



# Union of Brunel Students

Academic Course Rep  
Training

# Objectives

## Objectives for Academic Rep Training

- Students Union
- Your Role
- Collecting Student Views
- Equality and Diversity
- Academic Meetings
- Union Support
- Reward and Celebration





# Part 1: Students Unions



# What is a Students Union?

What do they look like at UK Uni's today?

- Representation
- Advice & Support
- Societies + Sport
- Activities + Events
- Campaigns



# Brunel's Approach

Our version of being a Students' Union

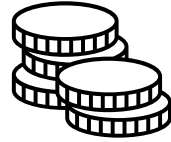


## Student Voice

Student Assembly  
Spring & Autumn  
Elections  
AGM



Academic Reps  
Senior Reps  
SLAs  
Student Networks

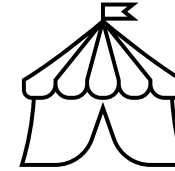


## Finance

Money  
Wages  
Budgets

## Student Activities

Sports  
Societies  
Society Democracy  
Team Brunel



Events  
Freshers Fair  
Varsity  
One Brunel

## Commercial



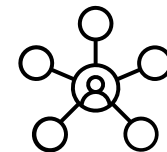
The Venue  
Locos  
Merchandise  
Student Staff

## Union Advice Service

Academic Misconduct  
Housing Issues  
Signposting  
Hardship

## Marketing & Comms

Marketing  
Communications  
Website



Social Media  
Newsletters

# Commercial

## Meet the Commercial Team



**Stephanie Murphy**

Deputy Commercial Manager -  
Business Development



**Rhys Lockhart**

Commercial Services Supervisor  
– Operations



**Maria Coutinho**

Events Coordinator

# Commercial

- Terrace over the quad
  - Great food menu
  - Big range of drinks
    - Pool tables
    - Karaoke
    - Quiz night
    - Live sports



- Juicy Wednesdays
- Bollywood nights
  - Fiesta nights
- Live music events
- Afro Bashment nights



# Student Activities

## Meet the Student Activities Team





# Student Activities

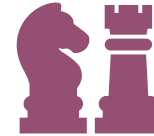
The student activities team help coordinate competitive sports, clubs, societies as well as the **Active@Brunel** programme and much more.

They also help organise a whole range of events from **annual balls** to **varsity!**

## Sports



## Societies



## Get active

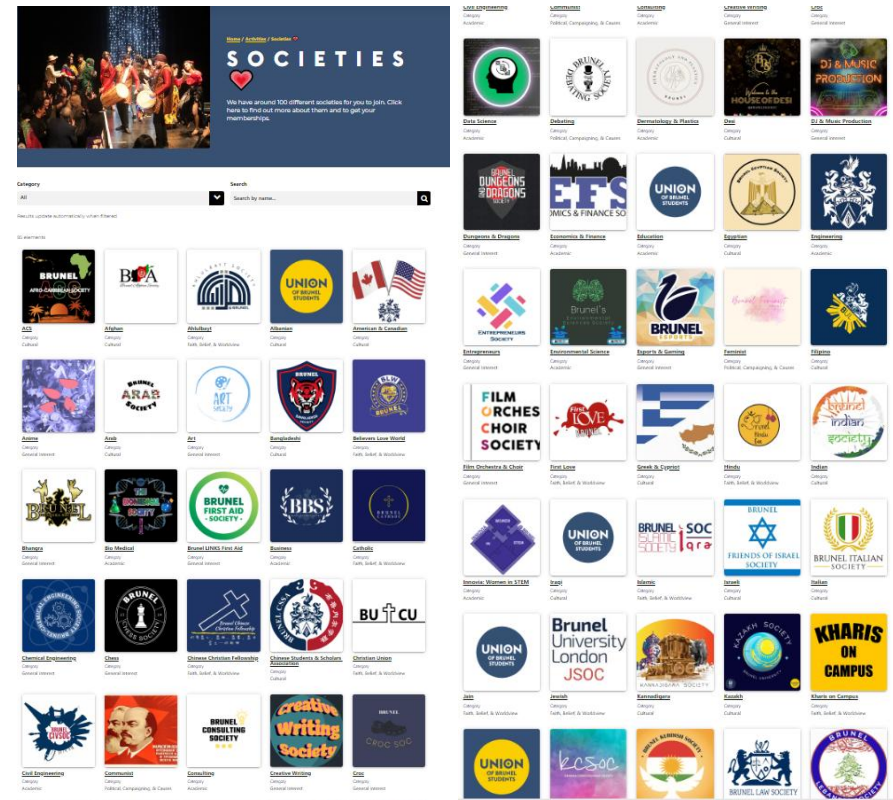


## Events



# Societies

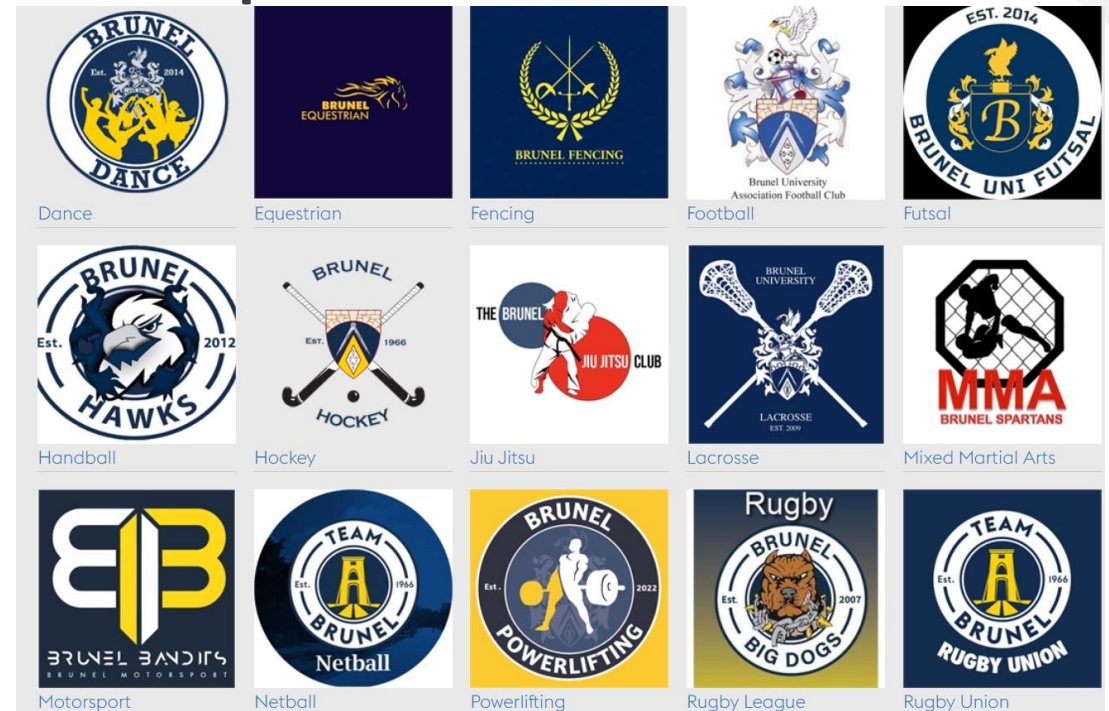
- At Brunel we have just under **100** active societies
- Student societies are a place for students who share a similar interest and/ or culture to come together
- All societies are student led by elected committees
- Brunel societies are categorized as
  - Cultural
  - Religious
  - General Interest
  - Academic
- Societies Guild Membership is **free** and most societies are free to join.



