



National Student Engagement Programme

Clár Rannpháirtíochta Náisiúnta na Mac Léinn

Class Rep Training Booking Protocol 2018

Introduction

The National Student Engagement Programme has delivered introductory training to Class Reps since September 2016. The 2018 programme introduces training for taught postgraduates and online students. The training is delivered by a pool of full time undergraduate and postgraduate students based across the country.

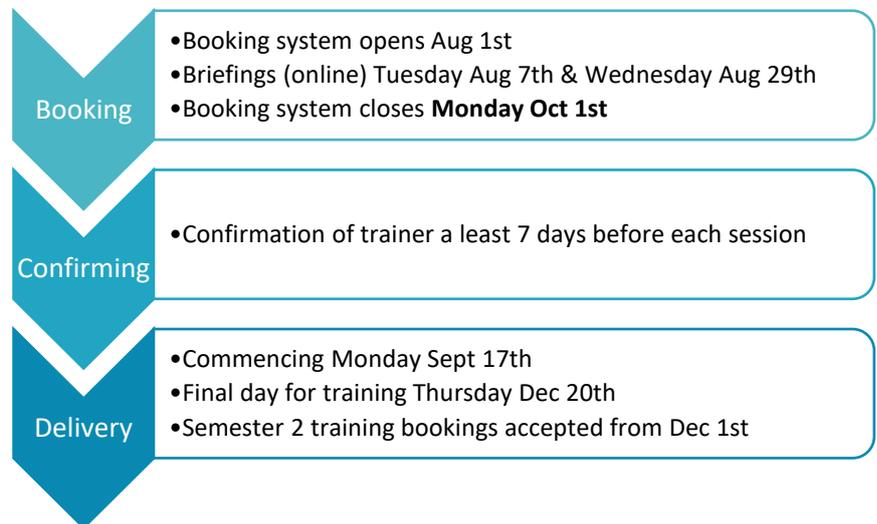
Institutions and Students' Unions who have signed up to NStEP may book up to 5 sessions on the booking form. This protocol is designed to provide guidance on the planning and booking of class rep training sessions. Two online briefings are also scheduled to go through the training content and best practice recommendations from previous years. The briefings will be delivered over google hangouts on Tuesday August 7th at 11am and Wednesday August 29th at 2pm. Support is also available from the NStEP coordinator contactable on nstep@usi.ie.

The ideal group size for a training session is between 10 and 30 class reps. Each booking must be made at least two weeks in advance of the session taking place. Please keep in mind our trainers are full time students, who may need to travel to your campus and some flexibility could be required.

Timeline

Training sessions may be booked to take place between Monday September 17th and Thursday December 20th. NStEP recommends sessions take place before the end of November as the earlier the sessions take place the more impact they will have.

To book a class rep training session the online form must be completed for each individual session.



The online booking form is available on: <https://studentengagement.ie/class-rep-training-bookings/>

