



Training Information Pack – Student Representatives

Saturday, 9 September 2023

Welcome

We look forward to welcoming you to the team at the training event on:

Saturday, 9 September 2023 9:30am-2:30pm (UK)

In this welcome pack you will find:

- Learning outcomes.
- Key dates.
- Information to help you prepare for the training and what happens after.
- Mini timetable (including link to the online training session).
- Contact details for the Volunteer and Representation team.



Learning Outcomes



1. Get to know your Student Association staff; meet new and existing student representatives.
2. Build awareness of the responsibilities and practicalities of being a student representative in a distance learning community.
3. Develop a practical understanding of what is required when attending committee meetings, including reading committee papers.
4. Feel confident to access the student voice platforms to nurture and respond to student feedback.
5. You will establish an understanding of the committee meeting structure and develop a practical understanding of how your role and participation impacts the student voice.
6. Demonstrate an understanding of the values and behaviours required of the Students Association.

Mini Timetable – Saturday, 9 September 9:30-2:30pm

Full programme details are available on Volunteer Zone.



[Link to all sessions - Click here to join all sessions](#)

Time	Session name	Mandatory	Optional
9:30 – 9:40	1. Welcome and Overview of Training Day	New student reps	Continuing reps
9:40 - 10:00	2. Values and Behaviours	All student reps	
10:00-10:30	3.What is a Rep? (Part 1)	New student reps	Continuing reps
	10 minute break		
10:40 – 11:10	3.What is a Rep (Part 2)	New student reps	Continuing reps
11:10 -11:30	4. Next steps, using online platforms	New Student Reps	Continuing reps
	45 minute break		
12:15 -12:45	5. How to approach committee papers	All Student Reps	Continuing reps
12:45 - 13:15	6. Being the student in the room - <i>Building confidence and playing an active part</i>	All student reps	
	10 minute break		
13:25 -13:50	7. Introduction to Student Voice at the OU - <i>The work of OU Student Voice and their partnership with the Students Association</i>	All student reps	
13:50 - 14:20	8. Q&A for all	All student reps	
	Close		

Prepare for your training session

To complete BEFORE your training session:

So that you may attend your training date you should aim to complete the following before your training session.

Activity	Aim	Complete
Complete your confidentiality and non-disclosure agreement and your onboarding information form.	9 Sep	
Write down some questions that you may want to ask on your training day.	9 Sep	
Student Voice Guide - contains useful information about your role and the Association.	9 Sep	

What to expect AFTER your training session

Please refer to your individual checklist. This will keep you on track.

We will:

- Provide you with the key dates for meetings and invite you to your pre meeting briefings.
- Send you an event evaluation form to complete after training.
- Confirm the details of your @open account and provide access to forums.
- Introduce you to your committee secretary and they will contact you to introduce themselves too.

You will:

- Receive an invite to the Student Voice Monthly Forum (online) - starts in the new academic term.
- Let us know if you cannot attend your briefing or meeting.
- Let us know if you have any questions or would like further support Oustudents-volunteer@open.ac.uk

Useful contacts:

Volunteering and Representation Team:

Oustudents-volunteer@open.ac.uk

Head of Volunteering and Representation

Allan.musinguz@open.ac.uk

Volunteer and Representation Officers

Danielle.cafearo@open.ac.uk

Jazz.Simpson@open.ac.uk

*If you have any questions or would like to request this information in an alternative format,
please let us know by email oustudents-volunteer@open.ac.uk*