



Student Academic Reps
Cynrychiolwyr Academaidd Myfyrwyr

Rep Goals Explained

Cardiff Students' Union and Cardiff University work in partnership to ensure that the student voice is heard and taken seriously at every level.

You will play a vital role in this by working with the University, by attending your Student Staff Panels and communicating with the Students' Union about academic issues.




The Student Voice team have created this Rep Goals sheet to ensure you are aware of the responsibilities you have as a Student Academic Rep.

There are six categories included:

- Preparing for the role
- Your key duties
- Communicating with students
- Communicating with staff
- Ways to engage
- Reflecting & recognition

If you have any questions about your role please email StudentReps@cardiff.ac.uk

Contact details:

-  [CardiffStudentVoice](https://www.instagram.com/CardiffStudentVoice)
-  StudentReps@cardiff.ac.uk
-  cardiffstudents.com/studentvoice

Preparing for the role	Your key duties	Communicating with students	Communicating with staff	Ways to engage	Reflecting & recognition
Attend training	Attend Student Staff Panels	Introduce yourself	Student Voice Team	Attend the AGM	Complete the end of year survey
We run training for all Reps, new or continuing. This training will explain your role, how to collect feedback and key parts of your role. This is the chance for you to learn about your role, meet Reps from across the University and ask questions.	Attend 3 Student Staff panels (SSPs) a year. One of the most important parts of your role is to attend SSPs. This is your opportunity to feed back to senior members of staff in your school on issues and feedback that has been brought to you by students.	A massive part of your role is communicating with your cohort! Make it easier for yourself by introducing yourself to them. Ask your SRC if you can introduce yourself in an email or even have a shoutout at the beginning of a lecture.	As a team, we cover a wide range of areas from academic representation and policy to democracy and campaigns. We work in partnership with Cardiff University to advocate for the student voice at every level and give students the opportunity to be to be co-creators of their university experience. We are located on the 3rd floor of the Students' Union on Park Place, so please come and see us any time! StudentReps@cardiff.ac.uk 02920 781 448.	The Annual General Meeting is a great opportunity for you to find out what students are talking about and to get involved in the discussion. The meeting is attended by over 900 students from societies and sports teams, to Student Senate and Student Academic Reps. Students vote on policies that will affect the wider student body.	At the end of the academic year you will receive an email from the Student Voice team asking you to fill out the Student Rep end-of-year survey. This gives you an opportunity to tell us how your year has gone and what improvements can be made.
Attend school workshop	Close the feedback loop	How do you communicate best?	Student Rep Coordinators	Volunteer for Speak Week	Share your wins!
Each school will run a school workshop, this will give you the chance to meet Reps in your school and get to know about school specific feedback and issues. This is also where you will meet your Student Rep Coordinator (SRC).	Make sure you tell your fellow students what happens at SSPs. If a point you have raised at your SSP has been discussed & acted upon, tell your cohort - this is called closing the feedback loop.	Gathering feedback from students forms a key part of the Student Academic Rep role. It is important to remember to reach out to all students when gathering feedback, but you can do this in a way that's most comfortable to you. Please be mindful of making your communication accessible for all students.	Your Student Rep Coordinator (SRC) is your point of contact within your school. It will really help in your role if you can meet them to find out more about the school and what has been brought to SSPs before. If you are unsure who your SRC is please email StudentReps@cardiff.ac.uk .	Speak Week is an annual campaign run by the Students' Union to gather feedback from students at Cardiff University. You can get involved in running a stall for your school. To find out more information contact your Student Rep Coordinator or email StudentReps@Cardiff.ac.uk .	We want to shout about all the fantastic work of our Student Academic Reps, if there has been a win for you, tell us about it! Small and big wins alike we want to hear about them. Send your wins to StudentReps@cardiff.ac.uk .
Read the Rep handbook	Attend Student Leader Sessions	Collect feedback for SSPs	Follow us on Instagram	Submit an idea	Nominate others for an ELSA
This is your guide to all things Rep related! See welcome messages from your officers, discover top tips for your role or explore the rewards and recognition there is for Reps!	Engage with our sessions throughout the year to upskill, build your knowledge, and network with other SARs. There will be a wide variety of sessions throughout the year so keep an eye out for the monthly newsletter which will have more details.	It is really important that you head out and meet with the students who study on your course. This includes talking to students before lectures and seminars. You can gather feedback from students in the libraries and across campus. You could even set up group chats and talk to students that way.	We are always posting fun and exciting ways for you to get informed and involved over on our Instagram, so why not give us a follow and stay up to date with all things Student Voice! @CardiffStudentVoice.	Want to see a change? Do you have an idea that is important to you? Then submit it on our ideas platform. These ideas could then be debated on and voted on at Student Senate.	The Enriching Student Life Awards (ESLAs) are an annual event that recognises the hard work of students and staff to enrich your Cardiff experience. Categories range from Champion for Student Voice & Partnership to Student Academic Rep of the Year. Make sure you nominate a deserving person for an ESLA this year!
Head to the resource hub	Chairs & Vice Chairs	Contact your Chair	Keep updated!	Attend Student Senate	Be nominated for an ESLA
The resource hub houses all the support, guidance and documents you might need in your role - this sheet and the Rep handbook can also be found there. Head there to discover what is available.	Every SSP will elect a Chair and a Vice Chair. They help the facilitation of SSPs, lead the meetings, set agendas, encourage discussion from all Reps and appoint actions. If you would like to become a Chair or Vice Chair, please speak to your SRC.	Chairs from all colleges attend their respective College Forums. This is an opportunity for them to find out about College-wide concerns and issues. When your Chair reaches out for feedback make sure you pass any onto them.	Every month you will receive a Student Voice Newsletter outlining what's on for the next month, key information and other ways to get involved - keep an eye out for that! You will also receive any key Rep information via email so make sure you look out for those emails!	Student Senate meets five times a year to pass policy that affects the student community at Cardiff University. This serves as a great opportunity to pass academic-based policy and help Union decision making. You may be selected as one of the randomly selected SAR senators!	Getting a nomination for an ESLA demonstrates that you have worked really hard in your role and students have found you valuable. You could be nominated for Student Academic Rep of the Year.
	Attend an additional committee	Sending emails		Run to become a Sabbatical Officer	Write about your experience
	Interested in taking representation to the next level? Want to know more about the University? Why not sit on an additional committee? There are many committees that have Reps in their membership - including Board of Studies and School & College Education and Student Experience Committees. If you are interested please email StudentReps@cardiff.ac.uk .	You can ask your SRC to help you send out a mass email to the students in your school. In the past, Reps have sent out surveys, questionnaires and newsletters.		Every year students at Cardiff University elect seven full-time elected officers. These positions are paid and take up post at the end of June. The officers will represent the views of students to Cardiff University and the Students' Union. In the past lots of Student Academic Reps have run for lots of these positions.	Tell us what you have worked on this year and how things have gone. Tell us what's gone well, what could be improved and how you have found the year. Include any projects you have worked on as a Rep and any wins you have had in your role or as a school. Tell us about what you're proud of and any challenges you faced.