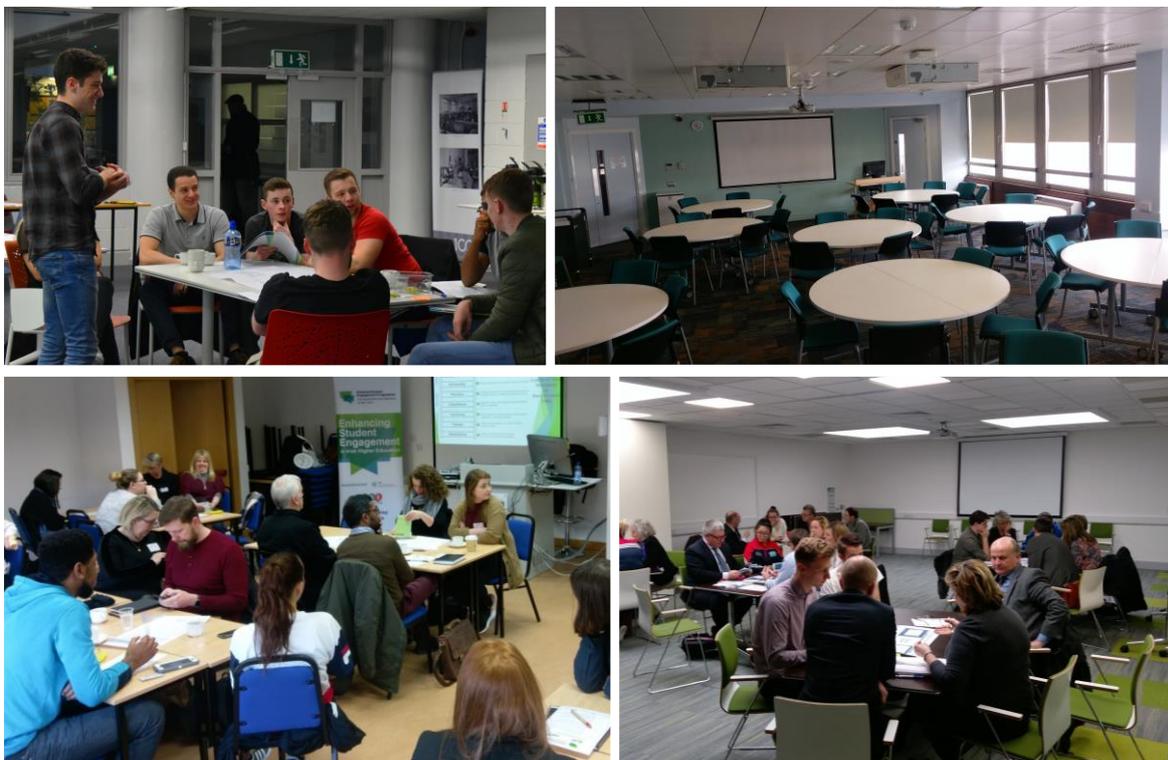
Completing the booking form

1. Provide your details

NStEP needs a single point of contact to confirm and arrange logistics. The assigned trainer will be provided with the phone and email details for the single point of contact to confirm details and in case further information is needed.

2. Provide information about the venue and room

The venue layout contributes to the success of the training. Training venues should be accessible and away from noisy areas such as a café or music room. Open movable layouts, without fixed seating are required. If possible, the room should be set up for small group work. The pictures below show some ideal arrangements. The trainer will arrive 30 minutes before the session start time to set up. Log in details for the computer connected to the projector will be needed at this time.



Training groups can be both too big and too small. Groups of more than 30 are difficult for one trainer to manage and not everyone gets a chance to contribute to the discussions. **If you plan to put a group of more than 30 together, please consider booking second trainer to split the session into 2 rooms or providing other support.**

Helpful information will include parking arrangements, public transport access, wifi access and catering facility opening times. For some trainers, it may be their first time on your campus and being met by an organiser is much appreciated. If this is not possible a map of the campus with the training venue marked will be requested with the confirmation email.

3. Indicate your preferred training date and start time

This should be decided in partnership between the students' union and school/faculty leads to ensure the time suits the majority of the class reps for which the session is being booked. The feedback from the 2016 pilot shows class reps value the training more if completed with class reps from the same or a similar programme. Arranging the sessions by faculty, school or discipline also increases turnout as the time chosen caters for the programme types included.

The feedback from the pilot also included many positive comments about the food provided, particularly when sessions took place close to lunch time or after 5pm. Class reps value refreshment but if it arrives before the mid-session break it can be disruptive. Ensuring the trainer knows when any refreshments will be available allows them to time the break effectively.

4. Select the training type

There are 3 types of training available to book. They are all designed for Class Reps new to the role who have not completed NStEP training before.

Introductory Class Rep Training for Undergraduates

This training takes 2.5 to 3 hours and is delivered by a student trainer.

Introductory Class Rep Training for Taught Postgraduates

This training takes 2 to 2.5 hours and is delivered by a postgraduate student trainer.

Introductory Class Rep Training for Online Students

This training takes 1.5 hours and is delivered by a student trainer. It requires access to the virtual learning environment platform used by the students e.g. Blackboard, Moodle etc.

Essential equipment

The training materials are available for download from the NStEP website and Network space nstep.teachingandlearning.ie. The workbook and feedback sheets must be printed for each participant and ready for the start of each training session.

Essential equipment:	Resources provided by NStEP:
<input type="checkbox"/> Projector, screen and computer	✓ Trainer
<input type="checkbox"/> Flip chart or white board with markers	✓ Presentation slideshow
<input type="checkbox"/> Blu tac	✓ Trainers notes
<input type="checkbox"/> Pens	✓ SLE Chart
<input type="checkbox"/> Printed workbooks	✓ Post-it notes
<input type="checkbox"/> Printed feedback sheets	

Confirmation

Once a booking is received it is sent to the regional cluster of trainers within 24 hours. They then have 48 hours to respond and a trainer is assigned. In the event the trainers in the regional cluster are not available it is opened to the entire trainer's pool. If all trainers are unavailable, you will be contacted with suggested alternative time/date options. Once confirmed you will receive the contact details of the trainer along with the essential equipment checklist listed above. If you have any issues you should contact nsteptraining@usi.ie.

Cancellations

If you need to cancel or rearrange a session, please contact the training coordinator on nsteptraining@usi.ie and the trainer as soon as possible. Rearranging sessions will depend on trainer availability so flexibility on dates and times will be needed. If a session is cancelled with less than 48 hours' notice you will be invoiced for the cost of any travel or accommodation booked for the trainer which cannot be recouped.