



“Enabling Students to Accomplish their Academic Goal”

**Student Representative Handbook
2025-2026**

DOCUMENT CONTROL

Document Number: QGP5

Evidence Number: 022

Version: 3.0

Date: March 2026

Owner: Head of Quality & Operations

Approved by: CEO / Board of Governors

Next Review: March 2027

Address: 1st Floor, 9 Lymington Avenue, Wood Green N22 6EA

Email: info@bellmontcollege.co.uk

Tel: + 44 (0) 203 840 9294 + 44 (0) 203 929 7665

Website: www.bellmontcollege.co.uk

March 2026

Contents:

1. Introduction.....	3
2. Regulatory and Legal Framework.....	3
3. Student Representative Appointment.....	4
4. Being a Student Representative.....	5
4.1 Student representative duties.....	5
4.2 Principal duties of the Student Representatives consist of:.....	5
4.3 Who can be a Student Representative?.....	6
4.4 Why become a Student Representative?.....	6
4.5 Supporting Other Students.....	7
4.6 Tasks of A Student Representative.....	7
4.7 Issues that Student Reps CAN deal with:.....	8
4.8 Example issues Student Reps DO NOT deal with:.....	8
5. Some additional Guidelines.....	9
6. Benefits of being a Student Representative.....	9
7. A Guide to Committees and Boards at Belmont College.....	10
7.1 Governance Table and Roles & Responsibilities.....	10
7.2 Committee Structure.....	14
7.3 Belmont College Organogram.....	16
7.4 Board of Directors.....	16
7.5 Senior Management Committee.....	16
7.6 Quality Committee.....	17
7.7 Learning and Teaching Committee.....	18
7.8 Recruitment, Admissions & Registry Committee.....	18
7.9 Student Staff Committee.....	19
8. Attending Meetings.....	19
8.1 Tips for Making the Most out of the Meetings.....	21
8.2 Avoid the words 'I' & 'Me' Instead Use 'Us' & 'We!'.....	22
8.3 Get yourself known.....	22
8.4 You are not on your own.....	22
8.5 A brief word of warning.....	22
9. Conclusion: Enjoy the role of Student Representative.....	23

1. Introduction

Congratulations on your appointment as a student representative at Belmont College. Belmont College is dedicated to supporting students in their academic pursuits and your role as a student representative is vital in ensuring that student voices are heard in our decision-making processes. *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; QGP1 Belmont College Quality Handbook; QGP4 Belmont College Student Handbook)*

This Student Representative Handbook with its following guidelines will help you navigate this responsibility and help you to bring out the best of yourselves, become confident and also represent your fellow students appropriately giving us the opportunity to progress and give high-quality education and a great, friendly and supportive environment to all our students. *(QGP5 Belmont College Student Representative Handbook)*

We value your input and feedback which is important to us and helps us improve the quality of education we provide. Belmont College is committed to fostering a collaborative relationship with students, where they are seen as collaborators in the formation of educational opportunities available. *(QGP1 Belmont College Quality Handbook; QGP4 Belmont College Student Handbook)*

Student representatives play a fundamental role in facilitating communication between senior management, academic staff, and the student community to enhance the overall student experience and therefore, as a student representative, you will be expected to communicate any issues or concerns faced by students, as well as share positive feedback. *(QGP4 Belmont College Student Handbook; CAP3 Belmont College Complaint and Appeal Policy and Procedure)*

This role may not always be a smooth ride and on occasion may be challenging. However, it is also incredibly rewarding and satisfying to be the voice of your fellow students. Student representatives are perceived as leaders and dependable individuals who can advocate for their peers.

From our side, Belmont College staff share information with the student body through both student representatives and other communicative channels. Enhancing the communication between senior management, academic staff, and students, as well as having the ability and authority to voice your opinions as students, is essential for enhancing the learning experience at Belmont College and Belmont College welcomes this and fulfils our responsibilities as your chosen place of study.

In summary, your input and active participation as a student representative contribute to the continual improvement of the student experience at Belmont College and we would whole-heartedly like to welcome you aboard your new role as a student representative. We wish you all the best with successfully fulfilling your responsibilities and we are always ready to provide you with further guidance if needed. Do not hesitate to reach out to us, if you have any difficulties or need advice and guidance on any matters. *(QGP1 Belmont College Quality Handbook)*

2. Regulatory and Legal Framework

Framework / requirement	Bellmont College application
Office for Students conditions and regulatory expectations	Bellmont College aligns student information, academic quality, student support, complaints, consumer protection and governance processes with applicable regulatory expectations.
UK Quality Code for Higher Education	Bellmont College uses sector expectations to support academic standards, learning opportunities and student experience.
Equality Act 2010	Bellmont College promotes equality, diversity and inclusion and provides reasonable adjustments for eligible students.
UK GDPR and Data Protection Act 2018	Bellmont College manages personal data securely and transparently.
Consumer protection and CMA expectations	Bellmont College provides clear, accurate and accessible information for applicants and students.
Safeguarding, PREVENT, health and safety requirements	Bellmont College maintains safe and supportive learning and representative activity.

