Representation Accreditation Scheme 2021/22

Contents

Update Log

Summer 2021 – updated to include the new Checkpoint system; to add more University committees for returning reps to attend.

What is the Representation Accreditation Scheme?

All Course and Department Reps are eligible to receive recognition via the **Representation Accreditation Scheme.** This scheme is available to all Student Leaders at the Students' Union, but each role has its own ways to gain points.

Student Leaders include:

- Academic Representatives (Course and Department Reps)
- Student Council / Network Reps
- Equality and Liberation Champions
- Scrutiny Committee
- Peer Mentors

Eligible representatives will receive either a 'Pass', 'Merit or 'Distinction' level accreditation, providing they complete the core aspects of their role. These levels build on each other, so you need to complete the criteria for the 'Pass' level before you can achieve a 'Merit', and the criteria for a 'Merit' before you achieve a 'Distinction'.

The accreditation is modified to match each role. For Academic Representatives it includes:

Pass	- Complete the relevant training for the role (either Course or Department Rep), as listed on Blackboard. - Contribute to 75% of your core meetings (either SSCs or SECs). This can include sending apologies prior to the meeting, with details of the matters you would raise.*
Merit	- All pass requirements 15 points, from a combination of: - Completing 75% of checkpoints/submitting a portfolio - Attending ad hoc training sessions - Involvement in the wider students union, through campaigns. - Involvement in the SU via focus groups and other pieces of research. These opportunities will be sent to Academic Reps throughout the year. - Department Reps and returning reps will also have the opportunity to attend University committees.
Distinction	- All pass requirements 30 points, from a combination of: - Completing 75% of checkpoints/submitting a portfolio - Attending ad hoc training sessions - Involvement in the wider students union, through campaigns.

	o Involvement in the SU via focus groups and other pieces of research. These opportunities will be sent to Academic Reps throughout the year. o Department Reps and returning reps will also have the opportunity to attend University committees.

Further details of how you earn points can be found below.

How do you achieve a pass?

In order to achieve Pass Level, students must **show engagement to their role.**

Engagement is shown through:

- Completing the training relevant to their role (either Course Rep or Department Rep), available on Blackboard.
- Having contributed to at least 75% of **core meetings**.
  - o This can include submitting notes prior to the meeting, as long as a legitimate reason is presented for why they cannot attend.
  - o If their course does not have formal meetings (i.e. if they are a PGR representative), this can be evidence from a member of staff that they have engaged with the role.

Core meetings for Course Reps:	Core meetings for Department Reps:
Student Staff Committees	School Education Committees

How do you achieve a merit and a distinction?

While the Pass level simply requires engagement in the role, the merit and the distinction require further involvement in Students' Union and University life, and your own professional development. This is done by assigning certain activities points, which add up to a 'Merit' (15 points), or a 'Distinction' (30 points).

A merit or distinction **cannot** be achieved without completing the 'pass' level of the accreditation. Obviously, this is estimated by the Accreditation deadline (usually in April),

so those aiming for a higher accreditation should complete Checkpoints and trainings throughout the year.

If you want to achieve a merit or a pass, you should be attending trainings, workshops, and

For example, if a Rep attend 80% of meetings and achieve 33 points, they will get a Distinction level accreditation.

However, if a Rep achieves 33 points, but only attend 50% of meetings, they will receive **no** accreditation.

Points can be gained using the following methods.

Completing Checkpoints	
Complete 75% of Checkpoints/submitting a portfolio	10
Complete the relevant Professional Development questions – *see Blackboard for more details*	5
Ad Hoc Further Training	
Point value to be decided based on the relevance of the training to the Academic Representative role. It will be provided in the original training email.	
Involvement in the Wider Students' Union	
Taking part in a SU Event or Campaign – *evidence of this will need to be submitted individually, through the Checkpoints or portfolio*	5
Taking part in Focus Group/Consultation – *these will be sent out periodically throughout the year.*	5/4
Complete surveys, feedback forms, or similar – *these will be flagged in the email, as not all apply.*	3
Voice Projects	
Gather data and create a report for subject feedback – *please see below and contact the Academic Representation team. If you do not do this, you cannot receive these points.*	10

1. Completing Checkpoints OR Submitting a portfolio

Checkpoints are a core part of the Academic Representation Accreditation Scheme. They are Blackboard submission deadlines that check a Reps engagement with the role, and more specifically, their commitment to closing the Feedback Loop.

The portfolio is an alternative to the Checkpoints, submitted all at once towards the end of your term (likely in April). This should be updated throughout the year with your experiences as an Academic Rep.

2. Ad hoc further training

We will release information about ad hoc further training throughout the year, via email. You can only gain points from each training once, even if they are run multiple times a year.

