

Skills Development through Student Representation

Module Handbook

2016-17

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Union

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Skills Development through Student Representation – PPD222

<p>Who the module is designed for:</p>	<p>Experienced academic representatives who have taken on the role of Senior Representative within UUSU</p>
<p>What the module leads to:</p>	<p>Successful students will be awarded 5 credit points towards the University accredited Certificate in Personal and Professional Development.</p> <p>IT DOES NOT COUNT TOWARDS AN UNDERGRADUATE OR POSTGRADUATE DEGREE.</p> <p>It can also be used as evidence to use the role of Senior Representative for the EDGE Award</p>
<p>Key Dates:</p>	<p>Registration for the module is open during Semester 1: it closes on the last day of term in Semester 1.</p> <p>During Semester 1 students must have completed the following:</p> <ul style="list-style-type: none"> • A registration form for the module • UUSU Senior Representative and Course Representative training (2 separate events). <p>During Semester 2 students must complete the assessment for the module, as detailed in this handbook.</p>

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Module Rationale

This is a second semester module that should be completed by Senior Representatives who have completed the UUSU training on campus and/or online through BBLearn.

The role of Senior Representative requires a knowledge base and a range of organisational, negotiation and leadership skills. This Module provides an opportunity for students to explore these skills and to become aware of the importance of the knowledge and skills necessary to collect, collate and communicate student issues to staff and students in a variety of contexts.

Further the module will enable you to articulate the skills and knowledge you have developed as a Senior Representative.

Module Aims:

This module aims to:

- Assist students to understand and undertake the role of Senior Representative;
- Identify learning opportunities within a Senior Representative context;
- Equip students with the ability to articulate their experiences and skills;
- Support the review of evidence against key employability skills.

LEARNING OUTCOMES

Upon successful completion of this module, a student will:

KNOWLEDGE AND UNDERSTANDING

- K1 Be aware of the importance of providing constructive feedback
- K2 Be familiar with the University and Students' Union frameworks for achieving feedback from students
- K3 Understand what is entailed in the role of 'representative'.
- K4 Recognise key employability skills and how these can be developed.
- K5 Understand the current Higher Education context and current issues within the sector which may influence the student experience

INTELLECTUAL QUALITIES

- I1 From the experience reflect on and assimilate information to help inform future career planning.

PROFESSIONAL/PRACTICAL SKILLS

- P1 Reflect on and improve own learning and performance

TRANSFERABLE SKILLS

- T1 Evidence Communication skills
- T2 Evidence Problem Solving skills
- T3 Cite examples of working with others

CONTENT

The components of this module are:

1. Student representation and assuring academic quality at Ulster University:

This section will introduce students to the structure of Ulster University and the Students' Union. It will explain the committee structures of both, and who the key people are. The processes for improving the quality of the academic experience at Ulster will be explained. It will also explain the role of both Course Representatives and Senior Representatives, and where the student voice is placed within these structures.

2. Understanding & Improving the Student Experience

Using the 'Student Journey' as a guide, this section will explore the common issues that can arise for students whilst they are at University, from pre-arrival through to graduation and even beyond. This section will build on the knowledge gained in Section 1 to show representatives *how* they can help to improve the student experience through raising issues through the most appropriate channels.

This section will also provide further reading on the wider context of Higher Education, the national framework for ensuring academic quality and issues nationally that may impact on students.

3. How to be an Effective Representative

This section will focus on the key skills required to be a representative, and how these can be developed further. In particular, communication, negotiation and meeting skills will be covered.

4. Mentoring Course Representatives

At your Senior Representative training session you will discuss ways in which you can support and mentor the Course Representatives within your School/Department – which is a key role of the Senior Rep.

5. Boosting your Employability

In this section students will consider the skills they have developed throughout their time as a representative.

TEACHING AND LEARNING METHODS

The learning and teaching methods adopted will involve active learning by students.

This module will be delivered online through the Blackboard Learn System, with Students' Union workshops on campus.

ASSESSMENT

You will be assessed through a presentation to a panel of UUSU staff and Student Officers at the end of Semester 2.

This presentation will assess your problem solving skills, and knowledge of the role. Full details of this can be found on the table on the last page of this handbook.

In addition to the formal assessment, you must also have completed the following tasks, and provide evidence if asked:

- Attended UUSU Senior Rep training session;
- Helped facilitate UUSU Course Rep training;
- Attended and participated in at least one Student Experience Forum;
- Communicated effectively with the Course Representatives within your School/Department.

Result will be PASS or FAIL	
100% Coursework	0% Examination

READING LIST

Recommended

Gillen, T (1999): *Agreed! Improve your powers of influence*.

London, Chartered Institute of Personnel and Development.

Moon, J., 2004. *A Handbook of Reflective and Experiential Learning : Theory and Practice*.

Ulster University Students' Union: Course Representative Handbook www.uusu.org

Websites:

- Career Development Centre : <http://careers.ulster.ac.uk>
- The Windmills Virtual Career Coach: <http://www.windmillsprogramme.com/>
- Ulster University Students' Union: www.uusu.org
- The Quality Assurance Agency for Higher Education: www.qaa.ac.uk
- The National Union of Students (nus) www.nusconnect.org.uk
- Quality Matters: www.qualitymatters.nus.org
- NUS Manifesto for Partnership:

<http://www.nusconnect.org.uk/campaigns/highereducation/partnership/a-manifesto-for-partnerships/>

SUMMARY DESCRIPTION

This module recognises the value of student representation undertaken while at University. It provides a structure for recognising and recording the learning and development of employability skills in the context of a course representative. The module enhances self awareness, self confidence and encourages assessment against identified skills.

ASSESSMENT CRITERIA TABLE

PLEASE NOTE *Submission dates*

This module is provided for students across all levels of undergraduate study and will be started at different periods of time for different cohorts. Therefore the submission deadline for **all students** is 31st March 2016. Dates and times for the presentation element will be communicated during Semester 2.

This module is PASS/FAIL and you will be advised of your grade and given written comments on your work three weeks after the **FINAL SUBMISSION DATE** (note: not when you submit).

You can **CHOOSE** between **EITHER** question 1 or question 2.

Type of Assessment	What should be included	Learning Outcomes	Additional Information
1. <u>Issue Solving Presentation</u> i. Describe a problem which you have encountered during your time as a Senior Rep (this can be with your course, or with the role itself) and; ii. Explain how you have resolved this; iii. Describe how you approached the problem, your desired outcome and what happened: The problem does not have to have been fully resolved to your satisfaction to discuss the process and outcome!	This is a PRESENTATION (PowerPoint/Prezi - whatever you prefer!) to a UUSU panel. You will have 10 minutes to present your answer. You will then submit a copy of this, along with a 500 word synopsis of your answer.	K2 K3 T1 T2 T3	TBC
2. <u>Poster Presentation</u> Create a poster presentation which explains and	You will be asked to display and present your poster to a UUSU panel.	I1 P4 K4	TBC

<p>promotes the role of a Senior Representative, it should include:</p> <ol style="list-style-type: none">i. Your main duties:ii. How you fit into UUSU and Ulster Uni and,iii. How you have helped to improve the student experience.	<p>You will then submit a copy of this and a 500 word synopsis of your answer.</p>		
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