3. Student Representative Appointment

At the start of every academic year, around week 3, student representatives are selected by students. Following the selection these representatives may be required to provide:

- a photo of themselves,
- a brief biography
- their email address

This information may be displayed in several places around Belmont College and may also be used on the Belmont College website so that other students will more effectively know and become more aware of who their selected representatives are.

(BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy; QGP6 Belmont College Information Governance, Public Information and Transparency Policy)

This information may be displayed in several places around Belmont College and may also be used on the Belmont College website so that other students will more effectively know and become more aware of who their elected representatives are.

(BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy; QGP6 Belmont College Information Governance, Public Information and Transparency Policy)

4. Being a Student Representative

4.1 Student representative duties

As a student representative, the roles and duties often encompass a wide range of subjects, from social activities to resource issues, teaching, quality, and standards. At Belmont College, the courses selected and the manner in which they are taught will be heavily influenced by the students. Additionally, students are requested to recommend community standards since they are aware of the trends in the local market and thus help Belmont College contribute to the expansion of the local economy. *(QGP1 Belmont College Quality Handbook; LTP1 Belmont College Learning, Teaching and Assessment Strategy)*

Student Representatives are also responsible for communicating issues and concerns of fellow students to Belmont College officials, as well as to decision-making committees and boards. Any problems or concerns that are brought to attention at Belmont College, are discussed and a plan of action is developed and approved to address or fix the problem. Students taking part in these talks, help to create action plans, and monitor the execution of each activity, including giving their final approval for tasks accomplished. *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; QGP4 Belmont College Student Handbook; CAP3 Belmont College Complaint and Appeal Policy and Procedure)*

It is the duty of every Belmont College staff to inform you and the student body of any actions taken to resolve any concerns raised; however, please note that although we endeavour to resolve all issues, certain matters may not always be completely resolved to your satisfaction due to, for instance, limited resources. Belmont College makes every effort to find a solution when it is practically feasible.

4.2 Principal duties of the Student Representatives consist of:

- Engaging in active participation and attending meetings to support Belmont College's continuous efforts to improve its educational environment.
- Compiling feedback from every student you represent and providing analysis on it.
- Attending every Student Representative meeting.
- Contributing to the student component of your course's Annual Review Report. *(QGP1 Belmont College Quality Handbook)*

- Determining problems that affect best practices and the student experience.
- Ensuring that you are speaking for other students as well as yourself when you discuss matters concerning the social and academic climate at Belmont College.

Accordingly, student representatives are chosen by their peers and are responsible for the following:

- Using direct meetings, Student Staff Committee Meetings, and Board meetings, to present your problems to the staff members. (*QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference*)
- Collect and compile complaints, thoughts, opinions, feedback and proposals regarding your course. (*CAP3 Belmont College Complaint and Appeal Policy and Procedure; QGP1 Belmont College Quality Handbook*)
- Find out what your students think about the instruction and library resources, as well as anything else associated with your classes.
- Respond to students about any actions that Belmont College may take.
- Be informed of the expectations for the course and Belmont College (or at least know where to find them—handbooks and rules). (*QGP4 Belmont College Student Handbook; QGP5 Belmont College Student Representative Handbook*)
- Be prepared to commit to a few formal meetings per year.
- Receive the training and unwavering support from the institution to become the most proficient and successful Student Representatives.

4.3 Who can be a Student Representative?

- Student representatives should be enthusiastic about their work, able to listen and communicate well, and be fully committed to it.
- With the right attitude and approach, any student studying at Belmont College may and has the opportunity of becoming a student representative.
- All students have the opportunity to vote for their class Student Representative in the first few weeks of each academic year.

4.4 Why become a Student Representative?

Being an elected Student Representative comes with many benefits that will help you personally to progress and develop as an individual as well as a leader. Some of the benefits are outlined below:

- It improves your presentation, communication, and many other skills, which increases your CV.
- You have the opportunity and ability to greatly influence your degree and Belmont College.

- Employers take this role into consideration and therefore being a student representative can significantly impact your chances with potential employers.
- You have the opportunity of leading your peers' and classmates' opinions of the course as well as generating a good impact on your fellow students.
- The ability to cultivate and use a range of skills and attributes such as instruction to ensure you receive the assistance required to be an effective Student Representative
- You have the opportunity to equip yourself and use a range of new skills and abilities to list on your curriculum vitae as well as strengthen the skills you already have such as:
 - Teamworking;
 - Communication, Networking skills;
 - Meeting abilities (presenting and minute-taking)
 - Conflict resolution;
 - Time management;
 - Project management;
 - Organisational skills;
 - Planning skills;
 - Building personal confidence.

4.5 Supporting Other Students

Although you are a student representative, you must remember that you are not an advisor, counsellor, or mentor and although at times a student may approach you and ask for assistance if they have a formal appointment or issue, it may be supportive of you to help them by referring them to:

- the relevant course handbook guidelines, (*QGP4 Belmont College Student Handbook*)
- the specific rules or procedures (*QGP4 Belmont College Student Handbook; CAP3 Belmont College Complaint and Appeal Policy and Procedure*)
- to Belmont College staff who may be better able to help.

It might also be a good idea to provide the student with moral support throughout the meeting if they need it or require it. However, although you are a student representative and it is crucial for you and the other student that you attend these sessions as observers and offer input on the topic or solution, you are ultimately, also a student and achieving success in your own studies is crucial. Therefore, as an individual, you need to be wise enough to ensure you plan and organise your duties as a student representative whilst also achieving your success with your studies.

