**Associate Trainer Scheme at University of Glasgow**

**Background Information 2018-19**

**GUSRC**

The University of Glasgow Students’ Representative Council is a representative and campaigning organisation. Our strategic plan [www.glasgowstudent.net/about/publications/strategic-plan/](http://www.glasgowstudent.net/about/publications/strategic-plan/) highlights our agreed strategic aims. The first is

**We will be the student voice across the University decision-making structures and beyond, influencing the design and delivery of learning and teaching, student services, and estates development to collaboratively ensure a positive student experience.**

In seeking to achieve this aim, we have worked with the University to develop and enhance the class representative system over the last several years. Part of that process has been to ensure that class representatives are supplied with adequate training and support to fulfill their roles. We have therefore chosen to work in partnership with sparqs (details below) to develop and provide appropriate training at Glasgow. In 2017-18, we trained over 700 class representatives, and in previous years we have consistently achieved the record for the number of representatives trained in Scotland.

Full details of how the current representative system works can be found on the University website [www.gla.ac.uk/services/senateoffice/qea/studentengagement/studentrepresentationstudentvoice/](http://www.gla.ac.uk/services/senateoffice/qea/studentengagement/studentrepresentationstudentvoice/)

The information below will sometimes refer to sparqs and sometimes to GUSRC in terms of duties and responsibilities; this is because the parties are sharing responsibility.

**sparqs**

sparqs (student participation in quality Scotland) is a development agency based in Edinburgh, which works throughout Scotland with colleges, universities, their students’ associations and other sector agencies with the aim of developing student engagement.

sparqs is funded by the Scottish Funding Council. One of sparqs’ key aims is to provide training and support to student representatives who are involved in commenting on their learning experience within their institutions of study. Further information is available at www.sparqs.ac.uk.

sparqs began the ‘Associate Trainer Scheme’ in 2005-6, running a pilot project in conjunction with UHI Millennium Institute, to deliver course representative training throughout the Highlands and Islands with four student trainers. The pilot scheme was a success and as a result sparqs has rolled the initiative out across the rest of Scotland.

In 2011-12, a new pilot scheme was launched at several institutions, including the University of Glasgow (UofG). This aims to tailor the training more specifically to the UofG experience, by recruiting UofG-based students as Associate Trainers and adapting the training materials specifically to the UofG context. This has continued ever since, and is a partnership between UofG, sparqs, and the Glasgow University Students Representative Council, who is responsible for organising the training and customising the training materials.

**Associate Trainer role**

GUSRC are now looking to recruit the student trainer team for the academic year 2018-19, who will deliver training to class representatives at the University of Glasgow.

We expect that associate trainers will deliver between three and six training sessions in each semester, where demand exists, with no more than two sessions being delivered in any one day. Trainers will also have responsibility for completing administrative and housekeeping duties for all training sessions that they deliver - ensuring that attendance and evaluation sheets are completed and passed to relevant GUSRC staff, checking that there are sufficient supplies of training materials and setting up/tidying the training room at the start and end of the sessions.

**Support Materials**

All materials for training sessions are developed jointly by GUSRC and sparqs. Copies will be provided to you during induction.

**Pay and Expenses**

The scheme pays trainers £22 per training session, this covers all activities relating to training delivery including preparation time, delivery and follow-up/administration.

Over the course of the academic year, trainers may be expected to attend further mandatory training and development events, to enable them to develop the skills and knowledge required to effectively deliver course representative training and develop their practice.

The initial training event for 2018-19 is expected to take place from 29th to 31st August 2018. It is run by sparqs, and takes the form of a residential event at the Westpark Conference Centre, Dundee. During this event trainers will undertake a train the trainer course and explore some of the practices and theories relating to student engagement.

Trainers will be paid a fixed fee of £80 per day for attending the event, plus travel expenses for a return journey between Glasgow and the venue.

Attendance at any other mandatory meetings (usually 2 meetings per year) will be paid at a rate of £8.80 per hour.

Trainers will be line managed by Bob Hay, Permanent Secretary, GUSRC.

**Further information**

The role may appeal to students with existing training experience or an interest in developing training skills. Equally it will appeal to students who have been class representatives before and wish to enhance the participation of students within decision-making structures (e.g. staff-student liaison committees) within the University of Glasgow.

It is anticipated that, in undertaking this role, students will develop an appreciation of the decision-making structures at the University of Glasgow, as well as the quality framework in which the University operates. In addition, the experience will also contribute to the development of an extremely high level of skills such as communication, presentation, team working and problem solving.

**Applications close at 4pm on Monday 25th June 2018.**