

---

## PAT resource – Class Rep guidance

---

Within the PAT role there is a part to play in student representation. Point 1.j. within 'The range and limits of PAT support' document states that PAT's will: assist in the facilitation of appropriate contact between students and programme leaders and or committees in relation to course issues and student academic representation.

### What are class reps?

Class reps are the link between staff and students and play an important role in enhancing student satisfaction in learning, as well as the overall student experience, through facilitating communication and working in partnership with staff to make positive changes.

All programmes are required to have at least one class rep from each level of the programme who will sit on Programme Committees. The class rep role is to gather feedback from fellow students and present this to staff for consideration, and implementation where possible. Students should be encouraged, to not just identify problems, but work with staff to develop solutions and implement actions.

### Key points for PATs in supporting students in class rep roles:

- Class reps are recruited around mid-late September each year. The role has many benefits for students in terms of personal development and employability. If you know a student who would make a good class rep please encourage them to consider the role.
- Class reps are voluntary positions, which means that any hours spent carrying out the role can be counted as volunteering hours for awards such as the Saltire Award or the university's skills and employability award.
- Class reps will receive training to support them in their role; this is offered both face-to-face and online. Please encourage students in class rep roles to take part in this training.
- Class reps are usually granted an authorised absence to attend meetings as and when required.
- If students require additional support or advice in carrying out their class rep role, signpost them to the following:
  - a student engagement member of staff within your academic partner;
  - a member of the university's Student Services team, contactable on [studentengagement@uhi.ac.uk](mailto:studentengagement@uhi.ac.uk);
  - HISA, the Highlands and Islands Students' Association, contactable on [hisa.enquiries@uhi.ac.uk](mailto:hisa.enquiries@uhi.ac.uk).

Further guidance on how teaching staff can support class reps is available [here](#).