4.6 Tasks of A Student Representative

As a Student Representative, you need to be aware of the things that are within your remit and others that as a student representative you can't do.

Although you can assist and support students who need encouragement before attending any official Belmont College meetings, it is not your place to become involved in their personal issues, academic challenges, or grievances. If a student approaches you with these types of issues, advise them to speak with a trusted staff member. (*QGP4 Belmont College Student Handbook; CAP5 Belmont College Academic Appeals Policy; CAP3 Belmont College Complaint and Appeal Policy and Procedure*)

If you are extremely concerned about any student that comes to you in confidence, you should always let them know that you will be speaking to a trusted member of staff at Belmont College about their case in confidentiality.

(*QGP4 Belmont College Student Handbook; BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy; SWP4 Belmont College Mental Health and Wellbeing Policy; HSP1 Belmont College Safeguarding and PREVENT Policy*)

4.7 Issues that Student Reps CAN deal with:

- Teaching resources: classrooms, lecture halls, room facilities, disabled access, etc. (*SWP3 Belmont College Disability Policy; SWP2 Belmont College Equality, Diversity and Inclusion Policy*)
- Teaching methods: Do students have opportunities to experience different learning environments, such as group discussions and lectures? Does the teacher use a variety of teaching methods, such as whiteboards, flipcharts, PowerPoint, videos, etc.? Are the teaching methods used excluding students with learning difficulties?
- Resources: Availability of books and other resources in the library, use of workspaces, facilities, etc.
- Course content and structure: Does the course match the description in the course book? Are lectures and seminars focused on important topics? Were changes made to the course without warning or notification? Is the work distributed fairly throughout the course? Are feedback processes clear and appropriate?
- Provide moral support (not gifts) to fellow students in formal meetings and seminars.

4.8 Example issues Student Reps DO NOT deal with:

Students may have specific needs such as academic concerns, complaints, personal issues, financial difficulties, housing challenges, or Visa/Immigration issues. (*QGP4 Belmont College Student Handbook; CAP3 Belmont College Complaint and Appeal Policy and Procedure; CAP5 Belmont College Academic Appeals Policy*)

As mentioned above, it's important to guide these students to the appropriate resources within Belmont College, like an Academic Support Tutor or Module Tutor, as you are not a trained advisor or mentor. (*QGP4 Belmont College Student Handbook*)

5. Some additional Guidelines

Student Representatives need to communicate with Programme Students and the broader student body about any academic or learning experience issues. *(QGP4 Belmont College Student Handbook; QGP1 Belmont College Quality Handbook; LTP1 Belmont College Learning, Teaching and Assessment Strategy)*

These concerns should be first addressed with any of the Heads such as the Head of Academic Programmes and the Head of Professional Services for resolution. If further escalation is needed, then such issues should be brought to the Head of Quality and Operations and onto the Board of Directors. *(CAP3 Belmont College Complaint and Appeal Policy and Procedure; QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference)*

If there is an urgent matter that cannot wait a meeting should be arranged with the Head of Quality and Operations to resolve the issue promptly should be made.

More serious problems are immediately brought to the attention of the Board of Directors. Before presenting any issues to any committee meeting, students should try to find an informal solution by discussing it with their Module Tutor, Academic Support Tutor or Programme Coordinator.

(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference)

6. Benefits of being a Student Representative

Being a Student Representative and advocating for the interests of students in your course or class group offers numerous benefits.

You are the voice of student perspectives at formal committee meetings. *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference)*

This role also provides Student Representatives with a chance to improve their proficiency in transferable skills, which are valued by prospective employers. Some of these skills include:

- Written and verbal communication
- Public speaking and presentation abilities
- Efficient time management
- Collaboration with teams
- Negotiating
- Networking
- Organizing & planning
- Managing projects

All of this can be included on your CV and could realistically give you a head start over competition when applying for jobs in the future.

Ultimately, the role of Student Representative offers you a sense of achievement resulting from being central to representing the views of students to senior

management, formal committees or boards, and academic and administrative staff at Belmont College. (*QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference*)

The role also promotes your own self-development and understanding of higher education organisation systems and processes.

7. A Guide to Committees and Boards at Belmont College

7.1 Governance Table and Roles & Responsibilities

Bellmont College maintains clear governance and accountability arrangements for quality, standards, student outcomes, risk and regulatory compliance. (*QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; QGP6 Belmont College Information Governance, Public Information and Transparency Policy; BCP2 Belmont College Risk Management Policy*)

Governance table

Governance level / body	Governance purpose	Reporting route
Board of Directors	Governing body with overall authority for the management of Belmont College business and ultimate oversight of academic quality, standards, student outcomes, regulatory compliance, risk, financial sustainability and institutional performance.	Receives assurance from Board committees, the Senior Management Committee and escalation routes.
Audit & Risk Committee	Mandatory Board committee advising on audit arrangements, systems of internal control, risk management, financial sustainability, regulatory compliance and assurance.	Reports to the Board of Directors.
Academic Committee	Mandatory Board committee and academic authority, promoting academic and professional work and safeguarding academic standards and quality.	Reports to the Board of Directors.

