Student Rep Superstars Evidence Guide

Bronze – Brilliant Basics

Complete all 6

1. **Attend Course Rep training (or a refresher session for returning Reps)**

   Verified by the ART team 😊

2. **Introduce yourself as the Course Rep to your cohort**

   Upload 2 of the following:
   - Screenshot of an email to your Course
   - Screenshot of a Moodle post
   - Screenshot of a message in a group chat

   You can ask your lecturers to post and email on your behalf!

3. **Attend a Course Feedback Forum**

   Upload a completed <u>Post Meeting Report</u>

4. **Attend a Rep Council**

   Verified by the ART team 😊

5. **Collect and log 5 pieces of feedback on the Rep Feedback Hub**

   Verified by the ART team 😊

   Feedback should be logged as individual items - we will not count a single submission on the tracker that has multiple statements.

6. **Share how you are collecting feedback from students**

   Choose and upload 2 of the following:
   - Screenshot of a form or survey
   - Screenshot or photograph of how you're sharing your survey
     This might be a poster, an email, or a message etc.
   - Photograph of you asking for feedback in class
   - Screenshot of a message asking for general feedback
   - Photograph of a physical feedback box or board

   This list isn't exhaustive, if there is a different way you are collecting feedback from your peers just upload a screenshot or a photo to evidence what you've done!

Silver – Skillful Student Rep

7. **Attend 2 Course Feedback Forums**

Upload a completed <u>Post Meeting Report</u>

Goal 3 in Bronze counts as your first CFF attended, you just need to provide a report for the second CFF you have attended for a total of 2.

8. **Attend 2 Rep Councils**

Verified by the ART team 😊

9. **Collect and log 10 pieces of feedback on the Rep Feedback Hub**

Verified by the ART team 😊

Feedback should be logged as individual items - we will not count a single submission on the tracker that has multiple statements.

10. **Participate in a University or Community Outreach event (Open Day, Applicant Taster Day, Family Day etc.)**

Upload a screenshot of an email or message from a member of BCU or BCUSU staff confirming your participation at the event.

This should include:
- Event name
- Event date

11. **Work a Rep stall at a Union event**

Verified by the ART team 😊

This includes stalls at large events like Big Welcome Fair, City South Social, and New Year Welcome. But VP Voice may also run additional Rep stalls throughout the year that you can attend.

12. **Run a Feedback Loop session, telling students on your Course what is happening with their feedback**

- Upload a screenshot of your event invite
- AND a photograph of the event taking place

Collaboration opportunity! Work with your fellow Reps to complete this goal – you can all upload the same evidence.

13. **Run a wellbeing or Course community event**

- Upload a screenshot of your event invite
- AND a photograph of the event taking place

Collaboration opportunity! Work with your fellow Reps to complete this goal – you can all upload the same evidence.

14. **Post an Idea on the Ideas Board**

Upload a screenshot of your idea on the board

15. **Run a Rep promotion stall or event**

- Upload a screenshot of your event invite
- AND a photograph of the event taking place

This goal is intended to get you to do something to remind students that you are their Rep and as an opportunity to gather feedback. Think of creative and fun things you could do to get students to engage with you!

Collaboration opportunity! Work with your fellow Reps to complete this goal – you can all upload the same evidence.

16. **Nominate someone for Rep of the Month**

Verified by the ART team 😊

Gold – Going for Greatness

Complete 8 of 10

17. **Attend 3 Course Feedback Forums**

Upload a completed Post Meeting Report

Goal 3 in Bronze counts as your first CFF attended, Goal 7 in Silver counts as your second, you just need to provide a report for the third CFF you have attended for a total of 3.

18. **Attend 2 Rep Councils**

Verified by the ART team 😊

19. **Collect and log 20 pieces of feedback on the Rep Feedback Hub**

Verified by the ART team 😊

Feedback should be logged as individual items - we will not count a single submission on the tracker that has multiple statements.

20. **Run 2 Feedback Loop sessions, telling students on your Course what is happening with their feedback**

- Upload a screenshot of your event invite
- AND a photograph of the event taking place

Collaboration opportunity! Work with your fellow Reps to complete this goal – you can all upload the same evidence.

Goal 12 in Silver counts as your first session, you just need to upload evidence for a second session for a total of 2.

21. **Promote the NSS or other Course-level survey to the students on your Course**

- Upload a screenshot of your post/message promoting the survey
- OR a photograph of you promoting the survey in class/on a stall

Collaboration opportunity! Work with your fellow Reps to complete this goal – you can all upload the same evidence.

The NSS is a final year student survey only – if you aren't a final year you might find it more beneficial to promote things like the Module Evaluation surveys or other surveys from the University.

22. **Attend Student Members Meeting**

Upload a screenshot or photograph of you attending the meeting

23. **Nominate yourself, or a fellow Rep, for a Roary**

Upload a screenshot of your nomination, or the confirmation email thanking you for your nomination

24. **Create or join an Academic Society**

Provide the name of the Academic Society

25. **Promote the BCUSU Officer Elections to your Course**

Upload a screenshot of your message/post promoting the election.

You may promote either the Nominations (encouraging people to run for a position) or Voting (encouraging people to cast their votes)

> *You **MAY NOT** promote any single candidate or their campaign. If you are unsure, or are a candidate in the election, please check with the ART team!*

26. **Support an Officer or National campaign**

Provide a brief description of the campaign you worked on and what you did.

The Officer team will run campaigns throughout the year they may want you to get involved with. For example, VP Voice may run a series of Rep stalls to boost your visibility. The Officers, or you, might also choose to support an <u>NUS national campaign</u> like improving student housing across the UK.

Anything marked 'Verified by the ART Team' are either periodically checked and updated on the tracker, or done after the meeting/event has taken place.

If you've completed one of these goals and it hasn't been updated, you may use the submission form to prompt ART to check it.

You might find that you might be able to claim two goals with the same evidence (like working a Rep stall, and supporting an Officer campaign). Be savvy and have a look at what you could combine!