# Clubs

- We have **40** different sports Clubs for you to join
- Sports teams are self - managed by elected committee members with support from the Sports Development Co-Ordinator .
- You pay one fee and can join as many sports as you want
- Union Sport membership entitles you to all Active@Brunel classes
- Whether you want to play competitively or just train and have fun there's something for everyone

Here's another preview, this time of some sports clubs!



# Union Advice Service

Meet the Union Advice Service (UAS) team



**Huw Haris**  
Advice & Wellbeing Manager



**Megan Fernandes**  
Student Advisor



**Jana Bartonova**  
Student Advisor



**Arianna Zampella**  
Student Support Admin

UNION ADVICE SERVICE



# (UAS) Core Values

1



**Confidentiality**

What you say, stays  
between us

2



**Independent**

Making sure we are impartial in  
all that we do

3



**Empowerment**

Supporting you to make a  
success of Brunel

UAS CORE VALUES

# Union Advice Service

Free, Confidential & Non-Judgemental

The **Union Advice Service** is a service provided by the Union of Brunel Students. We are **independent** of the University which means we can represent students fully



Academic Issues



Housing



Money



Wellbeing

# Union Advice Service

## Housing



Contract Checking

Landlord disputes

On campus  
accommodation disputes

Referrals & signposting

## Academic



Academic misconduct

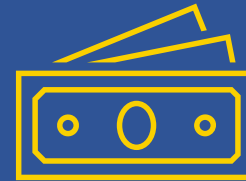
Exceptional  
circumstances and  
extensions

Academic appeals

Fitness to practice

Fitness to study

## Money



Student Finance England

Union & University Hardship  
Fund

University emergency loans

Compelling Personal reasons

Remission of fees

## Wellbeing



Referral to student support  
and wellbeing teams

Union Wellness  
Campaigns

Referrals to other  
organisations

# Support the UAS

## How Can I Help The Advice Team

- The support and give advice to students for academic misconducts, fitness to practice/ study, complaints and appeals
- If a student approaches you don't give them advice! Instead refer them to the advice service
- You can also refer them to the student handbook which is supplied by your department
- You can also inform them of the process of EC's/extensions within 10 working days of the assignment anything regarding appeals: Once the grades are confirmed you have 10 working days (2 weeks) to submit your appeal. The link provided below outlines the different steps and stages to the appeal process.
- [Academic Appeals | Brunel University London](#)







