



# National Student Engagement Programme

Clár Rannpháirtíochta Náisiúnta  
na Mac Léinn

## 2021 Call for NStEP Trainers

### About NStEP

The National Student Engagement Programme (NStEP) was launched in April 2016 by the Higher Education Authority (HEA), Quality and Qualifications Ireland (QQI) and the Union of Students in Ireland (USI).

NStEP aims to strengthen student engagement in decision-making across Irish higher education, and champion a strong culture of partnership between students and staff through practice-based projects, training and capacity building, as well as informing policy developments.

Student engagement is underpinned by the idea that students are partners and co-creators within a learning community, and NStEP aims to actively embed these principles within higher education. Involvement in NStEP requires a partnership between HEI staff and student representatives, with HEI leadership and Students' Union leadership signing partnership agreements to participate.

### About the National Student Training Programme

NStEP's Student Training Programme has undergone significant growth during the past year, with over 4,400 students trained since the programme was launched in 2016. The majority of training modules are delivered live/in person by a student trainer. During the 2020-21 academic year, student trainers led over 100 training sessions online. NStEP currently offers three different categories of training modules which are led by its team of student trainers, with one additional module currently in development:

#### **Introductory Class Rep Training:**

Introductory Class Rep Training accounts for the majority of training sessions delivered by NStEP. Sessions last for 90 minutes, and are designed for new reps. Core content includes an introduction to student engagement and the class rep role. It also explores the Student Learning Experience as a tool for collecting feedback, and the ABCD method of communicating that feedback to staff. The majority of sessions are delivered to undergraduate reps, with some specialised sessions adapted for reps on postgraduate taught courses. Sessions are primarily organised by participating institutions/students' unions, with an additional number of 'open' sessions run centrally by NStEP.

#### ***Representing Diversity* Training:**

This new training module (piloted in February and March 2021) introduces tools and resources that will help class reps effectively represent their diverse classmates and empower fellow students from all backgrounds and lived experiences to get involved in student engagement in decision-making. Core content includes recognising bias, understanding discrimination, universal design for learning, and signposting/supports. This training is offered on a limited scale, and a small group of the student trainer team will be allocated to cover this training module.

## Special Purpose Training

NStEP is occasionally asked to provide training for students by member institutions for specific purposes – such as for student participating in institutional review processes at their college. In this instance training content is tailored to these specific needs and student trainers with some background in this area may be asked to lead the training.

## Advanced Class Rep Training

NStEP is currently developing a new advanced class rep training module for returning reps. This will be piloted in the 2021–2022 academic year.

## About the Role

The 2021 NStEP student trainer pool will be made up of up to 20 student trainers. To be eligible, trainers must either be a current student, or finished have been a graduate for no more than one year. Each trainer receives comprehensive training and is supported by NStEP staff. The role offers students the opportunity to develop many different skills including communication, time management, public speaking and administration. The work is flexible and compatible with study and other commitments. The majority of training will run from September to March in colleges across the country. Although it is currently unclear when a return to in-person training may be possible – NStEP is committed to also delivering training online for the future. As NStEP expands the training programme, as well as it's wider strategy to support student engagement across Irish higher education institutions, trainers will be able to avail of other development opportunities, playing a key role as part of the NStEP team.

## Training for the Role

Training for the role takes place in August over three days. The training is a key requirement for the role.

The training for Student Trainers is currently scheduled from **Monday, 23 August, until Wednesday, 25 August, 2021**. When applying please ensure that you are free on those dates.

## Responsibilities

- Attend training to develop the required skills and knowledge to deliver the NStEP Student Training Programme
- Prepare training materials and liaise with college staff and SU officers to plan the training events
- Deliver training to groups of college students
- Complete administrative duties related to training, for example keeping detailed records of attendance and contributing social media promotion.
- Undertake meetings with the NStEP programme manager and the NStEP development coordinator to discuss practical and professional development.
- Involvement in planning conferences and meetings related to student engagement.
- Possible opportunities to be involved in and lead on projects related to student engagement.

## Skills & Attributes

- Excellent communication skills in both a group and one-to-one settings
- Excellent time and task management
- The ability to deliver content with consistency and ensure training objectives are met
- Good writing skills
- Good administration skills
- Good command of spoken and written English (min ILR Level 4)
- Knowledge of structures and governance systems in Irish higher education institutions
- Competency with online tools.

## Working Hours

Trainers are recruited for a minimum of 30 hours and paid a living wage rate of €12.30 an hour. Training session demand will vary, but each trainer will deliver a minimum of 4 sessions. Travel expenses will be covered and supplements paid at the approved rates.

## How to Apply

The application form can be found online at <https://studentengagement.ie/student-trainer-application-form/>. It is strongly recommended that you prepare your answers for the written responses in a word processor and then copy and paste these into the online form.

**Applications must be submitted by 5pm on Monday, 24 May 2021.**

Initial interviews will be completed by video conference in mid-June.

If you have any questions, please contact Dr Jeffrey Cox, NStEP Development Coordinator at [nstepdevelopment@usi.ie](mailto:nstepdevelopment@usi.ie)

Find further information on [studentengagement.ie](http://studentengagement.ie) and follow @NStEPie and @NStEPtraining on twitter for updates.

The National Student Engagement Programme is a partnership of:



**QQI**

Quality and Qualifications Ireland  
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

