COURSE REP ACCREDITATION



What is Course Rep Accreditation?

As a Course Rep, you volunteer your time to make sure your classmates' voices are heard and that the quality of their education is continually improved. Your hard work and dedication deserve to be recognised.

By enrolling in the Course Rep Awards (CRA), you'll receive official recognition for your contributions through LinkedIn badges and certificates that can enhance your CV and support your future career opportunities.

To help you make the most of your experience, we'll also run a CV workshop with UoG showing you how to effectively highlight the skills you've gained as a Course Rep, helping you stand out to future employers.

How does it work?

CRA is point based and each award is a certain number of points. You get points from doing the activities on the sheets below. You do not have to do them in order & you do not have to do every single one!

The steps would be

- You do an activity, for example “Complete Course Rep training”
- You then Log it on the MS forms: https://forms.cloud.microsoft/e/wrVpUASYne
- You then get an email confirming what you have logged, and confirming your points total.

There are also skill awards that you achieve for getting points in a certain category. These are additional awards for fewer points than the main accreditation achievements. These will automatically be awarded when you reach the threshold at which they are awarded at.

Please Note: These points do not determine whether you get Course rep of the year, that is an award students nominate you for.

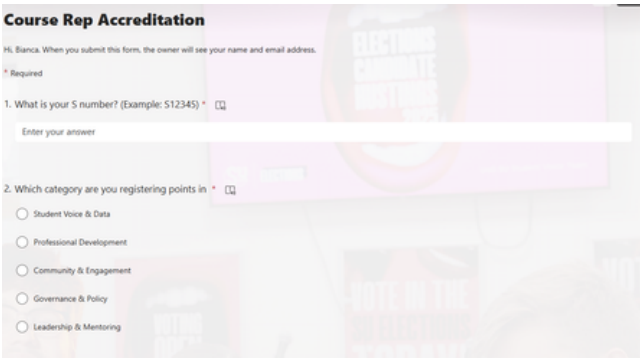
Why should you get ivolved?

Think of it like a video game, your main quest is being a course rep, collecting feedback and taking that to your ACL. The accreditation is side quests, like going to Education & Community sub council, writing a end of semester summary etc.

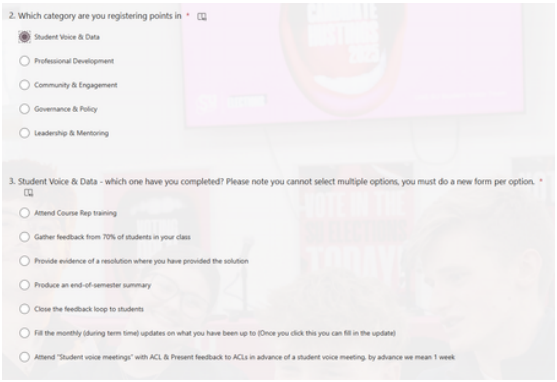
Its a way to evidence all the hard work you did, and you get a step up in employability!

How does the MS forms work?

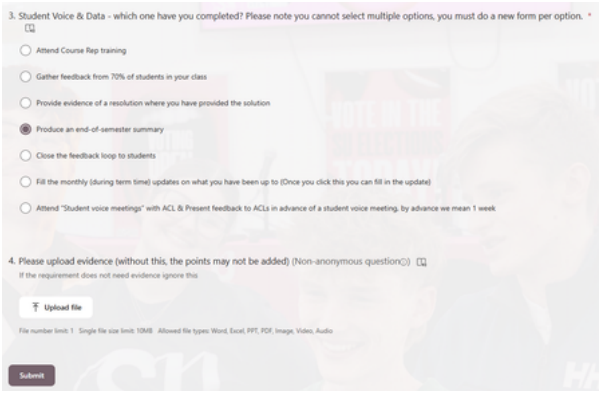
1. You input your S number and click what category are you registering points in, the categories reflect the ones on this pdf



2. The options within the category then will appear and you will choose which one you have completed



3. Once you have made your selection, you can upload evidence is necessary, to see if its necessary refer to this PDF as the evidence needed will be in the third column.