# **PART 2: Student Voice & Representation**

# Student Voice

Meet the Student Voice team



**Maria Bamgbele**  
Student Voice Manager



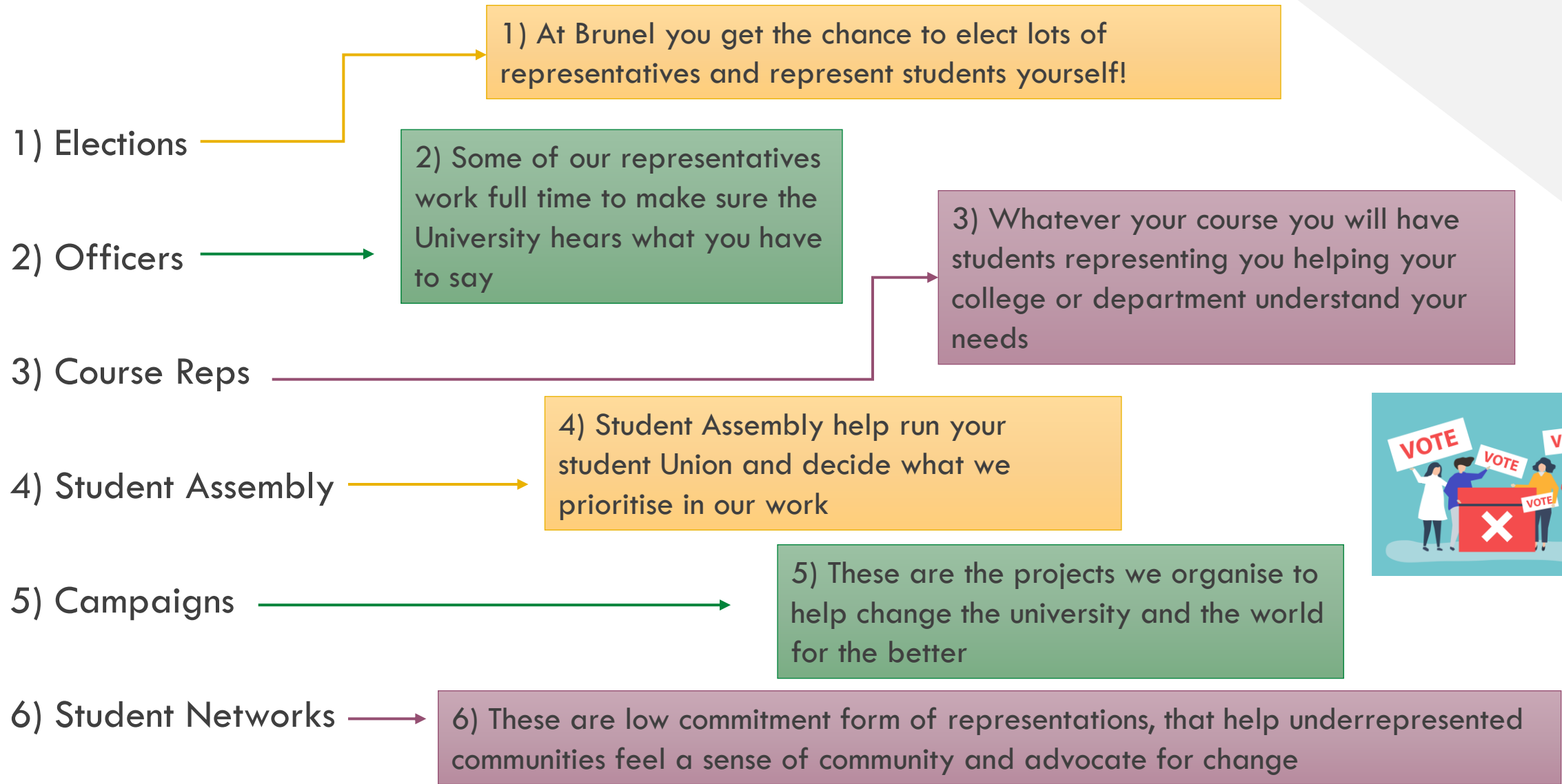
**Vacant**  
Student Voice Coordinator



**Maggie Gonzales**  
Student Voice Administrator

# Democracy + Representation

Making your voice heard at Brunel University



# Saabitical Officers

## Meet Our Officers



**Education  
President**



**Student  
Activities  
President**



**Welfare &  
Inclusion  
President**

### Abhishek Ghawate

- Protect and strengthen academic representation with a Rep Empowerment & Visibility campaign.
- Create an employability and profession development hub
- Ensure include education and representation all communities by forming a 'Community Education Taskforce'
- Support social-academic integration with 'Study + Social' events.

### Nafee Khan

- De-politicise student society ensuring that their clear rules, neutral oversight.
- Implement a Fair Play pledge for societies.
- Rebuild student engagement and fairness in sports and societies.
- Reform sports club selection with designated selection days and advanced trial calendar.
- Engage more international and commuter students in sports.

### Rana Nauman

- Ensure that university restructure has minimal impact on students' wellbeing.
- Support students' mental health.
- Create more religious and community network groups
- Create more accessible campus facilities and better academic support for disabled students.
- Improve student safety and student's feeling of safety.



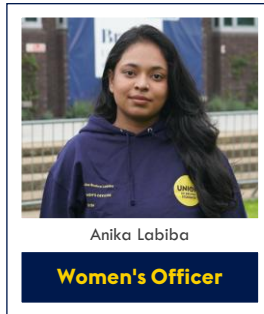
# Part Time Officers

## Part Time 25-26 Officer Team

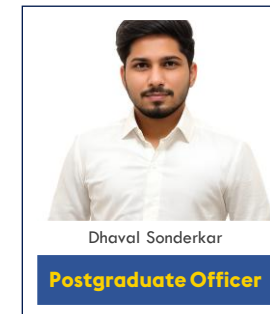
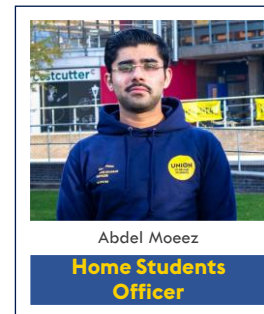
- We have a part time officers who volunteer their time to represent their community, a liberation cause or their community.
- Part time officers lead on campaigns and awareness months as well as advocate for change and reform.
- Our part time officers co-chair our student networks and represent their community at Student Assembly