3. Involvement in the wider Students' Union/University

Sometimes we are sent opportunities for reps to get involved with, and we are able to assign additional accreditation points to these. In the past, this has included completing surveys, attending university consultations and providing feedback on the Academic Representation system.

These opportunities emailed to you throughout the year. Any new opportunities will be explicitly marked in the email with an accreditation point number. Depending on the type of opportunity, attendance may be taken, or email addressed might be pulled from the data, so your points can be awarded.

If you feel something falls into these categories that we will not be aware of, it is best to submit evidence to us directly at coursereps@le.ac.uk, either in an email or as part of your Checkpoints/portfolio. These will be considered on a case-by-case basis.

4. Taking point in a Student Voice project

Completing a project as part of your role can earn you **10 points** towards your accreditation. This will involve gathering feedback through surveys, analysing the data, and producing a report to present this to the Academic Representation team and your department.

If you would like to undertake this, please contact coursereps@le.ac.uk, so we can organise a meeting and discuss the requirements for this. If you complete this without contacting us first, it is unlikely you will receive the points.

How do you complete the Checkpoints? What does it include?

Checkpoints are a core part of the Academic Representation Accreditation Scheme. They are Blackboard submission deadlines that check a Reps engagement with the role, and more specifically, their commitment to closing the Feedback Loop.

Academic Reps will be asked to submit a copy of their most recent email to their cohort, either via Blackboard or by forwarding it to the Academic Representation team. This is required for anyone who wants to pass the Accreditation.

These Checkpoints will take place in:

- November
- December
- February
- March
- April

This covers the 5 SSCs that a department is supposed to have in a year. However, some departments do not have this many – if that is the case, then Reps will not be penalised for being unable to complete all five. Instead, they should submit to the next checkpoint after the SSC.

Reps that want to achieve a merit or distinction can also submit professional development work, via a series of questions. These will be provided on the Blackboard submission page.

What counts as a portfolio and how do you make one?

The term "portfolio" is used loosely within our accreditation. Although all forms should contain the same content, we welcome many different formats under the guise of a portfolio.

Some examples of what we would accept:

- A creative portfolio, including illustrations, scrapbooking elements, etc.
- A document (word, PDF, etc.) listing what has been done
- A booklet of information
- A blog, diary or other record of each event/meeting
- A video diary or series of vlogs
- A journal, using the Blackboard journal or another format

As far as we're concerned, the portfolio can be in any format you feel comfortable using. **The content is more important than the format.**

What content should be included?
- Your experience of training, including any additional trainings
- Feedback gathered (with details removed), how this was done, and how it was used afterwards
- A summary of the meetings attended and what was discussed
- Any other events related to being an Academic Rep that you have attended
- Anything else related to your accreditation that you would like to be included, along with evidence of this
- Discussion or reflection of professional development and personal growth
- If you would like, you can include how you feel about the issues you're discussing and the outcomes. As these aren't shown to your department, nor will they be mentioned, there will hopefully be less pressure for this.

Examples of how to write these, and more information, is available on the Student Voice Blackboard. This includes a document on Portfolio guidance, which will give more detailed advice.

Department and Returning Rep Opportunities

Department Representatives are also able to commit to attend wider University Academic Committees, as well as their School/Department LTC.

To aid returning representatives in achieving their accreditation, these meetings are also available to them.

If you would like to attend one of these meetings, please contact the Academic Representation Team (coursereps@le.ac.uk) so this can be arranged. Please note, there will be a limit number of places on each committee, and these are first come, first served.

University Education Committee	5 meetings x 4 points
Quality and Standards Sub-Committee	6 meetings x 4 points
College Education Committee CSAAH	5 meetings x 4 points
College Education Committee CLS	5 meetings x 4 points
College Education Committee CSE	5 meetings x 4 points
Student Partnership Sub-Committee	3 meetings x 4 points

Each meeting is worth 4 points, however, you can **choose only one committee** and attendance is necessary for **all** scheduled meetings of the relevant committee.

For example, to gain points for attaining University LTC you would have to attend all 5 meetings, but you would earn a total of 20 points. If you only attend 4 of the 5 meetings (without sufficient reason and apologies submitted for the fifth), you receive no points.

For more details on these committees, see below.

