

Co-Chairing and Co-Creating in SSLCs

This information sheet outlines the training that the Students' Union provides to Course Reps that volunteer to become Student Co-Chairs of their SSLC.

Course Rep Training

All Course Reps, including SSLC Student Co-Chairs, are required to attend Course Rep training. The training sessions are offered in tailored versions for the following groups: HSS Reps, S&E Reps, SMD Reps, Postgrad Reps and Returning Reps. The sessions cover the same key points, but the content and examples are tailored to the target group.

The training introduces the Course Reps to their role and responsibilities and explains how they can be effective representatives for their cohort. The training also explains what SSLCs are and how the reps can use the SSLCs as a way to create positive change.

Key points about SSLCs are:

- SSLCs are the main opportunity Course Reps have to raise issues about their course and suggest improvements.
- Reps should actively seek feedback from their cohort before SSLCs, so reps can represent the views of their cohort accurately.
- While SSLCs are a good forum to raise issues, it is also important to give positive feedback. When raising an issue, it is a good idea to be constructive and prepare some suggestions for improvements and solutions.
- After SSLCs, reps should report back to their cohort and follow up on actions that have been assigned to them.

Chair Training

In addition to the compulsory Course Rep Training, the Students' Union offers a 1-hour training session about chairing. The Chair Training is aimed at all student reps that chair meetings, including SSLCs, School Forums and Students' Union committee meetings.

The Chair Training covers the following topics:

- Definition of chairing and the role of the chair
- How to prepare to chair a meeting
- What to do during a meeting
- Following up after a meeting
- Impartiality and empowering others
- Dealing with issues, including tech problems and challenging behaviour

Key points from the training are:

- It's the responsibility of the chair to direct the course of the meeting, manage the discussions, facilitate that members share their views and facilitate that members arrive at their own decisions.
- During the meeting, the chair should open the meeting, check for quoracy (if required), announce items on the agenda, decide who should speak and for how long, manage time and ensure there is enough time for all agenda items, maintain order, put decisions to a vote (if necessary) and close the meeting.
- As a chair, it is important to be familiar with the terms of references and any other relevant information about the meeting.

The training encourages the participants to:

- Familiarise themselves with the terms of references and any other relevant information before they chair the first meeting.
- Talk regularly to the secretary and staff co-chair.
- Clarify who is leading on each agenda item.
- Ensure that actions arising from the meeting are clearly noted and assigned.
- Make it explicit when they are contributing in their capacity as co-chair and when they are contributing in their capacity as an elected rep.