



# National Student Engagement Programme

Clár Rannpháirtíochta Náisiúnta na Mac Léinn

## Reflection on Class Rep Role

This reflective report is for Class Reps who are working to complete the final step (step 3) toward achieving a **Student Engagement Recognition Award for Academic Representation**. The questions below ask you to reflect on your work as a class rep for the 2020-2021 academic year, focusing on areas such as your achievements, challenges you experienced, and identifying supports that helped you (or would have helped you) in the role.

This document can be used to prepare your reflective report before going to the online submission form at <https://studentengagement.ie/reflective-report/>. We recommend that you prepare your answers to the reflection questions in a word processor in advance, and ensure you have all supporting documentation at hand before you proceed to the online form. This will ensure that you can easily input your answers, written statements, and upload files into the form. **The deadline to submit this form is midnight on 30 April 2021.**

### How NStEP will use the information you provide in your report

NStEP is undertaking a new **Academic Representation Project**. This will involve a national report on the experiences, successes, and challenges faced by student representatives across Irish higher education. When submitting your reflective report we will ask that you opt-in to have your written report included in an analysis of issues and experiences of class reps as part of this project. We will anonymise the reports we receive and analyse them for trends and themes across higher education. The report will help us to communicate about class rep experiences to national policy makers, senior leaders across institutions, students' unions, higher education staff, and other students.

If you choose not to opt-in to having your report included, we will still issue your Student Engagement Recognition Award to you and then we will remove your report from our records after verification. We will retain the anonymised demographic and survey data from the first section of the report. We hope that you will choose to opt-in so that your experiences as a student representative can help to inform change and improvements in the future. If you have any questions or queries in relation to this project, or even if you would just like to know more about it, don't hesitate to contact us at [nstep@usi.ie](mailto:nstep@usi.ie)

## Section 1: Personal Information

The first section of the form asks for information about you and your course. Your name and email address will only be used by NStEP to issue your award and verify that you have completed the first and second milestones. Once your award is issued, your personal information will be removed and your responses anonymised. Other demographic information will be used by NStEP to communicate about class rep experiences to national policy makers, senior leaders across institutions, students' unions, higher education staff, and other students.

Question	Guidance / Explanation	Answer Choices
First Name	Where applicable, please ensure that you type your name as used to register for Introductory Class Rep Training, and for either (a) <i>Representing Diversity</i> training, (b) the Student Voice Summit, or (c) an online self-study module. This will help NStEP to verify that you completed the first and second milestones toward achieving this award.	n/a
Last Name	Where applicable, please ensure that you type your name as used to register for Introductory Class Rep Training, and for either (a) <i>Representing Diversity</i> training, (b) the Student Voice Summit, or (c) an online self-study module. This will help NStEP to verify that you completed the first and second milestones toward achieving this award	n/a
Email Address	Where applicable, please ensure that you type your name as used to register for Introductory Class Rep Training, and for either (a) <i>Representing Diversity</i> training, (b) the Student Voice Summit, or (c) an online self-study module. This will help NStEP to verify that you completed the first and second milestones toward achieving this award	n/a
Institution	Choose your institution from the drop-down list. You must be from one of NStEP's participating institutions to be eligible for this award.	<ul style="list-style-type: none"> <li>• Athlone IT</li> <li>• Carlow College</li> <li>• CCT College Dublin</li> <li>• Dorset College</li> <li>• Dublin Business School</li> <li>• Dublin City University</li> <li>• Dundalk IT</li> <li>• Galway-Mayo IT</li> <li>• Griffith College Dublin</li> <li>• Hibernia College</li> <li>• Institute of Art, Design and Technology</li> <li>• Independent College Dublin</li> <li>• IT Carlow</li> <li>• IT Sligo</li> <li>• Limerick IT / LSAD</li> <li>• Letterkenny IT</li> <li>• Maynooth University</li> <li>• Munster TU (Cork IT)</li> <li>• Munster TU (IT Tralee)</li> <li>• National College of Ireland</li> <li>• NUI Galway</li> <li>• TU Dublin</li> </ul>

