



National Student Engagement Programme

Clár Rannpháirtíochta Náisiúnta na Mac Léinn

Class Rep Training Booking Guide 2019

Introduction

The National Student Engagement Programme (NStEP) has trained over 2,250 student representatives (Class Reps) since September 2016. The programme provides introductory training for Class Reps, as well as training for postgraduate taught students and online students. The training is delivered by a pool of undergraduate and postgraduate students based around the country.

Institutions and Students' Unions who have signed up to NStEP may book up to 5 sessions on the booking form. This Guide is designed to provide guidance on the booking process and any planning you may need to undertake ahead of the training sessions. Two online briefings are scheduled also, in order to take you through the training we provide at NStEP, why we do it, and how this training will support you in your own roles.

The briefings will be delivered at 2pm 6th August and 2pm 29th August via Google Hangouts. Additionally, you can get in touch with the Programme Manager at any time to discuss the training and ask any questions you may have. Please just email nstep@usi.ie.

Based on international best practice, the ideal group size is between 10 and 30 class reps. Depending on your college structures, you may wish to run trainings based on faculty, school, or course/discipline type.

Each booking must be made at least 2 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, so we may require a little flexibility with start and end times.

Timelines and Key Dates

Training sessions may be booked to take place between Monday 16th September and Friday 13th December. NStEP recommends that sessions take place before the end of November so that your trained class reps have more time to make a positive impact in their roles!

Booking Process →	Confirmation of Sessions →	Delivery of Training
<ul style="list-style-type: none">● Booking opens 1st August● Online NStEP briefings:<ul style="list-style-type: none">○ 2pm, 6th August○ 2pm, 29th August● Booking closes on 30th September	<ul style="list-style-type: none">● Confirmation of Trainer at least 7 days prior to training● Students' Union or institutional point of contact details provided to trainer	<ul style="list-style-type: none">● Training sessions commence 16th September● Final day for training 13th December● Semester 2 training bookings accepted from 1st December

To book a class rep training session the online booking form at studentengagement.ie must be completed for each individual session that you require from us.

Completing the Booking Form

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 that point of contact to confirm details and in case further information is needed.

Provide information on the venue and the room

The venue layout contributes to the success of the training. Training venues should be accessible and away from noisy areas such as cafés or music rooms. 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 mins before the session start time to set up. Log in details for the computer connected will be needed at this time and should be left for the trainer should be momentarily locked out of the presentation.



Training groups can be both too big and too small. Groups of more than 30 are difficult for one trainer to manage in the allocated time and not everyone gets a chance to contribute to discussions. If you plan to put a group of more than 30 together, please consider booking a second trainer to split the room into two groups 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 very much appreciated. If this is not possible a map of the campus with the training venue marked will be requested with the confirmation email.

Indicate your preferred training date and start time

This should be decided in partnership between the Students' Union and school/faculty leads to ensure that the time suits the majority of the class reps for which the session is being booked. The feedback from the past few years shows that reps value the training more if completed alongside 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 programmes included.

The feedback from the past few years also included many positive comments about the food provided, particularly when the session took place close to lunchtime 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 to allow them to time the break effectively within their session plan.

Select the training type

There are three 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 Postgraduate Taught Students

This training takes 2 to 2.5 hours and is delivered by a 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 your students e.g. Blackboard, Moodle etc.

Equipment and Checklist

The training materials are available for download from the NStEP website and also on the Network space on nstep.teachingandlearning.ie

The workbook and feedback sheets must be printed for each participant and ready for the start of each training session.

Resources provided by SU/institution:		Resources provided by NStEP:	
Projector, screen and computer		Student Trainer	✓
Flipchart or white board with markers		Presentation slideshow	✓
Blu tac		Trainers notes	✓
Pens		SLE Chart	✓
Printed workbooks for students		Post-it notes	✓
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 nstep@usi.ie.

Cancellations

If you need to cancel or rearrange a session, please contact the training coordinator on nstep@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 already booked for the training which NStEP cannot recoup.