



National Student Engagement Programme

Clár Rannpháirtíochta Náisiúnta na Mac Léinn

Student Training Programme

Report 2023-24

This report provides a summary of our Student Training Programme at a national level, an overview of participant feedback, and information on our training offering for the upcoming academic year. We hope that you find this information useful as you start planning for the coming year, and look forward to delivering NStEP training for your reps in 2024-25!

The Training We Provide

NStEP is working to enhance the training we provide through our Student Training Programme. This section provides an overview of training offered during the last academic year.



Introductory Class Rep Training (Duration: 90 minutes)

NStEP has trained thousands of student representatives (class reps) since its training programme was piloted in 2016. 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 to provide an opportunity for reps who were unable to attend sessions organised at their college. An NStEP Milestone Award was issued to those who completed training in the form of a digital badge. This award can be used as the first steps towards achieving a national Student Engagement Recognition Award for Academic Representation.



Advanced Class Rep Training (Duration 90 Minutes)

This module is designed for returning or experienced reps who have previously completed Introductory Class Rep Training. This training explores tools to navigate challenges in the learning community as well as the LAPS strategy for embedding effective leadership, communication, partnership, and succession planning into the rep role. This training is offered in 'open' session format, meaning any student from a participating institution/students' union can book training directly on NStEP's Student Portal. This provides the opportunity to share experiences and network with peers from other institutions across Ireland. A NStEP Milestone Award is issued in the form of a digital badge to those who complete this training module. This award can be used as the second step towards achieving a Student Engagement Recognition Award for Academic Representation.



Representing Diversity Training (Duration 90 Minutes)

This module introduces tools and resources to 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 also offered in 'open' session format. This award can also be used as the second step towards achieving a Student Engagement Recognition Award for Academic Representation.



Online Self-Study Training Modules

These modules are hosted on NStEP's website using a Learning Management System, and provides the flexibility for any student to register for and take a module that interests them at any time. The module 'Governance and Student Representation' explores the topic of governance, Irish higher and further education, and the importance of active student representation. The module 'Understanding the Student Learning Experience' builds on introductory training and offers a more in-depth look at collecting relevant ideas and suggestions based on students' views. The module 'LAPS Strategy for Representation' builds on a strategy explored during advanced training.



Online modules can be found on NStEP's [Student Portal](#) and take approximately 30 minutes to complete. New modules are currently in development. Upon finishing a module, a downloadable certificate of completion is automatically issued. This certificate can be used as the second step towards achieving a national Student Engagement Recognition Award for Academic Representation.



Student Engagement Recognition Awards for Academic Representation

NStEP developed a national system of awards to recognise and reward the contribution of students to the enhancement of student engagement and partnerships with staff across Irish higher education. These awards allow students to demonstrate and communicate the skills and experiences they have gained from taking up important representative roles. The Student Engagement Recognition Award for Academic Representation was launched during the 2020-2021 academic year and was aimed primarily at class representatives.



In addition to completing Introductory Class Rep Training and additional training or development opportunities with NStEP (depending on the award application) reps who achieved this award submitted a reflective report on their experiences in April.



More information on the award can be found at <https://studentengagement.ie/awards/>

Student Portal

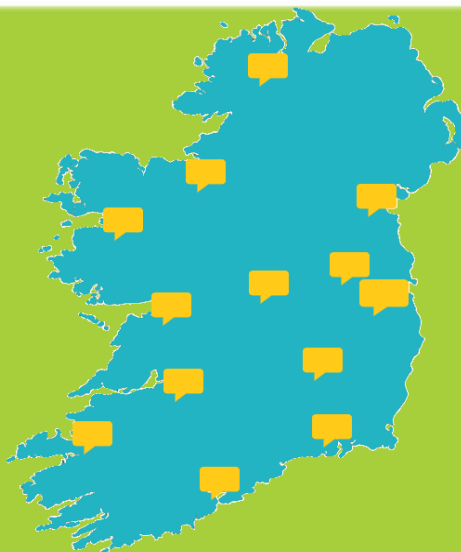


NStEP's Student Portal is a one-stop shop for valuable resources, information, and training/development opportunities to support students involved in engagement and partnership activities. The portal also plays a central role in NStEP's enhanced Student Training Programme. In addition to features such as the online training modules outlined above, it includes a 'Book Training' facility and a 'Resources' section to support reps. Using the 'Book Training' section of the Student Portal, students can now book their own space on one of our 'open training' sessions on a day and time that best suits their schedules.