		<ul style="list-style-type: none"> <li>• University College Cork</li> <li>• University of Limerick</li> <li>• Waterford IT</li> </ul>
Level of Study	Please select the level of study that best matches your course or programme of study from the drop-down list.	<ul style="list-style-type: none"> <li>• Undergraduate</li> <li>• Postgraduate Taught</li> <li>• Postgraduate Research</li> <li>• Advanced Certificate or Higher Certificate (Level 6)</li> <li>• Higher Diploma (Level 8)</li> </ul>
Are you a full-time or part-time student?	Please select your answer from the drop-down list.	<ul style="list-style-type: none"> <li>• Full time</li> <li>• Part time</li> </ul>
Which of the following best describes your field of study	Please select the field of study that best matches your course/programme from the drop-down list.	<ul style="list-style-type: none"> <li>• Education (early childhood, primary, secondary, PME)</li> <li>• Arts and Humanities (fine arts, film/media, history, English, languages)</li> <li>• Social Sciences (politics, sociology, psychology, journalism, economics, library/information)</li> <li>• Business, Administration, or Law</li> <li>• Natural Sciences or Mathematics (chemistry, biology, environmental/geographical sciences, physics, mathematics, statistics)</li> <li>• Computer Science / Information and Communication Technology</li> <li>• Engineering, Manufacturing, and Construction (including architecture, transport infrastructure, planning)</li> <li>• Veterinary or Agriculture (including forestry, fisheries, and livestock)</li> <li>• Health and Welfare (medicine, social work/care, pharmacy, community work, counselling)</li> <li>• Services (culinary arts, sports, leisure, travel/tourism, hospitality, policing and security)</li> <li>• Study abroad, pre-masters, or access programme</li> </ul>
In what year of study are you in your <u>current</u> course/programme?	Please select your answer from the drop-down list.	<ul style="list-style-type: none"> <li>• 1</li> <li>• 2</li> <li>• 3</li> <li>• 4</li> <li>• 5 or more</li> </ul>
Are you a mature student?	Please select your answer from the drop-down list.	<ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> </ul>
Are you an international student?	Please select your answer from the drop-down list.	<ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> </ul>

## Section 2: Your Experiences as a Class Rep

In this section, we will ask you to answer a few questions about your experience as a class rep. There are no right or wrong answers in this section, it is all about your experiences as a rep. NStEP will anonymise the information you provide and use it to communicate about class rep experiences to national policy makers, senior leaders across institutions, students' unions, higher education staff, and other students.

Question	Guidance / Explanation	Answer Choices
On average, how many hours per week do you think you spent on your responsibilities as a class representative?	Enter your estimated number of hours per week in the field provided.	n/a
On average, how often did you gather feedback and views from your class?	Use the drop-down list to select a response that best matches your answer to this question.	<ul style="list-style-type: none"> <li>• Every week</li> <li>• Every 2 weeks</li> <li>• Once a month</li> <li>• Once every few months</li> <li>• A few times in the academic year</li> <li>• Very rarely or never</li> </ul>
How often did you sit on committees in your role as class rep this year?	Use the drop-down list to select a response that best matches your answer to this question.	<ul style="list-style-type: none"> <li>• Very Often</li> <li>• Often</li> <li>• Sometimes</li> <li>• Rarely</li> <li>• Never</li> </ul>
How often did you work with staff to analyse and interpret feedback from students, such as survey data?	Use the drop-down list to select a response that best matches your answer to this question.	<ul style="list-style-type: none"> <li>• Very Often</li> <li>• Often</li> <li>• Sometimes</li> <li>• Rarely</li> <li>• Never</li> </ul>
How often were you given opportunities by your college or students' union to enhance your skills and knowledge in order to ensure you could carry out your role as class rep to the best of your abilities?	Use the drop-down list to select a response that best matches your answer to this question.	<ul style="list-style-type: none"> <li>• Very Often</li> <li>• Often</li> <li>• Sometimes</li> <li>• Rarely</li> <li>• Never</li> </ul>
Overall, how would you rate the quality of interactions with staff members when carrying out the class rep role?	Use the drop-down list to select a response that best matches your answer to this question.	<ul style="list-style-type: none"> <li>• Excellent</li> <li>• Good</li> <li>• Fair</li> <li>• Poor</li> <li>• Very Poor</li> </ul>
Overall, do you feel that staff were open to working with you to act on student feedback and to make improvements for your peers?	Use the drop-down list to select a response that best matches your answer to this question.	<ul style="list-style-type: none"> <li>• Always</li> <li>• Often</li> <li>• Sometimes</li> <li>• Rarely</li> <li>• Not at all</li> </ul>

### Section 3: Reflective Report

In this section, NStEP will ask you to reflect on your experiences as a class rep during the 2020-2021 academic year. As with Section 2, there are no right or wrong answers. Rather, you are encouraged to reflect on your work as a class rep during the year, what you have accomplished, and the challenges you have worked to address.