### Liberation Officers



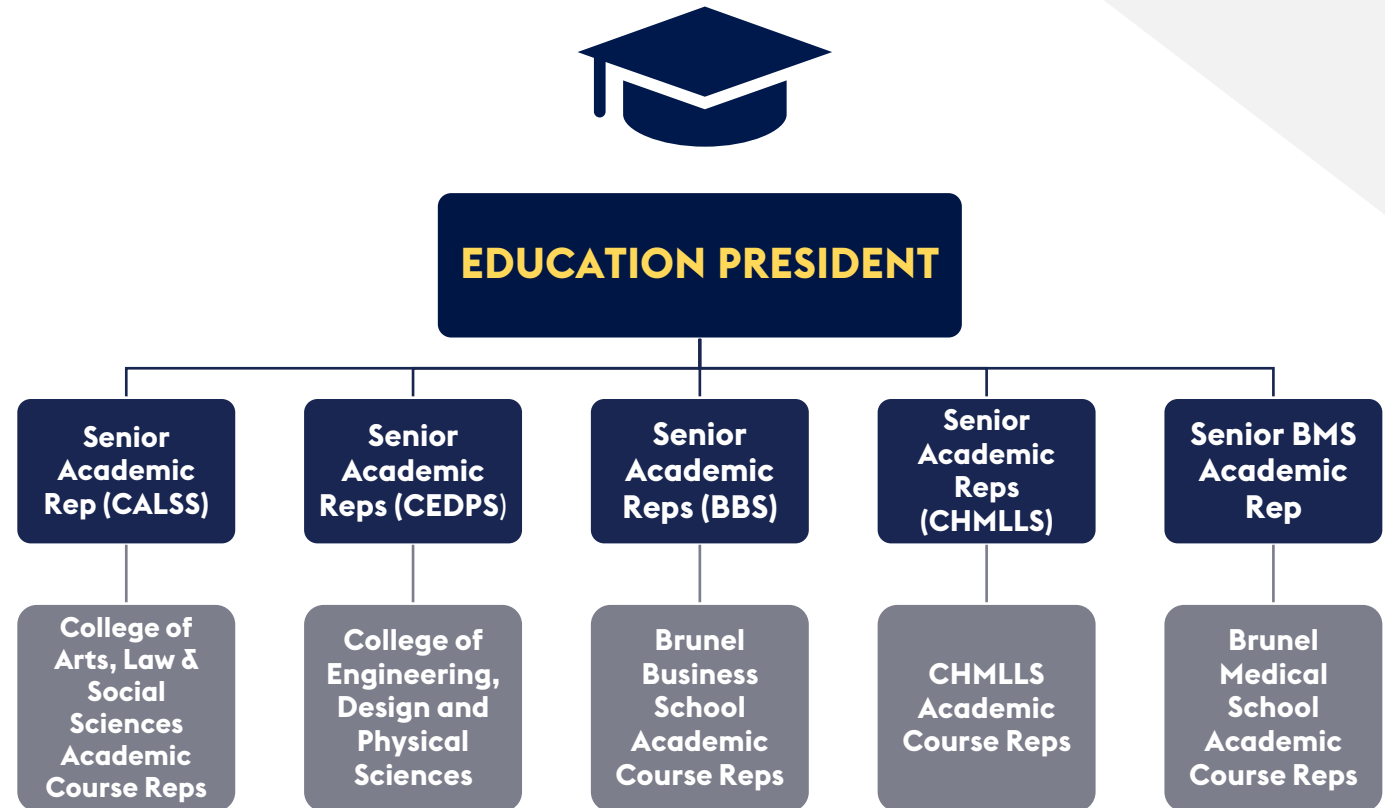
### Cohort Officers



# Academic Representation

## Academic Course Reps & Senior Course Reps

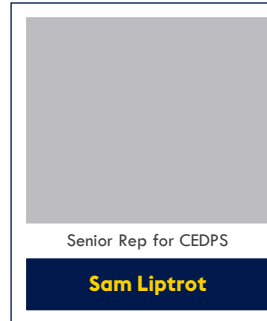
- Education President and Academic Course Reps helps represent the academic interests of students.
- Academic course representatives make sure that your voices are heard when it comes to changes and feeding back on courses and departments.
- Senior Academic Course Rep bridge the gap between course reps and the Education President
- Last year we had over 400 course reps across all 4 colleges and levels and 15 Senior Academic Course Reps
- **RECRUITMENT:** We have moved from having in class elections to a self expression of interest



# Senior Academic Course Reps

## What do Senior Academic Course Reps do?

- Each Senior has served at least 1 year as an academic course rep – they were chosen based on their experience and achievements while as a rep.
- Senior Academics Reps are your first point of contact if you need support escalating an issue.
- They will be representing reps and the academic interest of students at Student Experience & Welfare Subcommittee (SEWC) and Student Assembly.
- They will be organised college-based feedback sessions for you and cohort of reps to bond.



# Student Networks

## What are student networks?

Student networks are student-led communities that represent and support underrepresented groups. As a member of a student network, you will get to plan campaigns, review policy and lobby for equity, diversity and inclusion.

- Black Students Network
- Disabled Students Networks
- Home Students Network
- International Students Network
- LGBTQIA+ Student Network
- Pregnant, Parent & Carers Network
- Women's Student Network







# **PART 3: Your Role**

# Academic Course Rep

## What is an Academic course Rep

- An Academic Course Rep is a student who has expressed their interest in representing the right and view of the student population
- They attend meetings and lobby for students' rights and positive change within their school, department, or institution.
- They also communicate information from lecturers and meetings back to the students. They are a democratic group that makes student opinion heard and taken into consideration.
- Student Reps are the foundation of students voices !



# **Escalating Issues**

**You need help resolving with an issue**

## **When to Escalate to**

- You've emailed / met with your course or module leader and received no response.
- There's an imminent deadline.

## **People to Escalate to**

- Senior Reps = 1st Point of Call
- Education President
- Rep Drop in = Every Monday 1pm - 2pm

## **Meetings to Escalate to**

- Board of Studies
- Student Voice Action Log
- Student Experience Wellbeing



**Should I be dealing with this?**

QUIZ!



# Quiz Time:

- **Question:** The rooms on a course are too small for the size of my class. Should I be dealing with this?
- **Answer:** Yes
- **Question:** A student in my class has an academic disciplinary coming up and they want me to help them. Should I be dealing with this?
- **Answer:** No, refer then to the Advice service
- **Question:** A lecturer isn't giving detailed feedback on assignments to people in my class. Should I be dealing with this?
- **Answer:** Yes





# Quiz Time:

- **Question:** Someone in my class is having trouble at home. As the Class Rep, should I be dealing with this?
- **Answer:** No, refer them to the Advice service or Student Hub.
- **Question:** One of our lecturers always reads off the PowerPoint slides. Should I be dealing with this?
- **Answer:** Yes



# Types of Feedback



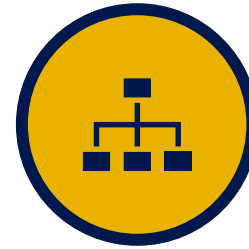
**TEACHING STANDARDS  
(E.G. QUALITY OF  
EXPLANATIONS,  
ENGAGING TEACHING  
STYLE)**



**ASSESSMENT AND  
FEEDBACK (E.G. ISSUES  
WITH DEADLINES  
TIMELINESS OF FEEDBACK  
AND TYPE OF FEEDBACK,  
ISSUES WITH EQUIPMENT )**



**ISSUES WITH PERSONAL  
TUTORS (E.G. PERSONAL  
TUTORS AND  
SUPERVISORS NOT  
FULFILLING THEIR DUTIES)**



**ORGANISATION AND  
MANAGEMENT (E.G. TIME  
BALLING ISSUES, CHANGES  
IN CURRICULUM,  
CLASSROOM FACILITIES )**



**LEARNING RESOURCES  
(E.G. REQUESTS FOR  
DIVERSE READING LISTS,  
LIBRARY ISSUES)**

# PEER Method



## PREPARE

PREP BEFORE COLLECTING  
STUDENT VIEWS



## EXPLAIN

INTRODUCE YOURSELF &  
EXPLAIN WHY YOU NEED YOUR  
VIEW



## EVIDENCE:

RECORD THE VIEW YOU  
GATHER



## REPORT

REPORT BACK TO STUDENTS,  
STAFF & STUDENT VOICE TEAM

# Collecting Feedback

As Academic Course Reps Academic Rep, it is your job to collect feedback from your peers and funnel all of student feedback up the Senior Academic Reps and Education President.

## Union Platforms

- Talk To Your Rep – Student to Course Rep
- Union Feedback Tool – Student to Union
- Teams Channels – Rep to Academic Course Rep
- Ideas Portal

## Meetings

- Union Meeting: Reg Congress = All REPS
- Union Meetings: Academic Socials = College Reps
- Board of Studies = Rep talking to College
- Student Experience & Wellbeing Subcommittee

## Other Platforms

- Poll Everywhere
- Menti



# Recording Feedback

- Student feedback ensure that students are central to everything we do
- Helps us identify trends in student experiences and create projects and campaigns that resonates with students.
- Students, staff and course reps can use this feature to deliver feedback on your nightlife, sports club, facilities, democracy and other aspects of student life.



