



Role Expectations of a Unitec Student Class Representative:

Class representative responsibilities:

- Your primary responsibility as a Class Representative is to represent students at Unitec, and in particular students of your School at Unitec.
- Maintain regular contact with the Student Voice Coordinator and the Student Council with regards to any issues to your school.

Class representatives should:

- make sure their classmates know who they are
- familiarise themselves with the student services offered by Unitec
- inform classmates when student feedback is required for important Unitec plans and guiding documents
- be available for consultation when Unitec or the Unitec Student Council requires student input
- be available to listen to and assist students who approach them with concerns
- liaise with the lecturer or tutor about problems or questions raised by students
- provide feedback to the class on any issue that has been raised with the lecturer or tutor
- attend meetings where class rep attendance is required
- attend the class representative training
- complete the class rep online check-in forms
- act in a professional and respectful manner to fellow students and staff
- know about how your course gathers feedback and encourage students to give good useful feedback

Class representatives can:

- inform classmates about important dates and events
- familiarise themselves with some of the rules and regulations relevant to students
- refer students to relevant support services
- develop some expertise in Unitec practices
- become involved in developing resources to support class representatives
- take part in additional training opportunities as they arise
- offer suggestions about how to improve support for class representatives
- be involved in Unitec's decision making processes.



At Class Rep Meetings class representatives should:

- attend all scheduled meetings, or advise the Student Voice Coordinator in advance if unable to attend.
- ask your classmates whether there are issues or concerns they want raised
- raise common issues or concerns of students
- treat fellow representatives, lecturers, tutors and other academic staff with respect
- approach issues of concern positively and if possible raise them with a solution in mind.
- provide feedback to your classmates about the Class Rep meetings
- let the student voice coordinator know at least three days in advance of the meeting if they intend to raise a matter at the meeting
- liaise with the other class and school representatives
- understand that not all issues or concerns can be solved immediately
- ensure that the lines of responsibility are clear in relation to the escalation of issues