Main Accreditation Achievements

Achievements	Explanation	Points
The Advocate	This Rep demonstrates effective student engagement and feedback gathering	205
The Changemaker	Contributes to positive change within their course or school whilst demonstrating problem-solving and initiative	520
Course Rep award of Excellence	Has delivered sustained impact through projects, campaigns, representation, or collaboration. Goes beyond the core expectations of the role.	640
Course Rep award of Excellence & Leadership	Demonstrates a long-term commitment and leadership in student representation.	815 + Been a course rep for 2 years

Skill Achievements /Awards

Achievements	Explanation	Points
Pillar of the Community	Strengthening course communities and supporting peer engagement.	140 (120 points being from community & engagement)
Data & Innovation Award	Introducing creative solutions, projects, or improvements.	160 (All from student voice and data)
Governance Award	Contributing to policy development, council work, consultation, or institutional change.	190 (110 From governance)
Professionalism Award	Demonstrating reliability, initiative, reflective practice, and professional conduct throughout the role.	150 (90 In professional development)

Log your evidence here https://forms.cloud.microsoft/e/wrVpUASYne

Student Voice & Data

Activity	Points	Evidence	Frequency
Complete Course Rep training	5	No evidence needed	Once an academic year
Gather feedback from 70% of students in your class	20	MS forms showing number of respondents	Once per semester
Provide evidence of a resolution where you have provided the solution	10	Screenshot of Email confirming resolution	3 times per semster
Attend “Student voice meetings” with ACL & Present feedback to ACLs in advance of a student voice meeting, by advance we mean 1 week	10	Screenshot of Email with feedback sent to ACL or email of ACL confirming you gave them feedback	3 times per academic year
Produce an end-of-semester summary	20	Upload end of semester summary	Once per semster
Close the feedback loop to students	10	Screenshot of Email / message to course Or if you told them in class, attach a screenshot of the class you did it in	3 times a semster

Log your evidence here https://forms.cloud.microsoft/e/wrVpUASYne

Community & Engagement

Activity	Points	Evidence	Frequency
Attend Education & Community Sub Council	20	No evidence needed	4 times
Contribute to Sub-Councils ONLY If you cannot attend sub-council, you can read the agenda and email your thoughts on each section to the Education & Community Officer bholland@glos.ac.uk	10	Email of Contribution (Please not you cannot log this one if you have attended Education & Community Sub-council)	4 times
Plan a social activity on your course with your SVCO	15	No evidence needed	Once per semster
Plan a social activity with other Course Reps	10	Screenshot of plannig/photo from event	Twice a semester
Promote a feedback opportunity (on your course, ACE, NSS, Big SU Survey)	5	Screenshot of message / email	Three times an academic year
Collaborate with another Course Rep on your course	10	Email confimation of plans/ upload a summary of what you did	Once a semester

Log your evidence here https://forms.cloud.microsoft/e/wrVpUASYne

Community & Engagement

Activity	Points	Evidence	Frequency
Collaborate with another Course Rep on a different course	15	Email confimation of plans/ upload a summary of what you did	Once per semester
Write an approved article for the SU website	30	Upload the article	Twice an academic year

Professional Development

Activity	Points	Evidence	Frequency
Attend a Course rep development session	15	No evidence needed	There are 4 sessions in a semester, so maximum is 4 per semster
Attend CV/LinkedIn workshop	15	No evidence needed	3 per semester

Log your evidence here https://forms.cloud.microsoft/e/wrVpUASYne

Governance & Policy

Activity	Points	Evidence	Frequency
Attend AGM	30	No evidence needed (Must log on using your student account or we cannot count you)	Once
Submit a motion/ agenda item to Sub council	10	No evidence needed (Must log on using your student account or we cannot count you)	4 times
Write or contribute to a policy paper	15	No evidence needed (Must log on using your student account or we cannot count you)	4 times
Participate in a SU or UOG consultation	5	Screenshot of the consultation you took part in	Once per semster

Log your evidence here https://forms.cloud.microsoft/e/wrVpUASYne

Leadership + Mentoring

Activity	Points	Evidence	Frequency
Buddy up with a level 4 course rep	20	Screenshot of Email with them confirming you both consent to being course rep buddies	Once
Meet with your buddied up course rep once a month in term time	20	Screenshot of Email of the summary of your meetings you both agree to	Once per semester
Create and lead a campaign through the SU	50	No Evidence needed	Once
Deliver part of Course Rep training	30	No evidence needed	Once
Support the development of the accreditation programme	10	No evidence needed	Once per semster

Log your evidence here https://forms.cloud.microsoft/e/wrVpUASYne