The screenshot shows the 'Feedback: Tell Us What You Think!' page of the Union of Brunel Students. The page has a dark blue header with the Union logo, a search bar, and links for Accessibility and Log In. A navigation menu includes Representation, Advice, Activities, Social, and About. The main heading is 'FEEDBACK: TELL US WHAT YOU THINK!' with a subtext: 'Your feedback matters! Whether it's about academics or campus life, share your ideas with us. We'll track trends, work to make changes, and ensure your voice is heard at university meetings.' Below this are two yellow boxes: 'Submit Feedback' (with thumbs up/down icons) and 'Track Feedback' (with a clipboard icon). The footer contains social media links for Facebook, Instagram, Twitter, and YouTube, along with contact information and a copyright notice.

**Submit Feedback**  
Share Your Thoughts: Send feedback directly to your course rep about your academics, or to the Union for campus life and student experience. Your voice drives change!

**Track Feedback**  
Here's Where You Can Keep Tabs on Your Feedback: Track It, See Responses, and Keep the Conversation Going

**LOCO'S**  
Home  
Representation  
Advice  
Activities  
Social  
About

**THE VENUE**  
The Union of Brunel Students, Hamilton Centre, Brunel University, Kingston Lane, Uxbridge, Middlesex, UB8 3PH.  
Tel: 01895 269 269 Charity Number: 1175432  
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Powered by [MPL](#)



# Rep Action Log

All reps should be logging their rep activity twice a month – this should include meetings you’ve attended, students you have spoken to and the feedback you’ve collected as well as and student voice initiatives you have support

## WINS, ISSUES, OR FEEDBACK

Section 1 of 3

Which College Are You In? \*

Please Select ▼

Describe your Win, Issue or Feedback below \*

0/5000

What is your name and student number?

What are the main issues effecting students in your course?

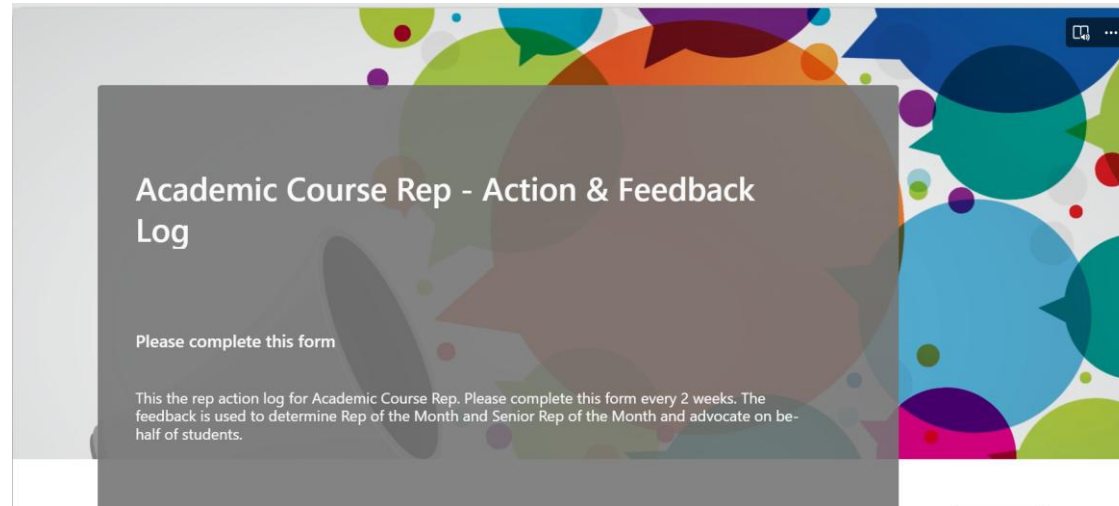
Are you pleased with the teaching and organization of your course?

Cancel Next

If you a having issues please use this link - [Academic Course Rep - Action & Feedback Log - Fill out form](#)

## TOOLS & RESOURCES

- Academic Course Rep Training
- Academic Course Rep Handbook
- Email Signature
- Academic Rep Checklist



Academic Course Rep - Action & Feedback Log

Please complete this form

This the rep action log for Academic Course Rep. Please complete this form every 2 weeks. The feedback is used to determine Rep of the Month and Senior Rep of the Month and advocate on behalf of students.

# Logging Feedback

Submit some feedback

View my feedback

## Psst, want to tell us something?

Start by letting us know what area your feedback is about

Reported in Person - logged by Staff/Officer (include Student ID)

My feedback is

☒ Constructive ☐ Positive

Feedback (required)

Tags

add tag

Separate tags with a comma or #

Send feedback

Submit some feedback

View my feedback

## Psst, want to tell us something?

Start by letting us know what area your feedback is about

Select an area

Nightlife  
Sports Clubs  
Campus Facilities  
Societies  
Campus Life  
Reported in Person - logged by Staff/Officer (include Student ID)  
Feedback about Student Representation/Democracy

# Talk To Your Rep

The screenshot shows the 'Talk To Your Rep' page on the Brunel University website. The header includes the Union of Brunel Students logo and navigation links: Representation, Advice, Activities, Social, and About. The breadcrumb trail reads: Home / Representation / Student Reps / Talk to your Rep. The main heading is 'TALK TO YOUR REP' in large white letters on a dark blue background. Below it, a subtitle states: 'Student Reps are there to represent you at department and course level. Talk directly to you rep here.'

**IN THIS SECTION**

- Campaigns >
- Elections >
- Feedback: Tell Us What You Think! >
- Ideas >
- Student Democracy >
- Student Network >
- Student Reps >
- Rep Hub
  - Talk to your Rep
  - What is a Student Rep?
  - Student Quality Advisor
- Unitu >
- Presidents & Officers >

**TALK TO YOUR REP!**

Got feedback about your course? Whether it's something you love, something that could be better, or an issue you'd like to flag, your course rep is here to listen and help.

Simply click the link below, fill out the form, and your rep will get back to you. They'll make sure your voice is heard at the academic meetings they attend.

If you have any questions about your rep or can't find one listed (don't forget to log in to the website first!), feel free to reach out to the Student Voice Team at [StudentVoice@brunel.ac.uk](mailto:StudentVoice@brunel.ac.uk)

- Students are able to find their Rep using 'Talk To Your Rep' feature on the Brunel website.
- Students can talk directly to their rep and feedback any academic or teaching issues they are experiencing.
- You have to be an enrolled student and logging into the website for this feature to be functional.