Senior Management Committee	Operational management forum responsible for planning, resourcing, delivery, implementation and management reporting.	Reports to the Board of Directors and provides operational updates to the Academic Committee where relevant.
Quality Committee	Subcommittee of the Academic Committee responsible for quality assurance, enhancement, student outcomes, assessment standards and academic quality risk monitoring.	Reports to the Academic Committee and escalates operational actions to the Senior Management Committee as required.
Learning & Teaching Committee	Reviews learning, teaching, assessment, student experience and enhancement activity.	Reports to the Academic Committee and Quality Committee as set out in Terms of Reference.
Recruitment, Admissions & Registry Committee	Oversees admissions, registry processes, student data quality and relevant compliance monitoring.	Reports to the Academic Committee and Quality Committee as set out in Terms of Reference.
Student Staff Committee	Provides a formal student voice forum and enables communication between students, staff and management.	Reports to the Academic Committee and Quality Committee as set out in Terms of Reference.

Roles and responsibilities

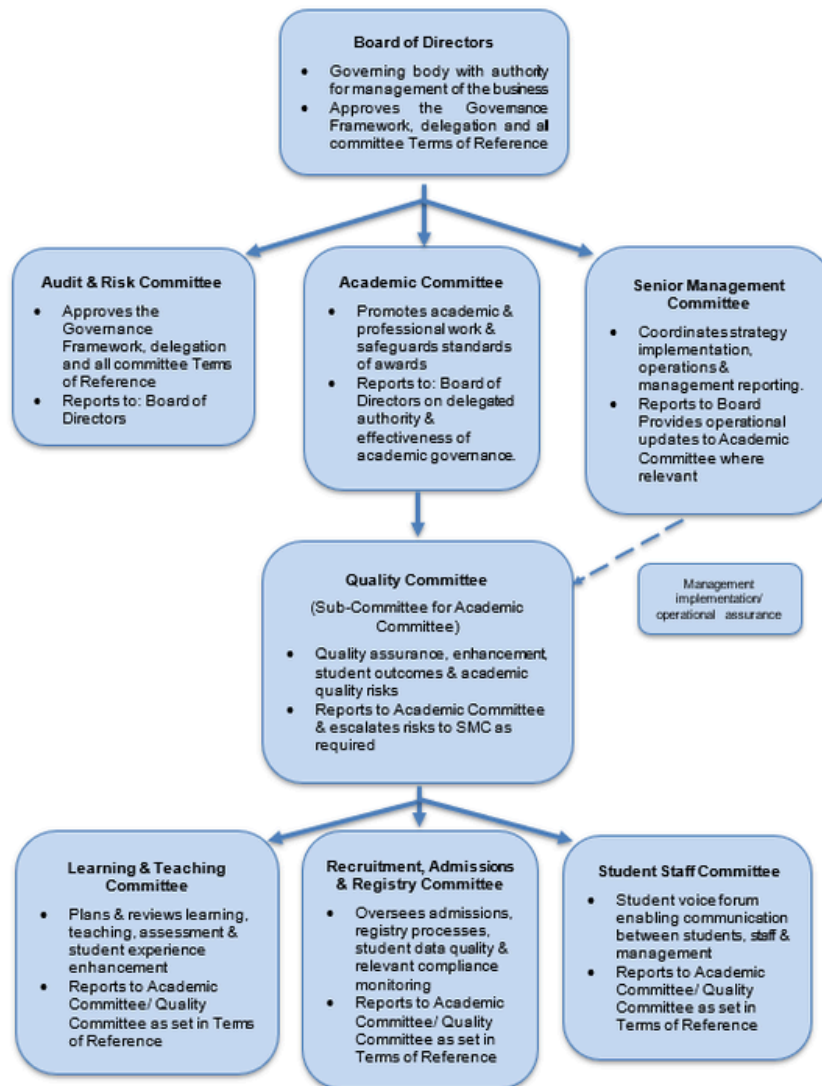
Role	Responsibility
Board of Directors	Governing body with overall authority for the management of the Company's business. Approves the Governance Framework, scheme of delegation and committee terms of reference, and retains ultimate oversight of academic quality, standards, student outcomes, regulatory compliance, risk, financial sustainability and institutional performance. Ensures

