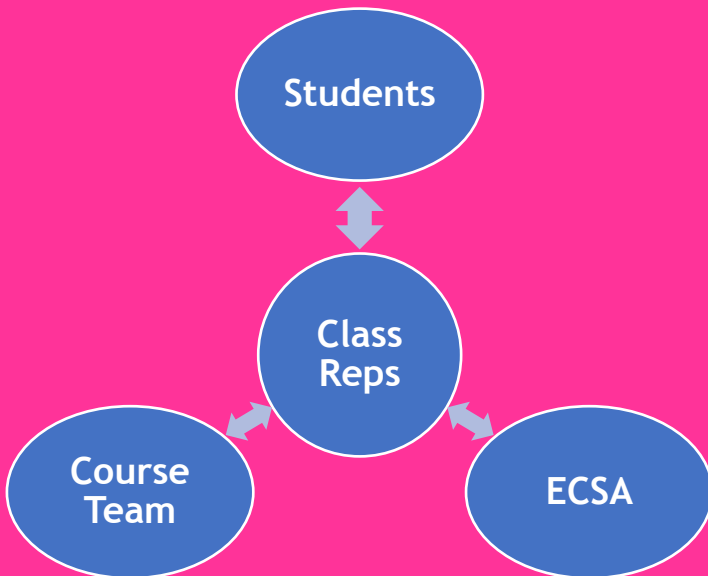
I would like to further develop activities through our ECSA Active project. I am also working with our liberations groups to create safe and inclusive sport opportunities.

What is a class rep?

A class rep is an essential link between the students in your class, the college and ECSA. Class reps relay vital information from students about learning and teaching to enable ECSA and the college to improve the quality of education received.

You will find out from your classmates, their opinions on various issues regarding learning and teaching. You will then use the feedback, questions and experiences of those on your course and work with your course team and ECSA to improve the quality of your education at Edinburgh College.

It's not just complaining about your course either, it is vital that you feedback to ECSA and your course team about the positive aspects of your course and teaching to ensure that these continue and that you feedback any changes or improvements back to your classmates.



What will I do as a class rep?

There are various different tasks in your role as a rep, some of these include

- Talk to your class about learning teaching issues
- Attend 4 campus meetings per year
- Attend Course Team Self Evaluation sessions
- Present your classmates' opinion on learning and 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 ECSA and college departments when necessary
- Read & Share President's & VP's blogs, videos and look out for our ECSA newsletter

This list is by no means exhaustive. There will be other events & workshops that we will ask you to take part in but are voluntary.

What won't I do as a class rep?

- **Get involved with individual student issues**
Your role is to represent the collective view of the class, if a student comes to you with an issue that only affects them, you should direct them to an appropriate member of staff (see Signposting, on page 8)
- **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 ECSA
- **Deal with formal complaints**
Students wishing to make formal complaints should be directed to a member of ECSA or the colleges Complaints Coordinator
- **Punish the actions and behaviour of your classmates**
The college will deal with disciplinary issues, in line with their disciplinary procedures

How can I get my classmates opinions?

There are numerous ways to get your classmates opinions, the method you use is entirely up to you. Most people find it easier to simply speak to their class in person, if you use this method please ask your lecturer or LDT beforehand, so you don't interrupt any lessons. You will in time get to know what works well and what doesn't work so well. There are some other suggested methods below:

- Emails.
- Online spaces eg Facebook and Twitter
- Moodle
- Surveys
- Post it notes in tutorials
- Comment boxes

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 LDT. If the issue cannot be resolved at that level you should then speak to your Curriculum Manager or the Students' Association.

You should write your LDT's and Curriculum Manager's names and email here to keep them handy:

LDT

Name:

Email:

Curriculum Manager

Name:

Email:

Signposting

Signposting basically means that you direct your classmate to the best department or qualified person to resolve their issues. Below you will find the most common issues with the appropriate departments beneath. If you require another department, please refer to the Useful College Contacts on page 9.