Details and description of University Committees

Below you can find the academic governance framework of the institution. This should help you identify where each committee contributes to the University's governance
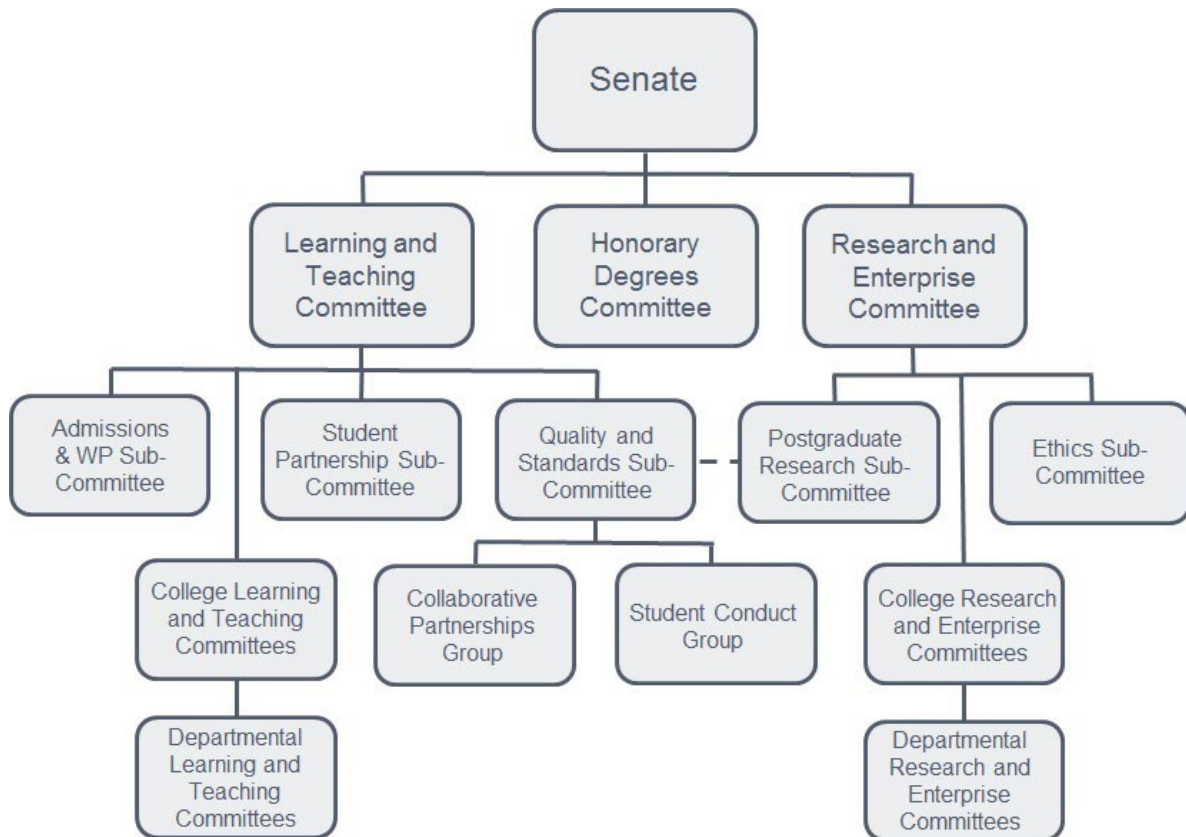
University Education Committee

Role: Oversees the University's Learning Strategy and the underpinning policy and framework.

Responsibilities: The committee continuously develops and improves Learning Strategy, whilst considering the University's wider Strategic Plan. It also:

- Sets targets and key performance indicators to monitor progress.
- Identifies risks and determining how to mitigate these through managerial action.
- It also reviews associated strategies including the assessment strategy, and internal and external development to inform future strategy and policy.
- Monitors academic codes of practice involving learning, teaching and assessment to ensure high standards are met and quality is assured.
- Considers the wider student experience in all actions, as well as addressing the potential equal opportunity impacts of decisions made by the Committee (in accordance with the Equality Act 2010).

All recommended changes are sent to senate for approval.

Meetings Date and Times – 2 hours monthly

Wednesday 8 September 2021	N/A
Wednesday 20 October 2021	2.00pm
Tuesday 16 November 2021	10.00am
Friday 28 January 2022	10.00am
Tuesday 8 March 2022	2.00pm
Tuesday 10 May 2022	2.00pm
Wednesday 8 June 2022	11.00am

Quality and Standards Sub-Committee

Role: To oversee the academic standards and quality assurance of the University's taught programmes.

Responsibilities: The Quality and Standards Sub-Committee monitors the implementation of Senate Regulations, Academic Codes of Practice and policies to ensure excellence of student learning opportunities. It also:

- Monitors compliance with requirements of external bodies and suggests amendments to the Learning and Teaching Committee.
- Responsible for reviewing examiners' reports and departmental responses annually.
- Approves the introduction of new taught programmes on behalf of senate, supervises programme development, and oversees the annual process of curriculum planning.
- Works in collaboration with partners to ensure that they operate within the Higher Education Quality Code and in students' best interest.
- To ensure effective operation of appeals and complaints procedures, the committee reviews annual reports relating to Student Disciplinary processes.
- The committee also addresses the potential equal opportunity impacts of decisions made by the Committee (in accordance with the Equality Act 2010).