In Section 4 you will be asked if you wish to opt-in to having these written responses included in NStEP's Academic Representation Project. If you opt-in, NStEP will anonymise your written responses and analyse them for trends and themes across higher education. These trends and themes will then form the basis of a national report and to communicate about class rep experiences to national policy makers, senior leaders across institutions, students' unions, higher education staff, and other students.

If you choose not to opt-in to having your report included, we will still issue your Student Engagement Recognition Award to you. We hope that you will choose to opt-in so that your experiences as a student representative can help to inform change and improvements in the future.

We recommend that you prepare your answers to these questions in a word processor, and then copy and paste what you have written into the corresponding fields of the online form.

Question	Guidance / Explanation
Describe some of the challenges that you faced in your role as a class rep during the 2020/2021 academic year. How did you work to address these?	Minimum word count of 150 words
Describe your achievements as a class rep during the 2020-21 academic year.	Minimum word count of 150 words
What could be improved in your college to ensure that class reps are able to play a greater role in student engagement?	Minimum word count of 150 words
What supports helped you in your role, and what additional supports could have assisted you to best represent your peers?	Minimum word count of 100 words
Reflecting on your role as a class rep this year, what skills and knowledge do you feel you developed? Do you feel that your role has prepared you for future challenges, and if so, how?	Minimum word count of 100 words

#### Section 4: Upload Milestones and Submit

In this final section you can upload your milestone awards, confirm that you were a class rep for the 2020-21 academic year, and choose to opt-in to having your written report included in NStEP's Academic Representation Project.

Question	Guidance / Explanation
Upload Evidence of Completing NStEP Introductory Class Rep Training.	After completing Introductory Class Rep Training, you should have been issued with a digital badge to the email address you used to register on Eventbrite. If you completed training but have not received your badge please email <a href="mailto:nstepdevelopment@usi.ie">nstepdevelopment@usi.ie</a> . When you received your badge the email contains the option to download your badge. Alternatively, if you signed up for Open Badge Passport, you can access your badge and a certificate of authenticity on this website at anytime ( <a href="https://openbadgepassport.com/">https://openbadgepassport.com/</a> ). The link to create a free profile on Open Badge Factory is contained in the email you received with your award. Once logged into open badge passport, click on 'badges' on the top menu. Click on the image of the badge you wish to download. The option to download a copy of the badge will appear in a pop-up window.
Upload Evidence of Completing One Additional Milestone.	Acceptable additional milestones include: <ul style="list-style-type: none"> <li>• Completing NStEP's <i>Representing Diversity</i> Training.</li> <li>• Participating in the Student Voice Summit on 12 March and submitting a written reflection.</li> <li>• Completing one of NStEP's Online Self-Study Modules.</li> </ul> <p>For both the <i>Representing Diversity</i> training and the Student Voice Summit, you should have received an email containing a digital badge. This badge can be accessed and downloaded in</p>

	<p>the same way that you accessed your Introductory Class Rep Training milestone award (outlined above).</p> <p>If you completed an online self-study module, you can download a PDF certificate of completion from your learner profile by logging into NStEP's website. Detailed instructions for accessing this certificate can be found in the user guide on <a href="https://studentengagement.ie/online-modules/">https://studentengagement.ie/online-modules/</a>, and at the end of every online module. Upload this certificate as evidence that you have completed your second milestone.</p>
Confirm that you were a class rep (course rep, student rep, etc.) for the 2020-2021 academic year.	You will be asked to confirm that you were a class rep for the 2020-2021 academic year. NStEP may contact your college or students' union to confirm this information.
Opt-in / consent to your reflective report being included in the NStEP Academic Representation Project report.	<p>Tick the box 'Yes, I Consent' if you give NStEP Permission to use your written reflection in its Academic Representation Project. All responses will be anonymised by NStEP.</p> <p>If you choose not to opt-in to having your report included, then simply leave this box blank. NStEP will still issue your Student Engagement Recognition Award and then we will remove your report from our records.</p> <p>We hope that you will choose to opt-in so that your experiences as a student representative can help to inform change and improvements in the future.</p>

Once you have completed Section 4, click 'Submit'. A confirmation box will appear on the page indicating that your submission was successful.

Your report and application for a Student Engagement Recognition Award for Academic Representation will be reviewed by NStEP, and awards made on a rolling basis throughout April and May.

If you encounter any difficulties, or have any questions about this process, please email [nstepdevelopment@usi.ie](mailto:nstepdevelopment@usi.ie).