This includes open *Introductory Class Rep* Training sessions for those who may have been unable to attend training organised by their institution/students' union, and other training options such as *Advanced Class Rep Training* and *Representing Diversity* training. The resources page includes news, publications, and materials relevant to class reps and students involved in partnership and engagement activities. The portal can be found at <https://studentengagement.ie/student-training/>

The National Picture

42
Total Training
Sessions



659
Total Students
Trained

**Introductory
Class Rep
Training**

478 Reps Completed
Training



**National Student
Engagement Programme**
Clár Rannpháirtíochta Náisiúnta
na Mac Léinn

**Student Training
Programme**

2023-24

**Advanced
Class Rep
Training**

61 Reps Completed
Training

**Representing
Diversity
Training**

47 Reps Completed
Training



15 Applications

15 Awards Issued

**Online
Training
Modules**

73 Reps Completed
Training

Working to Better Support Institutions and Students' Unions

- Registration centrally managed by NStEP using Eventbrite to reduce the administrative burden on officers and staff.
- The flexibility of online delivery with more options to accommodate the busy schedules of reps.
- 'Open Sessions' organised directly by NStEP that are easy to promote and maximise training opportunities for reps.

Looking Forward to 2024-2025

NStEP is excited to announce its Student Training Programme offering for the 2024-2025 academic year, which will include new training opportunities to support the work of class reps and students engaged more broadly in student engagement and partnership initiatives.

Introductory Class Rep Training

Introductory Class Rep Training will be offered online for the 2024-2025 academic year. This training is ideal for reps who are new to the role, reps who have not yet completed the training, or any rep who wishes to take introductory training again as a refresher. Introductory training will be run primarily through institution/SU based sessions, with additional open sessions offered by NStEP towards the end of each semester to accommodate those who may have been unable to attend training organised at their college. This module is the starting point for reps who wish to work towards a Student Engagement Recognition Award for Academic Representation.

Advanced Class Rep Training

This training will be delivered as open sessions, which offers reps the opportunity to network and share experiences with peers from other institutions. Each training session will be facilitated by our team of experienced student trainers, and will be delivered in a 90-minute online format. Advanced Class Rep Training is ideal for any rep who has already completed NStEP's introductory training and has experience in the role (e.g. as a returning rep). Content focuses on navigating challenges, leadership in the class rep role, and communication skills. It also explores building student-staff partnerships and succession strategies for transitions to new reps. Reps will be able to choose from a number of sessions using the 'Book Training' facility on NStEP's Student Portal.

Representing Diversity Training

Representing Diversity Training will be run as open sessions delivered online during the Spring semesters of the 2024-2025 academic year. Registration is open to any student in a representative role from NStEP's network of participating institutions/SUs. A selection of training dates and times will be available for students to choose from on the 'Book Training' section of NStEP's Student Portal. This module will continue to count towards the requirements to achieve a Student Engagement Recognition Award for Academic Representation.

Online Self-Study Training Modules

NStEP is always working to develop new modules to add to its online self-study training options. Announcements will be made as these modules are launched.

Student Engagement Recognition Awards

NStEP's Student Engagement Recognition Award for Academic Representation will run again for the 2024-2025 academic year. NStEP is currently exploring the development of additional awards to recognise and reward the contribution of students to the enhancement of student engagement and partnerships with staff across Irish higher education.

NStEP Student Training Calendar 2023-2024

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.