[Home](#) / [Representation](#) / [Ideas](#)

# IDEAS

Got a Cool Idea? Whether you want to pitch something new or vote on others' suggestions, dive in here to make your voice count!

## GOT A COOL IDEA? 💡

Whether it's suggesting a new drink for Locos or pitching campaign topics, we want to hear from you! If you've got something The Union of Brunel Students should try or change, submit your idea here.

For tips on formatting your ideas, check out [this guide](#).

Need help using the portal? Head [here](#).

## IDEAS TO IMPROVE CAMPUS LIFE

WELCOME TO THE IDEAS FORUM! This is your space to propose changes that could make your university experience even better. You can also vote on and comment on other ideas. If your idea gets 25 votes, our Union officers will take it into consideration. But don't stop at 25—more votes and comments mean more power to make it happen!

[🔍 View current Ideas](#)[👍 View passed Ideas](#)[👎 View Rejected Ideas](#)[🕒 View Expired Ideas](#)[Search](#)[Clear](#)

Sort

[Submitted date \(newest first\)](#) ▼[🔍 Academic](#)[🔍 Campus](#)[🔍 Democracy](#)[🔍 Food](#)[🔍 Halls](#)[🔍 Nightlife](#)[🔍 Reps](#)[🔍 Safety](#)[🔍 Societies](#)[🔍 Sport](#)

6

### SOCIETY REFORM

Submitted 9 months ago by Anonymous

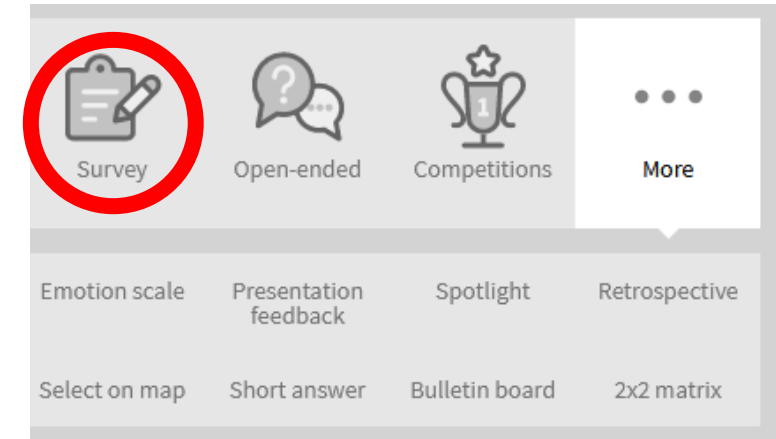
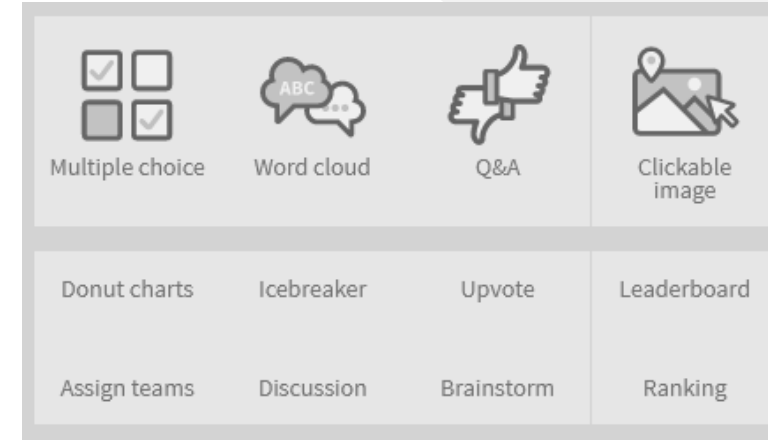
Expired

1 comment

# Share Your Ideas

# Poll Everywhere

- Ability to survey:
  - multiple questions
  - People can answer at their own pace
- Opportunity to use
  - Multiple choice
  - Word cloud
  - Q&A
  - Rank order
  - Clickable image
  - Open ended text.







# Equality & Diversity





# What does diversity mean?

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Diversity is the practice or quality of including or involving people from a range of different social and ethnic backgrounds, genders, sexual orientations etc.

Diversity recognises that each of us is different and unique “mix” of visible and non-visible characteristics.

Diversity is about recognising and valuing difference in its broadest sense.



# Diversity & Inclusion

Diversity is intrinsically linked with inclusion.

Inclusive environments recognise, respect, value and harnesses the differences that we all have different aspirations, expectations, opportunities, responsibilities and needs.

Diversity is the embodiment of intersectionality and the nurturing of differences and shared experiences

As academic course reps you will have to supports students with varying levels of academic privilege.





# What does equality mean?

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Equality is about creating a fairer society where everyone can participate and has the opportunity to fulfil their potential.

It is backed by legislation designed to address unfair discrimination and reduce inequalities between groups.

It is about ensuring that groups of people who are disadvantaged have equal access to opportunities.

# Inclusion & Equity

Inclusion is intrinsically linked with equity

Inclusion is the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized activities.

Equity is both the removal of barriers to resources and the introduction of systems and opportunities to marginalised communities

To be inclusive and provide people with equal treatment, we have to mitigate against inequity barriers

## Empowerment



## Equality



## Equity





# Brunel's Commitment to EDI



Brunel  
University  
London

UNION  
OF BRUNEL  
STUDENTS

# Equality Act 2010 – Public Sector Equality Duty



**Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited**



**Advance equality of opportunity between people who share a relevant protected characteristic and those who do not**



**Foster good relations between people who share a protected characteristic and those who do not.**

# Brunel's Equality & Diversity Statement

1. Eliminates discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010.
2. Advances equality of opportunity and fosters good relations between people who share a relevant protected characteristic and people who do not share it by:
3. Removing or minimising disadvantages suffered by staff and students and taking steps to meet their needs.
4. Encouraging staff and students to participate in public life or in any other activity in which participation is disproportionately low.
5. Tackling prejudice and promoting understanding within the University.





