



Would you like to be a learner/apprentice rep?

You could be a course rep or digital champion.

The deadline for registering your interest is **Friday 26th September 2025**

Are you passionate about succeeding and looking to make a huge difference to your experience at college whilst also representing other students/apprentices by sharing their thoughts and ideas to key decision makers? Become a course rep or digital champion and be a big part of an important role within the college community to help students/apprentices feel appreciated, happy and respected.

What is a course rep?

A course rep is someone who listens to other students/apprentices, makes written notes of their opinions, likes and dislikes and then shares these notes, in a meeting with the leadership team who will listen to your thoughts and ideas and take action, where necessary. There are certain topics that we would like you to focus on over the academic year, these include but are not limited to:

Social issues - such as time management, organisation or attendance.

Your course - highlight areas of the course you enjoy, are there any issues affecting your learning?

Your suggestions - do you have ideas about how things could be done differently around college?

Compliments - is there anyone or anything which deserves special praise?

What is a digital champion?

As a digital champion you will engage with staff and students/apprentices to identify digital developments needed within the college. You will provide feedback and make suggestions for the use of technology related to learning and teaching. You will attend digital steering groups as well as championing and promoting digital projects.

What's in it for me?



An opportunity to meet new people & make new friends



Stand out by adding it to your CV or UCAS application



Make a difference & improve your college experience



Give you & other learners a voice

What do I have to do?

- Wear your learner/apprentice rep lanyard with pride so that all your fellow students/apprentices know your role if they need to speak to you about anything.
- Gather thoughts, feedback and compliments from your peers ahead of the meetings so that you are prepared with things to share with the group.
- Read the meeting agenda ahead of attending the meetings as there may be topics you need to prepare for.
- Attend termly meetings with various college managers and key decision makers to give your feedback. This may not be specifically related to your course area it could include things like transport, bursaries, computers, toilets, café, library, parking etc.
- If you know of any success stories or achievements within your course area, this is the time to share it. Key decision makers don't always hear about the great things you get up to, but they really do like to hear about it, so make sure you let them know!
- Share these success stories with the marketing team so that they can be shared on social media - marketing@southstaffs.ac.uk.
- Take notes throughout the meetings so that you have all the information you need to be able to feedback to your peers or action any tasks that were assigned to you.
- Inform your peers about any progress or decisions made and record their comments for the next meeting. It is your responsibility to be the go between and communicate clearly and accurately.
- Check your emails regularly. Important updates and meeting details will be shared with you via your college email and via the learner/apprentice voice channel on Teams.
- Represent the college at college open events and other external events.

Feedback Opportunities

All reps will meet as a group each term, this will be your main opportunity to provide the feedback you have gathered from your peers. However, if you have any feedback between these meetings that you feel can't wait, you can send an email to learner-feedback@southstaffs.ac.uk to be reviewed. Alternatively, you can collect and complete a 'Have Your Say' postcard at your college HUB.

How do I apply?



For more detailed information about course reps or digital champions, please ask your tutor for a copy of the relevant job description.



Speak to your tutor to register your interest and tell them why you feel you would make a good course rep or digital champion.



The deadline for registering your interest to be a course rep or digital champion is **Friday 26th September 2025**. Successful candidates will be contacted via email during week commencing 6th October 2025.