



University
of Dundee



Guide 3

The Student Voice and Representation Agreement

Guide 3: Induction
and Training



dundee.ac.uk/spa



Guide 3: Induction and Training

The induction and training of student representatives is an important step to ensuring students understand their role and feel confident in fulfilling their obligations.

Effective inductions with a continuous support framework enables student representatives to carry out important work.

Induction

All student representatives should be provided an induction to their role. It would be expected that the key staff leads in the School should have a meeting with their student representatives as early as possible to discuss the year ahead and plan any areas of work. This would include:

- Class Reps – lead module staff
- Vice President – Discipline lead
- School President – Associate Dean (Learning & Teaching) and (Quality & Academic Standards), School Manager and Dean

Where possible, induction should be supported by the outgoing student representative who can provide new representatives with information and guidance. This also provides outgoing representatives with an opportunity to reflect on their year in post.

A template has been created for student representatives to complete to support this reflection and the development of an induction template. Both documents can be found at the link [here](#).

Lead staff and student representatives should consider possible opportunities and meetings which the incoming representative could attend as part of their induction prior to taking up the role.

Please contact the Vice President of Representation at: vpr@dusa.co.uk for advice and support.



Training

All student representatives have an opportunity to access training to help prepare them for their role. DUSA has developed induction training for each of the key School representative positions.

Class Representatives

Step 1: Class Representatives for both undergraduate and postgraduate programmes are provided access to an online resource which covers key concepts and knowledge for the role:

[Class Representative Training](#)

Step 2: Class Representatives are then invited to sign up to attend an online or in person workshop which focuses on the utilisation of key skills and also to help network with other reps. Training is normally provided at the start of each semester.

School Presidents and Vice Presidents

School Presidents and Vice Presidents have access to three online modules on the DUSA website: [dusa.co.uk/get-involved/school-Vice Presidents/training/](https://dusa.co.uk/get-involved/school-Vice-Presidents/training/) as well as a training workshop which focuses on each of their roles.

Training normally takes place for School Presidents in August/September with Vice President sessions being delivered during the start of the academic year.

Training workshops for Class Representatives and Vice Presidents are mainly led by Student Voice Support Officers (SVSO's).

Information on training can be provided by DUSA's Democratic Support and Policy Coordinator at: ssquire@dusa.co.uk





University
of Dundee





Quality and Academic Standards

University of Dundee
Dundee,
DD1 4HN
Scotland UK

e: qualityandacademicstandards@dundee.ac.uk

uod.ac.uk



 [UniversityofDundee](https://www.facebook.com/UniversityofDundee)
 [@dundeuni](https://twitter.com/dundeuni)

Dundee University Students' Association

Airlie Place,
Dundee,
DD1 4HP
Scotland, UK

e: vpr@dusa.co.uk

dusa.co.uk

 [DUSA.TheUnion](https://www.facebook.com/DUSA.TheUnion)
 [dusa_theunion](https://twitter.com/dusa_theunion)

The University of Dundee is a registered Scottish Charity, No. SC015096