

P9 S6 Leaner Representation Policy

Version 1 – Publication Date 04/02/2020 – Review Date 04/02/2022

Forus Training is committed to including learner voices into all levels of operation. Class Representatives raise issues that may impact on the learning and learner experience of their class. P1 S5 Programme Delivery and Assessment Committee Learner Representatives ensure that the voice of learners is heard in all matters of Programme Delivery Forus Training. In addition, learner representatives may be invited to participate in other governing, decision-making and advisory bodies of Forus Training.

ROLES AND FUNCTIONS OF LEARNER REPRESENTATIVES

Learner Representatives play a vital role in Forus Training. They are instrumental in keeping a smooth flow in the day to day functioning of Forus Training. They help to ensure that the learner voice is heard in decision-making bodies of Forus Training, and help to keep Forus Training community alive. The most important requirements are:

- Enthusiasm;
- Diplomacy;
- Having a good rapport with others;
- Being able to represent the views of class colleagues;
- Having a strong desire to maintain the social cohesion of the class and Forus Training;
- Having an ability to see the bigger picture;
- Having collaborative leadership skills.

CLASS REPRESENTATIVES

Learner Representatives are democratically selected by the learner group and in agreement with course faculty, generally in the second half of semester one of the programme.

Where two class reps are elected it is of vital importance that they consult closely with each other on all issues on a regular and ongoing basis and not pre-empt or assume for the other.

The term of office for class representatives is for the duration of the academic year.

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Practical aspects of the class representative role involve taking responsibility for ensuring that their group have a rota for housekeeping duties which includes organising a rota for obtaining canteen provisions and ensuring that the canteen is clean and tidy after all breaks. Each group has the responsibility to tidy up after themselves and to “clean as they go.”

Learner Representatives also act as a point of contact and hub for communications between Forus Training and learners and are expected to take a coordination role in this regard.

Learner Representatives are elected to represent the learners’ views to Forus Training and to communicate these views in a manner that best reflects the ethos and philosophy of Forus Training.

Learner Representatives support the development of the social aspects within the group which might include arranging social events for special occasions as deemed appropriate.

ROLES AND RESPONSIBILITIES OF LEARNER REPRESENTATIVES

- To be an ambassador for Forus Training.
- To represent your class at academic and social events.
- To administrate the WhatsApp group
- To liaise with staff to resolve relevant group concerns and to maximise the positive aspects of Forus Training. On an individual basis, learners will be able to avail of pastoral care time at the end of each training day or can meet their tutor or relevant member of faculty by arranging an appointment.

In order for Learner Representatives to be able to express the views of the class, you will need to first of all know what their opinions are. They should never assume or guess what their views will be. Consultation can be a simple process and here are some ways of finding out the opinions of your class:

- Ask them individually;
- Ask them as a group; it might be good to arrange with your class that they take a few minutes during lunch time or during a break when they are all together;
- Arrange some other time outside of class time when the group can meet;

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P1 S5 PROGRAMME DELIVERY AND ASSESSMENT COMMITTEE LEARNER REPRESENTATIVE

All registered learners of each core programme are eligible to be elected by the learner body to the P1 S5 Programme Delivery and Assessment Committee. The term of office of learner representatives elected to P1 S5 Programme Delivery and Assessment Committee is one calendar year. Learners appointed to the P1 S5 Programme Delivery and Assessment Committee cease to be members of the P1 S5 Programme Delivery and Assessment Committee if they cease to be registered learners or for reasons of disqualification or resignation.

In order to ensure continuity of learner representation, where elected members are not available then the P1 S5 Programme Delivery and Assessment Committee may nominate a representative.

It should be noted that Learner members do not attend confidential parts of P1 S5 Programme Delivery and Assessment Committee meetings.

BENEFITS OF BECOMING A LEARNER REPRESENTATIVE

- Opportunity to work in a leadership role;
- Helps to develop your communication, diplomacy and negotiation skills;
 - Gives an opportunity to be part of positive change and development within Forus Training;
- Excellent profile for Curriculum Vitae; and
- Greater appreciation for all aspects of Forus Training.

TRAINING FOR CLASS REPRESENTATIVES /APPOINTEES

Forus Training intends to introduce training for Learner Representatives in the 2020 Academic year. This will help you to develop your understanding of what it means to be a class representative at Forus Training, and introduce the skills needed to be effective in your role.

Forus Training Using WhatsApp

WhatsApp in education is a reality. Forus Training see the benefits of the WhatsApp application in the educational process. Many interesting tasks can be done with the messaging application.

It is up to teachers and institutions to take advantage of this for the benefit of the educational process. So they take advantage of this for the benefit of the educational process.

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The use of WhatsApp Business in Forus Training has greatly benefited us. This tool allows for more effective communications with learners. It allows for more agile, less costly, and more effective organizational processes. The administration becomes more dynamic and less bureaucratic.

WhatsApp in education and its advantages.

First of all, it stimulates collaborative work and achieves the exchange of content both between Forus Training and the learner and among the workers of Forus Training. For example, sharing audio lessons, sending PPT materials or documents such as Word, books, etc. It is also possible to share video content.

Send announcements, notices, and information to the learners.

A technology tool cannot be expected to be educational in itself, but is a means to an educational end.

- Communication with learners, trainers and centres in remote areas such as rural areas, other countries and the surrounding community, perfect for courses taught online.
- Group formation and joint work.
- Motivating learners and staff to work by means of a tool they know and like.
- Automatic messages for specific queries.
- Facilitating virtual meetings avoids locative physical availability and, therefore, training, meetings, etc. can be carried out.

More advantages of WhatsApp

- Problems and doubts of learners are solved without having to go to the institution or wait for them to answer the phone. For example, administrative issues such as registration schedules. Locating a trainer, justifying absences, locating certain services of the institution, etc. This brings great benefits to Forus Training. Since it avoids the collapse of calls or the saturation of physical spaces where learners come for administrative and pedagogical issues.