# Union's Commitment to EDI

*The Union is committed to equality of opportunity for all, and values diversity. It will demonstrate this commitment through encouraging a community in which all individuals may contribute without fear of discrimination. We are dedicated to creating an environment where everyone is respected, valued, and provided with equal opportunities to thrive. We strive to lead by example in promoting inclusivity, diversity, and equality in all facets of our organisation.*

# Union EDI Principles

The Union is committed to:

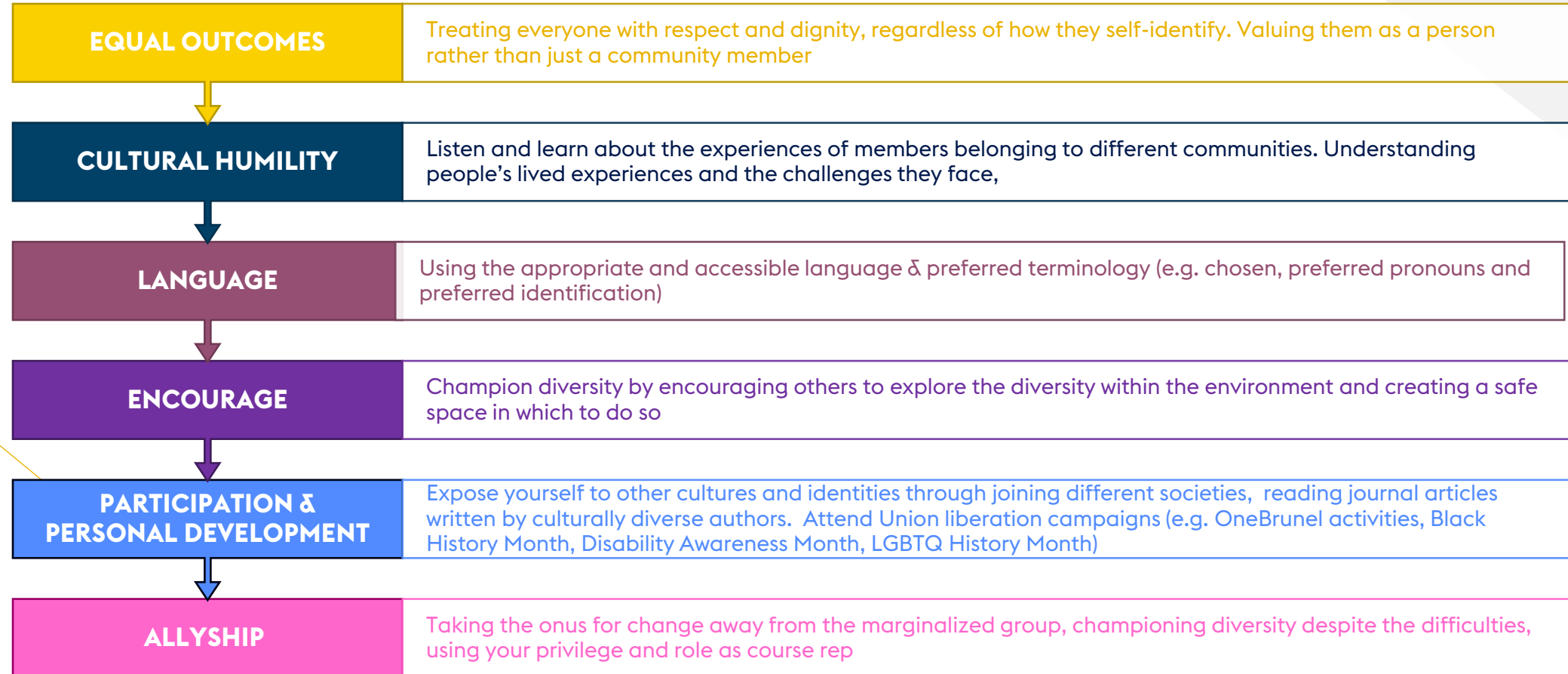
1. Ensuring proactive promotion of equality of opportunity within the Union.
2. Fostering an inclusive and respectful work environment where harassment, bullying, intimidation, or violence are not tolerated.
3. Acting with cultural humility; being aware of the limitations of our own cultural lens, and how this affects the way we understand or relate to others who view the world through a different cultural lens.
4. Preventing unlawful discrimination and victimisation, and complying with our legal obligations.
5. Embedding our stance in relevant training and communication for all members, staff, sports clubs, and societies. It is essential that they actively counter prejudice and discrimination, demonstrating their commitment to equality and diversity policies and practices.
6. Making every effort to accommodate the needs of any employee or member who becomes disabled or experiences an increase in disability during their involvement with Union activities. We will consider reasonable adjustments or opportunities for retraining and redeployment, as appropriate, to overcome barriers caused by disability.
7. Collaborating with the University and other relevant bodies to promote our commitment to equality and diversity and its associated objectives. We will ensure that both the Union and the University are actively working to comply with current relevant legislation.
8. Proactively working to involve our members who are from underrepresented backgrounds in our activities while promoting shared values.



# How to be inclusive in your role



# How To Embrace Diversity



# Reward & Recognition



# Benefits

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- HEAR
- Skills Training
- Rep of the Month (£25 voucher, Letter of Recommendation)- in the newsletters and social media
- Rep Socials organised by Senior Reps
- Brunel+
- Brunel Volunteering Awards
- LinkedIn Banner/Digital Badge/Endorsements
- Student Voice Awards
- Rep hoodie



# Union Citizenship Award

## What it is?

The Union Citizenship Award (UCA) is a recognition programme that rewards students for active engagement with the Union and their contributions to student life.

## Why it exists:

- Rewards all the work you do.
- Recognises all the times where you have gone above and beyond your role as an officer.
- Build leadership, communication and teamwork skills – which are valued by employers.
- Helps you evidence your contributions for employability.



# Employability

## Employer Insights

- 92% of recruiters value soft skills as, or more than hard skills.
- Graduates with extracurricular and volunteering experiences are more likely to be hired
- Skills like resilience, adaptability and leadership are ranked among the 10 future skills.

