

<b>Document Name and Version</b>	<b>6.12 Learner Engagement: Consultation, Liaison and Representation</b>
<b>Policy Number</b>	6.12
<b>Policies that Interact with Policy 6.12</b>	<p>Policy 2.2 IICP College's Quality and Governance Framework; (ii) Governance</p> <p>Policy 2.7 Terms of Reference of Academic Council</p> <p>Policy 9.4 IICP College Monitoring and Evaluation Policy.</p> <p>Policy 9.5 IICP College Programme Review and Revalidation.</p> <p>Policy 9.6 IICP College Reviewing the Effectiveness of Quality Assurance: Institutional Review.</p>
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	February 2020
<b>Date Policy Comes into Force</b>	25th January 2021
<b>Date of Review</b>	<p>19<sup>th</sup> May 2021</p> <p>Class Representative changed to Class Liaison.</p> <p>Removed reference to Advisory Board.</p>

## **1. Preamble**

- 1.1. IICP College is committed to including learner voices into all levels of operation of the College. It does this through a variety of approaches, including consultation, liaison, and representation.
- 1.2. In Consultations, learners are invited to provide their views and perspectives through formal structured consultation processes, including written submissions and consultative fora.
- 1.3. Class Liaisons communicate with faculty around group matters to do with learning and learner experience of their class.
- 1.4. Learner Representatives represent the voice of learners on academic bodies, in particular on the highest academic body in the College, the Academic Council.

## **2. Purpose, Roles and Functions**

2.1. Consultation, Class Liaison and Learner Representation play vital roles in the College. They promote dialogue and understanding within the College community regarding academic matters, student supports and facilities. They are instrumental in keeping a smooth flow in the day-to-day functioning of the College. They help to ensure that the learner perspective is kept to the fore, and help to keep the College community alive.

### *2.2. Consultations*

2.2.1. Consultations may be established by the College in relation to major changes that impact substantially on the student body, such as the introduction of new policies or changes to regulations. Consultations involve the whole student body, or a selection of the student body who are impacted upon by a specific change. The process of consultation will depend on the type of change being considered.

### *2.3. Class Liaison*

- 2.3.1. Class Liaisons facilitate communication between the College and their class.
- Class Liaisons are selected by the class group and in agreement with course faculty, generally in the second half of semester one of the programme.

- Usually one Class Liaison represents one class group. Where a class has more than one Class Liaison 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 Liaison is for the duration of the academic year.
- Class Liaisons also act as a point of contact and hub for communications between the College and learners and are expected to take a coordination role in this regard.
- Class Liaisons communicate their class's views to the College in a manner that best reflects the ethos and philosophy of the College. A Class Liaison is expected to communicate their class's perspectives fairly and impartially, even where there are different or conflicting views.
- Class Liaisons support the development of the social aspects within the group which might include arranging social events for special occasions as deemed appropriate.
- Practical aspects of the Class Liaison role involve taking responsibility for ensuring that their group have a rota for obtaining canteen provisions and ensuring that the canteen is clean and tidy after all breaks. Each group have the responsibility to tidy up after themselves and to "clean as they go."

#### 2.3.1.1. Roles and Responsibilities of Class Liaison

- To communicate the class's perspectives to the College at meetings, or through written channels.
- To bring to the attention of the College matters that impact on the academic and social experiences of learners in their class. It should be remembered that lines of communication exist between individual learners and the College, and the Class Liaison should take care not to duplicate these roles. Individual matters should be brought by individual learners.

#### 2.4. *Academic Council Learner Representative*

2.4.1. All registered learners of each core programme are eligible to be elected by the learner body to the Academic Council. The term of office of learner representatives elected to Academic Council is one calendar year. Learners appointed to the Academic Council cease to be members of the Academic Council if they cease to be registered. In order to ensure continuity of learner representation, where elected members are not available then the Academic Council may nominate a representative. It should be noted that Learner members do not attend confidential parts of Academic Council meetings.

### **3. Are you considering taking on a liaison / representative role?**

3.1. Any learner who is willing to give the time and energy can carry out these roles. Before putting yourself forward, it is important to consider what you bring to the role and how you will benefit from the role.

3.2. What should I bring to these roles?

3.2.1. To be effective, these roles will be carried out with professionalism, enthusiasm, diplomacy and respect. It is important to remember that the function of these roles is to further the interests of IICP College community, and to be effective the role should be carried out in a manner that maintains the social cohesion of the class and the College.

3.3. How would I benefit from acting in these roles?

3.3.1. The main benefit of acting in these roles is your contribution to the educational and civic life of the College community. This will also contribute to your profile on your Curriculum Vitae. There are also individual opportunities provided to you as an individual in undertaking a role as representative of liaison:

- You can develop your communication, diplomacy and negotiation skills.
- You can contribute to positive change and development within the College.
- You can achieve a greater appreciation for all aspects of the College.

### **4. Training for Class Liaison / College Board Learner Representatives**

4.1. IICP College intends to introduce training for Class Liaisons and Learner Representatives. This will help you to develop your understanding of what it means to be a Class Liaison at IICP College, and introduce the skills needed to be effective in your role.