Meetings Date and Times – 2 hours monthly

Wednesday 29 September 2021	N/A
Wednesday 3 November 2021	10.00 am
Wednesday 8 December 2021	2.00 pm
Wednesday 12 January 2022	10.00 am
Wednesday 16 February 2022	10.00 am
Wednesday 16 March 2022	10.00 am
Wednesday 27 April 2022	TBC
Wednesday 18 May 2022	10.00 am
Wednesday 15 June 2022	10.00 am
Wednesday 20 July 2022	10.00 am

Student Partnership Sub-Committee

Role: Works in partnership with students to enhance student life and responsiveness to the student voice at the University.

Responsibilities: The Student Partnership Sub-committee maintains strategic oversight of the Education Excellence Programme at the University. It also:

- Monitors the Student-Staff Committee system, College and Department systems, as well as the Personal Tutor system.
- Oversees the University's student support and student development provisions, identifying opportunities and recommending improvements.
- Considers and approves partnership projects between the University and the Students' Union and works to improve student initiatives/student engagement.
- It also addresses the potential equal opportunity impacts of decisions made by the Committee (in accordance with the Equality Act 2010).

Meetings Date and Times – 2 hours monthly

Monday 4 October 2021	10.00 am
Thursday 2 December 2022	10.00 am
Tuesday 1 March 2022	10.00 am
Tuesday 3 May 2022	10.00 am
Thursday 9 June 2022	10.00 am
Thursday 7 July 2022	10.00 am

College Education Committee

Role: Develops and monitors the delivery of the College's Learning & Teaching Strategy, ensuring the effective operation of Departmental Learning & Teaching Committees, facilitating the enhancement of taught programmes. It approves minor amendments to existing curricula.

Responsibilities: The College Education Committee implements and monitors the College Learning Strategy and approves minor amendments to existing curricula. It also:

- Assures the effective operation of Departmental Learning and Teaching Committees in the management.
- Development and continuous enhancement of the quality of taught programmes, (identifying good practice where appropriate).
- It also addresses the potential equal opportunity impacts of decisions made by the Committee (in accordance with the Equality Act 2010).

Committee	Meeting Dates	Time
College of Life Sciences Education Committee	Thursday 23 September 2021	10.00 am
	Thursday 25 November 2021	10.00 am
	Thursday 27 January 2022	10.00 am
	Thursday 24 March 2022	10.00 am
	Thursday 28 April 2022	10.00 am
	Thursday 9 June 2022	2.00 pm
College of Science and Engineering Education Committee	Thursday 16 September 2021	10.30 am
	Monday 22 November 2021	2.30 pm
	Tuesday 18 January 2022	10.30 am
	Monday 24 March 2022	2.00 pm
	Tuesday 19 April 2022	10.00 am
	Tuesday 14 June 2022	10.00 am

College of Social Science, Arts and Humanities Education Committee	Tuesday 21 September 2021	2.00 pm
	Wednesday 24 November 2021	2.00 pm
	Wednesday 26 January 2022	2.00 pm
	Wednesday 23 March 2022	2.00 pm
	Tuesday 26 April 2022	2.00 pm
	Wednesday 08 June 2022	2.00 pm

FAQ

This document will be periodically updated with new questions as they arise. If you have any questions that aren't available on the FAQ, send an email to coursereps@le.ac.uk and we will do our best to answer.

I was a rep last year. Can I count the training I did last year towards my accreditation?

The short answer is **no**. If this has already been counted towards your accreditation once, it cannot be counted again.

We accept training that takes place after the previous year's accreditation ended until the next. This usually runs April of the previous year until April of the next answer.

I'm a first time rep. Can I use training I completed before I was elected?

It depends on a number of factors.

If the training took place after the April of the prior academic year, we might allow you to include it.

However, if the training took place before the April, it will depend on whether it has been used for a previous accreditation for any Student Leader role. However, these won't automatically be included in our accreditation formula – if you would like them to be included you should email coursereps@le.ac.uk.

I've been elected late in the year. Does this effect my attendance?

No. We will count only the SSCs that took place after your election.

Do you have any examples of portfolios?

Examples can be found on the Student Voice Hub on Blackboard.

I have another Student Leader role alongside being an Academic Rep. Can I count the same training session for both accreditations?

Yes! Although we use the same scheme, you receive accreditation based on the role you take. As long as the training is covered in both accreditations, and is from the current academic year, it will count towards both.

I don't know my attendance rate to SSC, how can I find out?

The best way to know your attendance is to keep track of it yourself. If you are aiming to achieve a merit or distinction in your Accreditation, you are likely completing a portfolio, which will contain meeting attendance.

However, if you're struggling, you can email and ask. We will not be able to give a definite answer until the end of the accreditation period (approximately in April) but we can still attempt to help.