## How it improves employability

- **Industry preparation** - Bridges the graduate skills gap
- **Develops Core Skills** – Leadership, teamwork, communication, problem solving & resilience
- **Demonstrates Proactivity** – Shows initiative, ownership and autonomy
- **Strengthens Applications** – provides students with clear examples for CVs & interviews
- **Shows Cultural Fits** – aligns with the values employers seek



# Award Tiers & Benefits

Tier	Points	Benefits
Bronze	300-500	Skills Endorsements (up to 5), LinkedIn Badge, HEAR Transcript Entry, Certificate
Silver	500-800	Job Reference, Skills Endorsements (up to 5), LinkedIn Badge, HEAR Transcript Entry, Certificate, Invite to Student Voice Awards
Gold	800+	Gold Stars webpage feature, Personal Reference, LinkedIn Recommendation, Skills Endorsements (up to 5), LinkedIn Badge, HEAR Transcript Entry, Certificate, Invite to Student Voice Awards



# Earning Points

Memberships	Roles of Responsibility	Volunteering & Recognition	Democratic Engagement
Sports club = 70pts	Community Organiser = 150pts	Above & Beyond = 50 pts	Running a campaign = 150 pts
Society = 50pts	Student Assembly Member = 200pts	Course Rep of the Month = 50pts	Running in elections = 70pts
Student Network = 100pts	Student Assembly – Select Committee Member = 100pts	Course Rep of the Year = 100pts	Part Time Officer = 250pts
Academic Course Rep = 100pts	Society/Sports Club Committee = 100pts	Officer of the Year = 100pts	Attending AGM or Student Assembly = 20pts
Venue influencer = 60pts	Senior Academic Rep = 150pts	Campaign of the Year = 100 pts	Voting in elections = 30 pts
	Student Network Co-Chair = 150pts	Campaign of the Year = 100 pts	Focus group & Union Survey = 10pts
	Team Brunel & Society Guild = 200pts	Committee member of team/society met RAG Goals = 200pts	Submitting an idea in ideas portal = 5pts



# Activities that Earn Points

## Volunteering

- Supporting the Union with Union Wellness Campaigns
- Appearing in comms for the Union
- Serving in a committee on Student Assembly
- Serving in a university sub-committee

## Campaigns & Activity

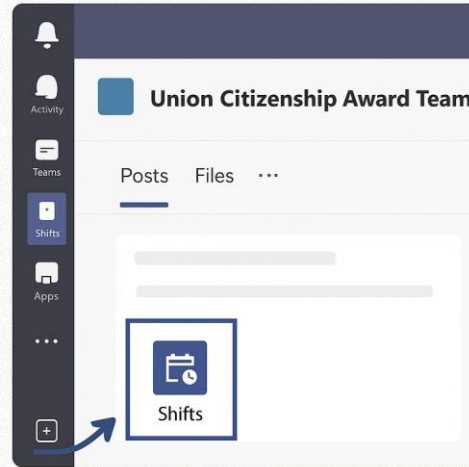
- Campaigns achieving their objectives
- Organising more than one campaign (e.g. academic campaign, liberation campaign)
- Producing a college or Student Network report.
- Organising a Student Network or academic social

## Democratic Engagement

- Voting in Student Voice elections
- Participating in focus groups and working groups.
- Attending General Meetings, Student Assembly's and Executive Committee

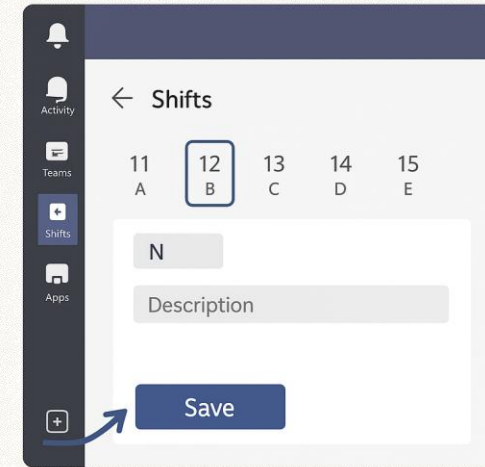
## Step 1: Accessing Shifts

- Open Microsoft Teams
- Go to the Union Citizenship Award Team
- Click on More Apps (... ) in the left-hand bar
- Select Shifts (pin it for easy access)



## Step 2: Logging Your Hours

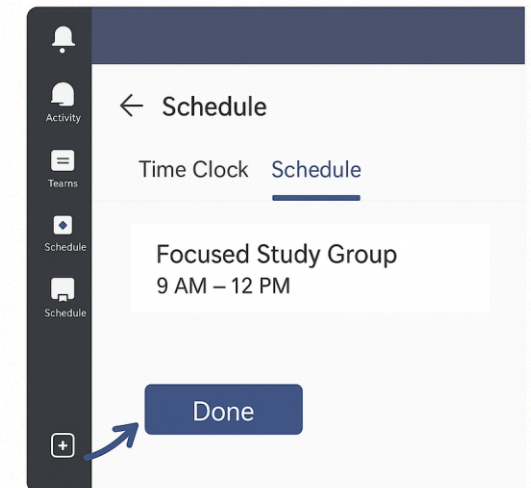
- Click on the date you worked
- Enter number of hours
- Add a description of your work
- Click Save



# Using Microsoft Shifts

## Step 3: Viewing Your Hours

- Go to the Schedule tab
- View your allocated shift(s)
- Click on the shift for more details
- Click Done





# Next Steps

What you should be doing now



# Induction & Role Development

## Onboarding & Training

- ☐ Sign up for either new or returners course rep training
- ☐ Meet with your college Senior Academic Rep
- ☐ Upload profile picture on website
- ☐ Attend Academic Rep Congress
- ☐ Introduce yourself to your Programme/ Course lead.
- ☐ Attend Academic Rep Social
- ☐ Add email signature to your outlook.

## Community Building

- ☐ Meet with your college Senior Academic Rep
- ☐ Attend Academic Rep Congress
- ☐ Attend Academic Rep Social
- ☐ Nominate a fellow course rep for Rep or Senior Rep or Academic Rep of the Month



# **Feedback & Activity**

## **Logging Feedback**

- ☐ Log into the Brunel Students website
- ☐ Collect feedback from your cohort
- ☐ Navigate to the 'Feedback - Tell Us What You Think' page
- ☐ Click 'Submit Feedback'
- ☐ Click 'Feedback about Student Democracy or Representation'

## **Logging Activity**

- ☐ Navigate to the Rep Space Page
- ☐ Click 'Rep Action Log'

## **Action You Should Be Logging**

- ☐ Actions you've done in your role
- ☐ Responses to 'Talk to Your Rep' messages
- ☐ Academic Rep Feedback form
- ☐ Promote the Teaching Survey
- ☐ Attendance at Rep Congress
- ☐ Attending training sessions
- ☐ Attendance at University Meetings

# If you have any questions, please contact, a member of the Student Voice Team



**Maggie Gonzales**

Student Voice  
Administrator



**Maria Bamgbele**

Student Voice Manager



**Arianna Zampella**

Student Support Admin

# QUESTIONS

Do you have any questions