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**. The questions below ask you to reflect on your work as a class rep for the 2022/23 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 30ᵗʰ April 2023**.

How NStEP will use the information you provide in your report

NStEP works to help improve student engagement across Irish higher education. By sharing your experiences, successes, and challenges, you can help NStEP to understand more about the important work class reps are doing across the country, and how to help make changes to support future reps. When submitting your reflective report, we will ask that you opt-in to have your written responses included in an analysis of issues and experiences of class reps as part of NStEP's work. 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 nstepdevelopment@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 training on Eventbrite or for one of NStEP's online modules. This will help us 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 training on Eventbrite or for one of NStEP's online modules. This will help us to verify that you completed the first and second milestones toward achieving this award.	n/a
Email Address	Where applicable, please ensure that you provide the email address that you used to register for training on Eventbrite or for one of NStEP's online modules. This will help us 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.	- ATU (Galway) - ATU (Letterkenny) - ATU (Sligo) - Carlow College - CCT College Dublin - Dorset College - Dublin Business School - Dublin City University - Dundalk IT - Griffith College Dublin - Hibernia College - Institute of Art, Design and Technology - Independent College Dublin - Marino Institute of Education - Maynooth University - Munster TU (Cork) - Munster TU (Kerry) - National College of Art and Design - National College of Ireland - Royal College of Surgeons in Ireland - Royal Irish Academy of Music - St Angela's College Sligo - Trinity College Dublin - TU Dublin - TU Shannon - University College Cork - University of Galway - University of Limerick - SETU (Carlow) - SETU (Waterford)

Level of Study	Please select the level of study that best matches your course or programme of study from the drop-down list.	• Undergraduate • Postgraduate Taught • Postgraduate Research • Advanced Certificate or Higher Certificate (Level 6) • Higher Diploma (Level 8)
Are you a full-time or part-time student?	Please select your answer from the drop-down list.	• Full time • Part time
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.	• Education (early childhood, primary, secondary, PME) • Arts and Humanities (fine arts, film/media, history, English, languages) • Social Sciences (politics, sociology, psychology, journalism, economics, library/information) • Business, Administration, or Law • Natural Sciences or Mathematics (chemistry, biology, environmental/geographical sciences, physics, mathematics, statistics) • Computer Science / Information and Communication Technology • Engineering, Manufacturing, and Construction (including architecture, transport infrastructure, planning) • Veterinary or Agriculture (including forestry, fisheries, and livestock) • Health and Welfare (medicine, social work/care, pharmacy, community work, counselling) • Services (culinary arts, sports, leisure, travel/tourism, hospitality, policing and security) • Study abroad, pre-masters, or access programme
In what year of study are you in your <u>current</u> course/programme?	Please select your answer from the drop-down list.	• 1 • 2 • 3 • 4 • 5 or more
Are you a mature student?	Please select your answer from the drop-down list.	• No • Yes
Are you an international student?	Please select your answer from the drop-down list.	• No • Yes

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?	Use the drop-down list to select a response that best matches your answer to this question.	• 1-2 hours • 3-4 hours • 5-6 hours • 7 hours or more
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.	• Every week • Every 2 weeks • Once a month • Once every few months • A few times in the academic year • Very rarely or never
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.	• Very Often • Often • Sometimes • Rarely • Never
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.	• Very Often • Often • Sometimes • Rarely • Never
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.	• Very Often • Often • Sometimes • Rarely • Never
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.	• Excellent • Good • Fair • Poor • Very Poor
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.	• Always • Often • Sometimes • Rarely • Not at all

Section 3: Reflective Report

In this section, NStEP will ask you to reflect on your experiences as a class rep during the 2022-2023 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 allowing NStEP to use your written reflections to support its work to help improve student engagement. 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 be used 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 2022/2023 academic year. How did you work to address these?	Minimum word count of 150 words
Describe your achievements as a class rep during the 2022/2023 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 100words

Section 4: Upload Milestones and Submit

In this final section you can indicate which award you are applying for (Academic Representation, or Advanced Academic Representation) upload your milestone awards, confirm that you were a class rep for the 2022/2023 academic year, and choose to opt-in to having your written report included in NStEP's Academic Representation Project.

It is important that you upload the milestone badges/certificates that correlate to the type of award you are applying for. More information on what badges you need for each award can be found at https://studentengagement.ie/awards/

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.

An automated email will be sent to the address you provide on the form as confirmation that your reflective report was submitted and received.

If you encounter any difficulties, or have any questions about this process, please email nstepdevelopment@usi.ie.