

Toolkit for learner representatives in the further education and training system

Workbook

Toolkit for learner representatives

Resource Sheet 1a

My name is

and I'm a learner representative

Interesting fact...

Picture of you...

Why you became a learner representative...

Your ideal holiday...

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Resource sheet 2a

You and your organisation

Fill in the blanks

The number of learners studying in my organisation is

The funding per learner in my organisation is

The division of learners in my organisation is% full time learners to% part time/mature learners.

Did you know?

On average there are approximately 12,000 learners in a further education (FE) college.

There are 370 FE colleges in England.

This adds up to approximately 4.4 million FE learners in England – 3 million of these are members of student unions that are affiliated to the National Union of Students (NUS).

Other types of providers are schools, sixth form colleges, adult and community colleges, work-based training providers and prisons, adding even more millions of learners.

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Resource sheet 3a

Your learning experience so far:

Perceived learning experience (When applying for the programme)	Examples of issues affecting the learning experience	Actual learning experience (On programme)
•	• Respect from tutors	•
•	• Travel costs	•
•	• Availability of courses/modules/subjects	•
•	• Social areas	•
•	• Learning resources	•
•	• Education Maintenance Allowance	•
•	• Tutorial time	•
•	• Feedback	•
•	• Canteen prices	•
•	• Social activities	•
•	• Site security	•
•	• Exam and test timetables	•
•	• Variety of learning approaches	•
•	• Enjoyment of programme	•
•	• Timetabling	•

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Resource sheet 3b

Selecting issues for action

Think about these issues in relation to the learners you represent. Select those which need action and comment on why.

	Can/cannot be changed	Low priority for action	High priority for action
Respect from tutors			
Travel costs			
Availability of courses/modules/subjects			
Social areas			
Learning resources			
Education Maintenance Allowance			
Tutorial time			
Feedback			
Canteen prices			
Social activities			
Site security			
Exam and test timetables			
Variety of learning approaches			
Enjoyment of programme			
Timetabling			
Other (write below)			

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Resource sheet 3c

Real learners with real issues

As a learner representative your role is to influence the improvement of not only your learning experience but also the learning experience of the learners that you represent.

For the next 20 minutes you will have the opportunity to talk to the learners that you represent to find out the issues affecting their learning experience.

Use the space below to write down these issues.

Issues affecting the learning experience of the learners that you represent:

-
-
-
-
-
-
-
-
-

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Resource sheet 4a

Taking action

Think about the issues you discussed with your group of learners. Select two or three that you have agreed are important to take forward.

1.

2.

3.

Think about each issue in turn and plan how best to take that issue forward.

Make notes here.

Pair up with a colleague. Present your ideas to your partner. Your partner will ask you questions to help you develop your ideas. You will then listen to your partner's plan and ask them questions to develop it.

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Resource sheet 5a

Goal setting

Setting objectives will help you to clarify what it is that you want to achieve – objectives are more precise than overall aims. They can help you stay focused in working out the specific tasks and activities that are needed to fulfil your learner representative aims. They also allow you to keep track and assess how you are doing.

When setting objectives, it's good practice to use the SMART acronym. This means ensuring that your goals are:

	Description	Your issue:
S SPECIFIC	The objective should be precise and avoid ambiguity.	
M MEASURABLE	It should be measurable so that you can assess success.	
A AGREED TO	All stakeholders need to agree to avoid complications later.	
R REACHABLE	The objective should be realistic and achievable; otherwise it will be pointless and frustrating.	
T TIME-BOUND	It should have a timeframe as well as a defined deadline.	