Training Offering	Period Offered	Ideal For...	Delivery Format	How To Book
Introductory Class Rep Training (Institution/SU Based) (Online & In-Person Sessions)	<u>Semester 1</u> 9 th Sept. to 13 th Dec. <u>Semester 2</u> 13 th Jan. to 29 th Mar.	<ul style="list-style-type: none"> ✓ New reps ✓ Reps who have not previously completed NStEP's Introductory Class Rep Training ✓ Reps who wish to take the training again as a 'refresher' 	<ul style="list-style-type: none"> ✓ 90 minute online sessions ✓ 120 minute in-person sessions* ✓ Peer-led by NStEP's team of experienced student trainers 	Students' Union Officers / staff can arrange training for reps using the training request form at: https://studentengagement.ie/training-request/ Or by emailing nstepdevelopment@usi.ie
Introductory Class Rep Training (Open Sessions)	<u>Semester 1</u> 18 th Nov. to 13 th Dec. <u>Semester 2</u> 17 th Feb. to 29 th Mar.	<ul style="list-style-type: none"> ✓ New reps / reps who have not previously completed NStEP's Introductory training ✓ Reps who may have missed introductory training organised by their institution/SU 	<ul style="list-style-type: none"> ✓ 90 minute online sessions ✓ Peer-led by NStEP's team of experienced student trainers 	Reps register for a session that best fits their schedule using the 'Book Training' facility on the NStEP Student Portal
Advanced Class Rep Training (Open Sessions)	<u>Semester 1</u> 14 th Oct. to 13 th Dec. 2022 <u>Semester 2</u> 13 th Jan. to 28 th Mar.	<ul style="list-style-type: none"> ✓ Returning reps / reps with experience in the role ✓ Reps who have previously completed NStEP's Introductory training 	<ul style="list-style-type: none"> ✓ 90 minute online sessions ✓ Peer-led by NStEP's team of experienced student trainers 	Reps register for a session that best fits their schedule using the 'Book Training' facility on the NStEP Student Portal
Representing Diversity Training (Open Sessions)	<u>Semester 2 ONLY</u> 13 th Jan. to 28 th Mar.	<ul style="list-style-type: none"> ✓ Reps looking to develop an awareness in the areas of Equality, Diversity, and Inclusion ✓ Students who may not be class reps but hold other representative roles ✓ Reps working towards a Student Engagement Recognition Award 	<ul style="list-style-type: none"> ✓ 90 minute online sessions ✓ Peer-led by NStEP's team of experienced student trainers 	Students/Reps register for a session that best fits their schedule using the 'Book Training' facility on the NStEP Student Portal
Online Modules	Available all year New modules released on rolling basis	<ul style="list-style-type: none"> ✓ Reps looking to pursue further development opportunities ✓ Reps working towards a Student Engagement Recognition Award ✓ Some modules are more appropriate for students more broadly active in engagement or partnership activities 	<ul style="list-style-type: none"> ✓ Self-study ✓ Approx. 30 minutes to complete ✓ Fully flexible – can be completed any time 	Online modules are available on NStEP's Student Portal . Students create an account and are free to take any module
Student Engagement Recognition Award (SERA) Applications	31 st March to 2 nd May 2025	<ul style="list-style-type: none"> ✓ Reps who have completed the prerequisites towards achieving an award 	<ul style="list-style-type: none"> ✓ Compile a short questionnaire and written reflection 	Completed via a form submission on the NStEP Student Portal

Tips for Planning Introductory Class Rep Training at your Institution / Students' Union

Before requesting Introductory Class Rep Training for your reps, it might be useful to consider:

- * *How many reps will need training?*
- * *Online sessions are generally capped at 30 registrations – Given the number of reps to be trained, how many sessions do you think you will need?*
- * *What dates/times work best for your institution/SU, and your reps? Training can be spread out across a number of days and times to maximise flexibility for reps.*
- * *Request training at least two weeks before your ideal dates for optimal availability.*