- **Funding (Bursary, SAAS, EMA, Childcare)**
Student Services, Student Funding Team
- **Academic**
Learning Development Tutors (LDT), Curriculum Manager, Head of School
- **Fees**
Finance, Student Services
- **Formal Complaints**
ECSA, Complaints Coordinator

Important Information

Campus Opening Hours

Term-time opening hours for all four main campuses:

Monday	8am-6pm
Tuesday	8am-9pm
Wednesday	8am-6pm
Thursday	8am-9pm
Friday	8am-5pm

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

Term Times 16/17

Semester 1: Monday 29 August 2016 - Friday 20 January 2017

Semester 2: Monday 23 January 2017 - Friday 16 June 2017

September Holiday	Monday 19 September <i>College closed</i>
October Break	Monday 17 October - Friday 21 October
Christmas Break	Monday 26 December - Friday 6 January <i>College closed</i>
Study Week	Monday 13 February - Friday 17 February
Easter Holiday	Monday 3 April - Monday 17 April <i>College Closed on Good Friday and Easter Monday.</i>
May Day Public Holiday	Monday 1 May <i>College closed</i>

Useful College Contacts

Main Switchboard

0131 669 4400

Course Information

0131 669 4400, courseinfo@edinburghcollege.ac.uk

Course Application Enquiries

cams@edinburghcollege.ac.uk

Student Funding Enquiries (EMA, Bursary, Childcare)

studentfunding@edinburghcollege.ac.uk

International Students (Non EU)

+44 (0) 131 559 4646, international@edinburghcollege.ac.uk

Complaints Coordinator

07884 580766, liz.bruce@edinburghcollege.ac.uk

Useful External Contacts

SAAS (fulltime HE Students and general enquiries)

0300 555 0505

SAAS (Part-time fee grant enquiries only)

0300 300 3137

National Union of Students (NUS) Scotland

0131 556 6598, mail@nus-scotland.org.uk

Jargon Buster

ECSA - Edinburgh College Students' Association

FTO/Full Time Officers - The 3 elected Full-Time Officers of the Students' Association; President, Vice President Welfare, and Vice President Sports & Activities

Officers - Students, elected to lead a specific area of the Students' Association.

Sparqs - Student Participation 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, which is based in Edinburgh - NUS Scotland

Quality - things we do to make sure learning & teaching is always of a high standard and is constantly improving

Course Team Evaluation Days (CTSE) - An evaluation day run by each department and course team of the college, it involves, class reps, teaching staff & Curriculum Managers getting together to discuss how to improve courses. The meetings happen in non-term time usually twice a year.

Campus Conferences - This is when ECSA hold campus based meetings and all class reps are invited to their campus meeting to find out what we have been up to and discuss individual problems & solutions to the big campus issues.

ECSA-LLENCE Awards - This is our student led teaching awards, started last year it allows students to recognise the amazing work that teaching & support staff put into creating an excellent learning experience for students. While also letting us know all the exciting things that go on across the college.

Education Scotland - Employed by the Scottish Government to review colleges and ensure they are working to provide the best experience possible for students through reviews, visits and evaluation processes.

Partnership Agreement - An agreement between ECSA and the College on how they will work together to create the best experience for students.

Scottish Funding Council - The government body that gives money and support to colleges in the form of student support & teaching budgets.

Outcome Agreement - The Agreement between the College and The SFC on what work the college will do to create a learning environment that serves its community. Much of it looks at tackling areas of inequality such as increasing the number of students who define as a woman.

Contact Us

If you have any issues or would like to speak to one of the team, please visit us at one of our campus offices:

Granton Campus - R1-01
350 West Granton Road, Edinburgh, EH5 1QE

Midlothian Campus - Beside Reception
46 Dalhousie Road, Midlothian, EH22 3FR

Milton Road Campus - Beside Reception
24 Milton Road East, Edinburgh, EH15 2PP

Sighthill Campus- 1st Floor Atrium
Bankhead Avenue, Edinburgh, EH11 4DE

Alternatively you can call, email or check out our website.

Phone: 0131 559 4725
Email: contact@ecsa.scot
Web: ecsa.scot