	compliance with relevant OfS conditions, including B1, B2, B3, B4, B5, C1–C4, D, E1, E2 and E3.
Audit & Risk Committee	Mandatory Board committee advising the Board on audit arrangements, internal control, risk management, financial sustainability, regulatory compliance and assurance over OfS requirements. Provides oversight of risks relating to OfS C1–C4, D, E2, E3 and relevant B conditions.
Academic Committee	Mandatory Board committee and academic authority. Promotes academic and professional work, safeguards academic standards and quality, oversees academic assurance from the Quality Committee and reports to the Board on delegated authority. Responsible for oversight of OfS B1, B2, B3, B4 and B5, with relevant links to C1, C2 and E2.
Senior Management Committee	Operational management forum responsible for planning, resourcing, delivery, implementation and management reporting. Provides operational oversight of academic quality, student outcomes, compliance, risk, finance and regulatory delivery. Supports compliance with OfS B1–B5, C1–C4, D and E2.
Quality Committee	Subcommittee of the Academic Committee responsible for academic quality assurance, quality enhancement, student outcomes, assessment standards and academic quality risk monitoring. Escalates operational actions to the Senior Management Committee as required. Supports compliance with OfS B1, B2, B3, B4 and B5, and relevant C1, C2 and E2 conditions.
CEO	Holds executive accountability for implementing the Board-approved strategy and ensuring institutional leadership, regulatory compliance, financial sustainability, quality assurance and successful student outcomes. Accountable to the Board of Directors for delivery of OfS B1–B5, C1–C4, D, E2 and E3.
Head of Quality & Operations	Leads and oversees the quality assurance framework, ensuring compliance with OfS conditions, awarding partner requirements, and the effective monitoring of academic standards, student outcomes, marketing, accountancy and finance functions. Coordinates

	reporting through the Senior Management Committee, Quality Committee and Academic Committee routes (OfS B1, B2, B3, B4 and relevant C conditions).
Head of Academic Programmes	Provides academic leadership for programme quality and standards, ensuring high-quality learning opportunities and the delivery of positive student outcomes, including continuation, completion and progression (OfS B1, B2, B3).
Head of Professional Services	Oversees professional services that support student success across the student lifecycle, including recruitment, admissions, student support and outcomes monitoring. Ensures effective support provision, fair applicant selection, regulatory compliance, and data-informed improvement of continuation, completion and progression outcomes. It should be noted that admissions operate within Liverpool Hope University's framework, with Liverpool Hope University retaining overall accountability for admissions decisions. Ensures admissions decisions, particularly for Foundation Year and non-standard applicants, evidence an overall judgement of potential to succeed. (OfS B2, B3, C1/C5, C3, E2 and F1).
Head of IT & Human Resources	Ensures robust staff recruitment, staff development, and fair employment practices alongside secure, reliable digital systems that support teaching, data management, and regulatory reporting, maintaining alignment with quality and compliance expectations (OfS B1–B4, C1–C3).
Programme Coordinator	Ensures the effective delivery of teaching, learning and assessment at module/block level, maintaining alignment with learning outcomes and the integrity of assessment practices (OfS B2, B4).

7.2 Committee Structure

The diagram below indicates the Committee Structure and Reporting Lines for Belmont College (see also Terms of Reference for each Committee): *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference)*

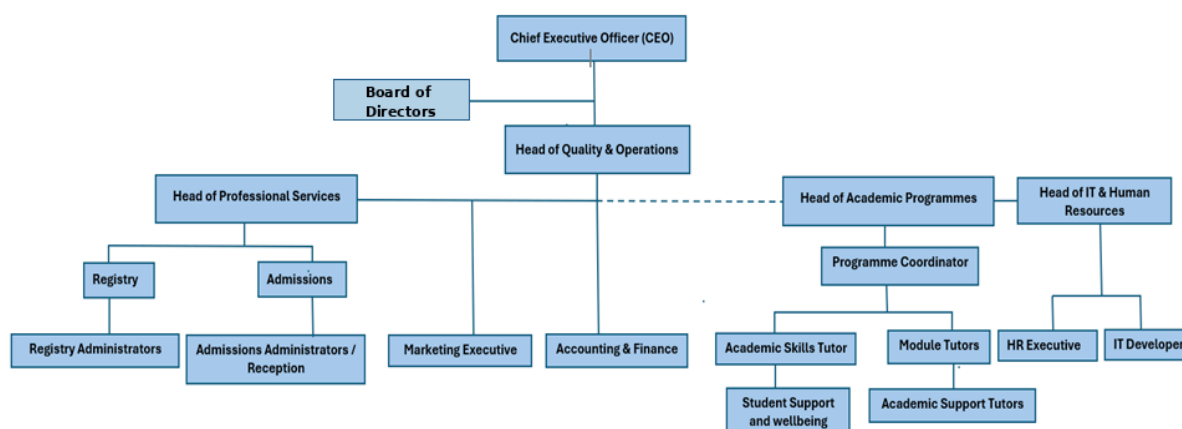


Bellmont College has the following committees:

1. Board of Directors (*QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference*)
2. Senior Management Committee (SMC)
3. Quality Committee (QC)
4. Recruitment, Admissions and Registry Committee (RARC)
5. Learning and Teaching Committee (LTC)
6. Student Staff Liaison Committee (SSC)

Committee members are drawn from Belmont College advisors and staff, as well as from the student body as shown in the organogram below. (*QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference*)

7.3 Belmont College Organogram



7.4 Board of Directors

The purpose of the Board of Directors is to provide governance, oversight and strategic advice to SMC. It serves as the top decision-making authority, with student representation. *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference)*

The Board of Directors’ responsibility is to provide sound governance, oversight and steer Belmont College’s strategic planning, ensuring that it is in accordance with Belmont College’s vision, mission and values as well as being based on extensive financial planning, HE obligations and regulations as well as the Value for Money principles. *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; QGP1 Belmont College Quality Handbook)*

The Board of Directors and Senior Management Committee meet quarterly. The Senior Management Committee oversees Belmont College’s strategic operation through the different committees and reports to the Board of Directors. *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference)*

