

Policy Reference	PP Student Rep Comm	Year	2010
Type of policy	Student Policies		
Last update	November 2009		
This policy replaces	Not applicable		
Name change from	Not applicable		
Name change to	Not applicable		
Linked Strategy/Plan	Academic Strategy		
Documentation linked to this policy			
Database	DB Students		
Responsibility for policy implementation	National Level: Managing Director Regional Level: Academic Head		

PURPOSE

Whilst **eta** has always encouraged student involvement and had been utilising student feedback for many years to contribute towards our programme and review process, we have not had a formal policy that deals with student involvement and a student representative committee (SRC). This policy aims to guide campuses on student involvement in terms of **eta** teaching, learning and assessment.

Our aim is to not only involve students in our evaluation process, which we have always done, but to ensure that students' evaluations are translated into meaningful improvement of our teaching and assessment practices. We aim to ensure that students' feedback informs our quality management systems and our growth and development as a private provider. Specifically, we intend to use students' feedback with regard to:

- **eta** teaching practices – theoretical, practical learning and experiential learning in the field
- Assessment and assessment management
- Moderation
- Academic material – **eta** manuals and guides
- Events, outreach and graduation

POLICY

This policy defines the controls regarding the following:

- 1. Student representative committee and the voting process**
- 2. SRC responsibilities and activities**
- 3. SRC involvement in the eta quality assurance system**

1. Student representative committee (SRC) and the voting process

- 1.1 The SRC consists of one elected committee members from each second year stream (coaching science, fitness and sport management) plus one bursary student from each stream in first year who will be nominated by their class facilitator.
- 1.2 Potential committee members nominate themselves and make themselves available for the committee.
- 1.3 Once nominations are clear, the nominated list is posted on the student notice board and voting for the new committee occurs as per procedure.
- 1.4 Voting is managed by the outgoing committee but the first voting process on a campus will be managed by the academic head assisted by faculty.
- 1.5 Committee members are inducted by the outgoing committee, so that there is a one term transition period from old to new committee.

2. SRC responsibilities and activities

The SRC will be responsible for the following:

- 2.1 Liaising with faculty on student issues and needs
- 2.2 Coordinating sport and fitness activities on campus
- 2.3 Organising the end of year function

3. SRC involvement in eta quality assurance system

- 3.1 Providing feedback to **eta** on teaching and assessment; through the **eta** evaluation procedure
- 3.2 Attending academic meetings once a term to ensure information flow from students to **eta** and vice versa

PROCEDURE

Launch of SRC

- 2010 Students work with the development of the new constitution (for the launch of the SRC).
- For 2010, the SRC constitution will be developed by each campus for their needs.
- At the end of 2010, at the managers meeting, each constitution will be evaluated so that a national SRC constitution can be adopted for 2011.
- In 2011, new SRC will familiarize themselves with the constitution.

Electing of SRC

- Election of *second year students* to the SRC occurs in the beginning of first term.
- At the end of first term, first year students will elect their class representatives.
- The class representatives will work through the SRC

SRC Representatives

- Representative from each year group, each stream = two per stream, total of six per year
- Representative from each year group bursary students = two
- Where applicable, SRC representatives (1=M, 1=F) from third year group = 2
- Total representatives on SRC = 10

Voting for start of SRC:

Each 2nd year class votes only for their nominations from their class on secret ballot (the elected 2nd year representatives will represent the interests of the first years for term 1). At the end of term 1, a representative from each first year class will be elected to directly represent the interest of first years. First year students do not elect a representative until the end of their first term as they will need this time to get to know each other.

SRC Implementation

Term 1

Week 1: week of getting nominees from second years

Week 2: Monday election day & results

Last week, before assessment week: nominees from 1st yrs; Thursday election day and results

Term 3:

Two weeks before assessment week election campaign for the following year SRC; Thursday before assessment week election & results

SRC and liaising with faculty

- If applicable, third years will manage the election with faculty. In the absence of third years, faculty will manage the election process
- SRC to meet with academic staff once a term at the end of the term
- This meeting will occur after the review of facilitators and SRC will give input to **eta** current courses and material as well as the management systems, customer service etc.
- SRC will manage themselves but will coordinate with the Academic Head

Nominations

Nominees from classes/groups: a student can nominate themselves or be nominated. A nomination form must be completed with five signatures from class members endorsing their nomination.

The election committee (two 3rd year students or two faculty members and the Academic Manager) will validate nominations by evaluating academic progress. If student has bad track record on class attendance or low standard of achievement (suggest above 60%

average) they are not eligible. Currency of fee payments are also important, poor payment of fees will cause student to be ineligible

Suggested SRC structure

Executive:

The executive will be representative of the SRC and directly meet on regular basis with the academic head.

Chair – Main spokesperson on behalf of student body, co-ordinate student activities and leads students, chairs the SRC meetings

Vice Chair – Support the functions of the Chair

Secretary – Keeps records of meetings and general administrative functions of the SRC

Ordinary members of the SRC

All other representatives will form part of the monthly SRC meetings. They will be given different functions and portfolios to manage on behalf of the SRC. These portfolios and functions can be developed during the first term and incorporated within the SRC constitution.