

**Document Reference: HE Student Involvement Policy**

**Reference Code: INVOL - HE**

**Version: 2.3**

**Date: May 2018**

**Date of Implementation: 1<sup>st</sup> August 2018**

**Originator: Head of Higher Education**

**Policy developed in consultation with**

**Other College departments: Support for students, Students' Union**

**Approval by: HE student union and HE strategy group**

**Date for Review: 31<sup>st</sup> August 2019**

**Document Location: VLE - HE staff and student handbook – Student Voice**

---

### **1. Introduction:**

This document outlines the rights and responsibilities of The City of Liverpool College in relation to all its Higher Education Students. College HE Student involvement strategy is based on the following key principles:

- HE Students are actively involved and included in relevant decision making processes
- HE Students have their own voice and can express their views and concerns
- College academic structures and staff are fully responsive to HE students' views

### **2. Context:**

This policy is developed to ensure that the college is providing an inclusive environment for student engagement for all its students, taking into account their differing needs and ensuring that all HE students have equal access to educational opportunities. This policy is designed in line with the expectations outlined in the UK Quality Code for Higher Education, Chapter B5.

### **3. Details**

The City of Liverpool College is committed to actively supporting all HE students to participate in the relevant operational and strategic HE discussions and decision-making processes.

College structures and staff will support the following student engagement activities to ensure students are motivated to engage in learning and participation in quality enhancements and quality assurance processes:

1. Access to and promotion of active participation in student surveys - internal and national (NSS); Participation in the Focus Group meetings - organised during the academic year

at the course/school/departmental/College level - will provide opportunities for students to share their views and discuss issues and suggestions.

2. Participation in the meetings - Board of Study at the School/departmental level
3. Participation in the student/staff forums, organised by partner universities - where appropriate
4. Feedback from the in house HE survey and NSS survey results and in house survey results, from the focus group meetings are analysed and reported at the annual monitoring level, at the performance review meetings and at the Board of study meetings. Any actions and suggestions resulting from the survey results and focus group meetings will be followed up at course/school/departmental and college level.
5. College will encourage and oversee the election of the HE student representatives who will represent course groups at relevant forums, college parliament and other meetings. Every HE course (and every year group) will have an opportunity to elect a nominated student representative.

HE course teams will register HE Student Representatives (appointed by mid-November) and indicate their interest in the HE Student Officer and HE School's Representative role at the cross college level.

### **The Student Union will oversee the training for student representatives and communication.**

#### **Evidence of practice:**

Students are included in other college level meetings, such as student staff committee meetings organised by collaborative university partners and Focus group meetings organised by the College.

There are a minimum of two HE students sitting on the **Student Parliament** - these are elected from the HE student body by students.

The HE Officer is a member of the Students' Union Executive.  
The HE School Rep sits on the wider Parliament.

Other Students' Union Executive Officer positions that may or may not be HE students:

- Black, Asian Minority Ethnicity Officer
- Disabled Students Officer
- Fundraising Officer
- LGBTQ+ Officer
- Women's Officer
- Vice President for Representation
- **5 x** Vice President for Centre.

Additionally, the Students' Union President and/or Vice President of Activities may be HE students in the election year.

There are HE Student Reps for each class. These are invited to the **Students' Union AGM and other SU meetings.**

There are two student governors – one is elected from the general College population, one is the Students' Union President. In both cases, elections are by blind ballot and the elected governors may or may not be a HE student, depending on the election results.

#### **4. Related policies and procedures**

The Student Engagement Team will provide full guidance and are available to help College students to get more from College.

They provide: Activities, Trips and Events; Volunteering Opportunities; Enterprise Opportunities to help you get started in business; support for student union, training and support for student ambassadors, student reps and School reps.

#### **5. Related Documents**

- College wide Student Involvement Strategy which the Students' Union contributed to
- <http://my.liv-stu.co.uk/information/get-involved/enrichment/>
- HE induction - students

#### **6. Students' involvement and review of the policy**

Students were involved in producing this policy through a range of feedback that was provided at focus group meetings during the 2013-14 academic year. This policy is reviewed and updated based on ongoing feedback from external advisors and students' feedback received via HE survey and focus group meetings.