As a student representative on the board, you have the opportunity to inquire about management choices and provide insights on Belmont College’s overall operations. *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference)*

7.5 Senior Management Committee

The purpose of the Senior Management Committee (SMC) is a key governing body within Belmont College and oversees and monitors all aspects of the day-to-day operational running of Belmont College, management issues and the implementation of strategy. *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference)*

The Senior Management Committee convenes every trimester to address College-level issues. These include academic standards, course quality monitoring, teaching and learning strategies, assessment policies, and academic resources. (*LTP2 Belmont College Assessment and External Examining Policy; LTP1 Belmont College Learning, Teaching and Assessment Strategy*)

The committee meets monthly, or more often if required. All meetings are either held at Belmont College or virtually, by prior agreement. Relevant paperwork and agendas are sent to members no less than 7 days prior to the meetings. Notes are taken by the Head of Quality or another appointed committee member or administrator and distributed within two weeks to SMC members. (*QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference*)

7.6 Quality Committee

The purpose of the Quality Committee (QC) is to ensure that the delivery of higher education at Belmont College is in accordance with the requirements of relevant legislation, relevant awarding bodies and external benchmarks relating to the delivery of Higher Education within the UK. This includes guidance from the Office for Students (OFS) and the Quality Assurance Agency for Higher Education (QAA), as represented in the UK Quality Code for Higher Education and relevant Subject Benchmarks. (*QGP1 Belmont College Quality Handbook*)

The QC oversees the management of quality and academic standards for all aspects of Belmont College higher education provision. This includes ensuring that the delivery of our programmes meets all the requirements as well as relevant legislation and external accrediting bodies. The Committee keeps under review all Belmont College policies and procedures, reviews student feedback and module evaluations and conducts termly and annual review of retention, progression and achievement data as well as Assessment Board reports and External Examiner (EE) reports, to ensure that EE reports are disseminated and acted upon. It also reviews the outcomes of any academic misconduct investigations, complaints or appeals and seeks to identify ways of improving and innovating the delivery of quality and academic standards. (*QGP1 Belmont College Quality Handbook; LTP2 Belmont College Assessment and External Examining Policy; LTP6 Belmont College Academic Integrity and Misconduct Policy; CAP3 Belmont College Complaint and Appeal Policy and Procedure; CAP5 Belmont College Academic Appeals Policy*)

The committee meets termly, or more often if required. All meetings are either held at Belmont College or virtually, by prior agreement. Relevant paperwork and agendas are sent to members no less than 7 days prior to the meetings. Minutes are taken by a committee member, or administrator, and distributed within two weeks to QC members and to SMC. (*QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference*)

7.7 Learning and Teaching Committee

The purpose of the Learning and Teaching Committee (LTC) is to oversee all aspects of learning and teaching and staff development at Belmont College. (*LTP1 Belmont College Learning, Teaching and Assessment Strategy; QGP1 Belmont College Quality Handbook*)

The LTC is responsible for overseeing, monitoring and enhancing the delivery of programmes, assessment outcomes, monitoring of feedback and module evaluations, teaching staff recruitment and allocations, staff development, peer observations and appraisals and the dissemination of good practice. The committee oversees admissions and also reviews learning support for students, the functions and effectiveness of personal tutors, academic skills and resources and matters arising and actions from the SSC. It also reviews student disability support as well as diversity and inclusivity policies and procedures. (*LTP2 Belmont College Assessment and External Examining Policy; LTP1 Belmont College Learning, Teaching and Assessment Strategy; QGP1 Belmont College Quality Handbook; QGP4 Belmont College Student Handbook; SWP3 Belmont College Disability Policy; SWP2 Belmont College Equality, Diversity and Inclusion Policy*)

The committee meets termly, or more often if required. All meetings are either held at Belmont College or virtually, by prior agreement. Relevant paperwork and agendas are sent to members no less than 7 days prior to the meetings. Minutes are taken by a committee member, or administrator, and distributed within two weeks to LTC members and also to SMC and QC. (*QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference*)

7.8 Recruitment, Admissions & Registry Committee

The purpose of the Recruitment, Admissions & Registry Committee (RARC) is to:

- enable direct, formal communication to students, to inspire policies in ways that enhance the quantity, quality and readiness of students onto a course at Belmont College. (*RAP1 Belmont College Recruitment, Selection and Admission Policy; QGP1 Belmont College Quality Handbook*)
- to gather and distribute relevant information with regards to the recruitment and admission of students. (*RAP1 Belmont College Recruitment, Selection and Admission Policy*)

The RARC is run by the Head of Professional Services who will also decide on the Agenda for the meeting and can invite relevant Belmont College staff or Module tutors to attend in addition to the Head of Quality and the Head of Academic Programmes if wished. A chosen representative will be responsible for taking minutes and disseminating them. Minutes from the RARC are considered by each of the other committees to ensure that the ideas brought forward are acted upon if deemed vital and of importance to improve the quantity, quality and readiness for future intakes.

