



**Leeds City College**

**Higher Education**

**Student Engagement Procedure**

**Owner:** HEDO

**Last review:** June 2015

**Next review:** July 2020

**Endorsed by:** HE Committee & HE Academic Board

**Leeds City College Higher Education  
Student Engagement Procedures**

**CONTENTS**

<b>1. Student representation</b>	<b>3</b>
<b>2. Student ambassadors</b>	<b>4</b>
<b>3. Curriculum review and evaluation</b>	<b>4</b>
<b>4. Enhancement of teaching and learning</b>	<b>4</b>
<b>5. Monitoring and evaluation</b>	<b>4</b>

## 1. Student Representation

- 1.1 The College will facilitate the appointment of HE Group Representatives through the election of a student, from each group within each HE programme. This applies to full-time and part-time HE programmes, and all programmes and levels should be represented by at least one HE Group Representative from each group.
- 1.2 The Higher Education Development Office (HEDO) will provide students and programme teams with information material pertaining to HE Group Representatives, their roles and responsibilities, for guidance in considering becoming an HE Group Representative.
- 1.3 Programme teams must facilitate and oversee the nomination and election of HE Group Representatives as soon as possible.
- 1.4 Programme teams must not allow existing HE Group Representatives to be automatically re-appointed from one year to the next without going through the nomination and election process.
- 1.5 HEDO will provide all HE Group Representatives with a handbook and provide training which will include:
  - Roles and responsibilities;
  - Structure of the College's student representation system;
  - The College's Students' Union and National Union of Students (NUS);
  - Achieving change;
  - Facilitating group meetings;
  - Being representative;
  - Channels of communication;
  - Key contacts.

This training will be supported via the VLE, where further support and guidance can be sought.

- 1.6 Following the appointment of HE Group Representative(s), programme teams must notify HEDO of the name of the elected student(s).
- 1.7 HE Group Representatives will provide representation of the collective student voice to raise students' compliments, issues and needs through programme, College and external forums. This is to ensure that a student perspective and the student experience is considered in all decisions. Representation will be fulfilled through the following means:
  - Chairing and participating in course group meetings;
  - Attending and participating in Award Committee and Student Pathway meetings;
  - Two nominated HE Group Representatives attending and participating in each HE Committee meeting;
  - A nominated HE Group Representative attending and participating in each Academic Board meetings;
  - Participating in the Colleges' annual Peer Review;
  - Participating in Programme Periodic Review;
  - Participation in programme approval, amendment and withdrawal procedures;
  - Participating in the Colleges' Students' Union Student Council meetings, where required;
  - Participation in quality monitoring procedures required by QAA and validating partners, attending meetings where required;
  - Attending and participating in other committees and working groups at curriculum and College levels with student representation, as well as those also required by QAA and validating partners.
- 1.8 HE Group Representatives will act in the role of liaison, to further enhance the link between staff and students. This will include:

- Consultation with and reporting back to students;
- Liaising with other HE Group Representatives, and Students' Union Officers where necessary, on issues affecting the course and/or educational experience;
- Attending training and networking sessions organised by the College.

## **2. Student Ambassadors**

- 2.1 The HE Student Ambassador Scheme will recruit current Leeds City College HE students to support a wide range of events and activities organised / attended by the Higher Education Development Office (HEDO), as well as in partnership with the LCC Marketing and Events team; LCC Progression Officers; and 14-19 Partnerships.
- 2.2 HE Student Ambassadors will have the opportunity to represent the College and their course at events taking place throughout the year, both on and off campus, and that involve other young people, parents, potential mature students, careers advisors, and employers.
- 2.3 HE Student Ambassadors will act as advocates for the college and its facilities as well as acting as role models and motivators, helping to raise aspirations and awareness of Higher Education. They help people looking for further information on all aspects of Leeds City College HE, and Higher Education in general. Ambassadors can share their own unique experiences including successes and achievements, as well as challenges and barriers they may have faced and overcome.
- 2.4 HEDO will provide HE Student Ambassadors with a full briefing will be given at the start of the academic year, with additional briefings for specific events when necessary.
- 2.5 There are no fixed/set hours of work. HE Student Ambassadors will be able to choose the type of work that they wish to take part in, at a time that is convenient for them. Work is casual and flexible to fit around their study commitments.
- 2.5 HEDO will inform HE Student Ambassadors of activities and events as they are scheduled, via text message, email and VLE, providing full details of the event and the option to work at the event.

## **3. Curriculum Review and Evaluation**

- 3.1 The College will provide all students with the opportunity to make their views on their educational experience known to the College. These opportunities will include:
- Via HE Group Representation and group meetings (detailed above)
  - Enrolment and induction evaluations
  - Module evaluations
  - Course evaluations
  - National student survey (NSS)
- 3.2 These will be made clear to all students via:
- Course handbook;
  - Course induction;
  - Student representation;
  - Notifications from the Higher Education Development Office (HEDO);
  - Notifications from programme teams;
  - Programme notice boards;
  - Updates, notifications, and evaluation form links via the VLE.

## **5. Monitoring and Evaluation**

The College will regularly monitor and review these procedures to assess the effectiveness of its implementation and outcomes.