The committee mandate is to consider any issues that directly impact on the student experience with regards to recruitment and admissions. The RARC may raise any issues of concern, or any good practice, contributed by members of the team. *(RAP1 Belmont College Recruitment, Selection and Admission Policy)*

The committee meets termly as well as after every student intake. All meetings are either held at Belmont College or virtually, by prior agreement. Relevant paperwork and agendas are sent by the Recruitment, Admissions & Registry Team members to the Head of Professional Services following the intakes. The Head will then disseminate any relevant information or documentation to the SMC no less than 7 days prior to the meetings. Minutes are taken by a committee member and distributed within two weeks to all other committees.

7.9 Student Staff Committee

The purpose of the Student Staff Committee (SSC) is to: enable direct, formal communication between students and SMC, in addition to the usual informal channels; to enhance student engagement and student experience; to give students the opportunity for advocacy and committee, experience as a useful employability skill; and to ensure that the 'student voice' is heard and acted on in relation to all aspects of college operations that affect students. *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; QGP1 Belmont College Quality Handbook; QGP4 Belmont College Student Handbook)*

The committee meets termly. All meetings are either held at Belmont College or virtually, by prior agreement. Relevant paperwork and agendas are sent by the Representatives to members and relevant staff no less than 7 days prior to the meetings. Minutes are taken by Student Representatives and distributed within two weeks to SSC members as well as to SMC, QC and LTC.

8. Attending Meetings

As a Student Representative, your duties will involve conveying student feedback and concerns to Belmont College, as well as communicating decisions back to the student body.

The scope of meetings aligns with Belmont College's structure and functions, with a basic requirement to attend: - Staff Student Committee or at any other invited College Board Meeting. Each of these meetings will have specific objectives and topics for deliberation. However, their primary goal is to ensure effective program delivery and student support. *(QGP4 Belmont College Student Handbook; QGP1 Belmont College Quality Handbook; LTP1 Belmont College Learning, Teaching and Assessment Strategy)*

Your main focus and input will revolve around the following key discussion areas:

<p>Curriculum Everything that has to do with what you learn and how it is organised.</p>	<ul style="list-style-type: none"> • Course organisation • Timetable clarity • Expectations of curriculum and prospectus • Clearly outlined learning expectations
---	---

<p>Learning Resources Tools and resources offered to aid in learning</p>	<ul style="list-style-type: none"> • Adequacy of library and computing facilities • Accessibility of materials needed (such as books, it resources and others)
<p>Learning and Teaching Process The transfer of knowledge and information to students, followed by its implementation in actual situations.</p>	<ul style="list-style-type: none"> • Adequacy of guided to practice with relevance to your skills throughout your course • Rating of teaching • Additional forms of learning that can be added to lectures and tutorials
<p>Assessment and Feedback How tests, assignments, and projects are used to gauge your success; this information helps you identify your strengths and areas for improvement.</p>	<ul style="list-style-type: none"> • Rating of assessment adequacy and fairness • Rating of grading standards and fairness • Receiving adequate feedback and support from your assessments • Commenting on the nature, variety, purpose and timings of assessment provided
<p>Student progression and achievements The change from a module to another or from one year to the next.</p>	<ul style="list-style-type: none"> • Feedback on improvement and progression as a student • Employability improvements • Ability to progress to next level of study
<p>Guidance and support The assistance offered as you make your way through your course.</p>	<ul style="list-style-type: none"> • Rating of staff support and guidance • Rating of personal tutor support • Rating of relevant career advice and guidance
<p>Quality Enhancement and Assurance Enhancement opportunities for the course, as well as how Belmont College assesses student performance in relation to predetermined benchmarks .</p>	<ul style="list-style-type: none"> • Receptivity and response of Belmont College to concerns • Ability of communicating issues about the student experience

Before a formal meeting, like SSC (or) any other committee meeting (where applicable), ensure to: Discuss issues and concerns with other Student Representatives and the students you represent. Organise your thoughts on important matters for your peers and consider the desired outcome of the meeting. Manage your time efficiently for meeting preparation. Confirm the meeting date, time, and location. Review and compare your notes with the

previous meeting minutes. Report meeting outcomes and actions to the students you represent, possibly at the end of a teaching session. (*QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; QGP1 Belmont College Quality Handbook*)

8.1 Tips for Making the Most out of the Meetings

Meetings' quality and effectiveness depend on thorough planning and the active participation of members. Typically, meetings cover the following points:

- Date and location details with information about the Chairperson, members, and other invitees
- Meeting rules and boundaries outlined in the terms of reference (*QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference*)
- Documents for review, discussion, and action, including minutes from the previous meeting

Meetings at Belmont College will be arranged ahead of time and if student representative participation is required then adequate notice is given.

Student Representatives are expected to mark these appointments on their calendars and make any required advance plans, modifying earlier commitments.

Agenda items may ask for student thoughts and opinions could make use of your market research expertise and capacity for listening to the viewpoints of other members of the student body.

Before and throughout the meeting, it is crucial for you to:

- a) Review the presented papers and take notes or annotations for future reference.
- b) Be ready to share insights
- c) Be prepared to inquire with statements like “would it be more beneficial if...” or “could we explore...”
- d) Propose positive solutions that will benefit the broader student community.
- e) Reinforce successful practices to encourage staff to maintain these activities and events.
- f) Avoid tardiness – arrive on time and bring all relevant documents.
- g) Establish eye contact, especially with the Chair and note-taker.
- h) Avoid conflicts and refrain from escalating tensions or provocations.
- i) Take your own notes during the meeting.

After each meeting, notes that capture and outline the main conversations and arguments, decisions made, and any additional information required for the next meeting are shared amongst all members.

It is crucial to read these notes to verify their accuracy and to be able to communicate to students the outcomes of the issues discussed.

The method of communicating this information to students is at your discretion. Some ideas could however be in the form of:

- WhatsApp Messaging Class Group
- Oral presentation in class

- Via Email
- Through a Poster

8.2 Avoid the words 'I' & 'Me' Instead Use 'Us' & 'We!'

While your opinion as a student is valuable, you are expected to bear in mind that you will be the voice of all your fellow/class students and therefore, Belmont College is interested that through you they hear the opinions of everyone on your programme as one.

The greatest strategy for standing up for the needs of students is to demonstrate that you have spoken with other students and are really representing their opinions.

8.3 Get yourself known

As a Student Representative it is important to make sure that everyone in your class understands that you are the Student Representative.

Ask your lecturers for permission to introduce yourself at the start or conclusion of the class and work to increase your online presence.

Please be aware that you are asked to submit Belmont College feedback on various elements of your student experience on many occasions during the academic year. For this reason, it is critical to get input on a range of student life issues from the students you represent. Find out what worries them and what aspects of their course they like the most. This enables you to convey their opinions clearly. (*QGP1 Belmont College Quality Handbook; QGP4 Belmont College Student Handbook*)

8.4 You are not on your own

Remember that there is support for you. In your class, there could be another representative. If you have representatives who are enrolled in other classes or the same ones, think about making connections with them. Consider corresponding with delegates from other academic years. Recall that you also may always reach out to staff at Belmont College and that you have a network of support.

8.5 A brief word of warning

Please ensure that as a Student Representative you are expected not to counsel other students on private issues or particular complaints. Students are expected to seek help from the Head of Quality if they are unclear or doubtful. Students can always consult with Belmont College for one-on-one advice on private or delicate matters. (*QGP4 Belmont College Student Handbook; CAP3 Belmont College Complaint and Appeal Policy and Procedure; SWP4 Belmont College Mental Health and Wellbeing Policy*)

Student Voice in partnered university

Belmont College is committed to fostering an inclusive and effective Student Voice framework that enables all students to actively contribute to the enhancement of their academic and overall experience. This is achieved through a combination of formal, informal, and additional engagement opportunities,

including: (QGP1 Belmont College Quality Handbook; QGP4 Belmont College Student Handbook; QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference)

- Formal opportunities: student representation on committees; structured forums with senior leadership; Student Union engagement; and the use of surveys such as module evaluations and national benchmarks to systematically gather and analyse feedback. (QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; QGP1 Belmont College Quality Handbook; LTP1 Belmont College Learning, Teaching and Assessment Strategy)
- Informal opportunities: tutorials, classroom discussions, and open communication with academic and support staff, enabling continuous dialogue and timely resolution of concerns.
- Additional opportunities: focus groups, workshops, student forums, and digital feedback channels, ensuring accessibility and inclusivity for all learners. (SWP2 Belmont College Equality, Diversity and Inclusion Policy; SWP3 Belmont College Disability Policy; QGP1 Belmont College Quality Handbook)

Feedback collected through these channels is reviewed at programme, departmental, and institutional levels, informing decision-making, quality enhancement, and service improvement. Belmont College is committed to closing the feedback loop by communicating outcomes to students and demonstrating how their input has led to tangible improvements, thereby promoting a culture of partnership, transparency, and continuous development. (QGP1 Belmont College Quality Handbook; QGP4 Belmont College Student Handbook)

References: <https://www.hope.ac.uk/gateway/students/studentvoice/>

9. Conclusion: Enjoy the role of Student Representative

All Belmont College staff wish you to enjoy and flourish in the position of Student Representative. This role is vital in giving all students a voice within Belmont College. It is demanding and challenging and needs your commitment to being an effective representative. (QGP5 Belmont College Student Representative Handbook; QGP1 Belmont College Quality Handbook)

Remember to always:

- Be Clear - Speak clearly for better understanding.
- Be Concise - Avoid detailed explanations
- Be Accurate - Provide correct, specific information & avoid misleading content
- Be Relevant - Present all relevant information, not just fragments.
- Be Polite - Be considerate, non-aggressive, and avoid conflict and arguments.
- Be Positive - Offer practical solutions and hold back from criticism.
- Be Assertive - Don't be reluctant to voice your opinions confidently!

Your role as a Student Representative at Belmont College is very important as it ensures that students are heard, and actions are taken to improve your learning experience at Belmont College. (*QGP5 Belmont College Student Representative Handbook; QGP1 Belmont College Quality Handbook*)

Bellmont College Student Representative Handbook					
Version	Date	Author(s)	Amendments	Approved by	Next review
1	April 2024	Head of Quality and Operations	New Document	Board of Governors	April 2025
2	April 2025	Head of Quality and Operations	Revised Document	Board of Governors	April 2026
3	March 2026	Head of Quality and Operations	Revised Document	Board of Directors	March 2027