

# INTERNAL PROCEDURE



## Title: Student Involvement Strategy

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**Accessibility:** If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the Communications & PR Officer on 01603 773 169.

Further information: If you have any queries about this policy or procedure, please contact the name policy holder or the Communications & PR Officer on 01603 773 169.

## **Want to get involved? Want to see what the College has to offer you outside of your course?**

As part of our Student Involvement Strategy we try to create as many opportunities as possible for you to get involved with extra-curricular activities that help your personal and professional development.

One great way of getting involved is by joining the Students' Union:

- You could stand as an Officer of the Union, representing a certain group of students and help with Union activities.
- You could volunteer and help out when you can.
- Come to the Students' Union with an event idea and help to organise it.
- You could be a Class Rep and take in the views of your peers then report back to School Council meetings – ensuring the student voice is heard.
- You could stand as a Student Parliament Rep and get a say in some important decisions.
- You could run for Further or Higher Education Student Governor and see how the College's Governing Body works.
- Or you could run for President or Deputy President and run the Union yourself!

We also encourage you to:

- Participate in the quality review of your course – inform course planning for the future as part of a student focus group.
- Lead on 'student question time' – through experience of work'.
- Lead on (or participate in) topical 'Let's Debate' sessions – such as current affairs and equality and diversity issues.
- Promote and attend business network breakfasts and afternoon teas, held in the Startup Lounge – giving you the opportunity to talk to and question local employers.
- Represent the College at skills competitions.
- Represent the College at open days and other events as a member of 'Student Crew' – find out more about this paid work opportunity by visiting the Advice Shop.
- Take part in industry led projects (real live work opportunities).
- Work collaboratively with other curriculum areas of the College.
- Lead on entrepreneurial activities – such as promoting and selling your ideas/product and/or services by using the shop premises which is available to you.
- Form/join a club based on your interests.
- Volunteer for a local charity or organisation.
- Fundraise for a charity/project.
- Join the College sports clubs.
- 'Mystery shop' the College's student services.
- Check out apprenticeships within the College for CCN students.

**For further information on any of the above activities, visit the Students' Union Office or the Advice Shop, both of which are found on the ground floor of the Norwich building.**

# City College Norwich - Student Involvement Strategy

## Introduction

City College Norwich embraces student learning and success as its core purpose. Student involvement is central to providing an outstanding learning experience and it is vital that the student voice is listened to when examining and improving our teaching, learning and assessment, support practice and processes.

For students potential benefits include:

- a more responsive, more engaging, higher quality offer that empowers students in shaping their own experience;
- improved outcomes for more students, especially those who might otherwise not succeed;
- students who are more expert and independent, and who can help to shape learning experiences tailored to meet their needs and objectives in a way that achieves success;
- students who feel more involved and are motivated to put something back into the organisation, for instance by contributing to the development of policy or by coming back to share their experience of industry with future generations of students.

For providers potential benefits include:

- increased participation, retention, progression and achievement;
- better quality of information about the students' perspective, which can be used to triangulate other sources of data and drive professional and organisational development and quality improvement;
- better decisions about resource allocation and investment.

Improved Student Involvement is also:

- A key characteristic of a Grade 1 college.
- Creates a college community where students' opinions are listened to, valued and responded to.

## Aim

The College wishes to be an organisation in which student involvement is embedded throughout the organisational culture. The aim of this strategy is to ensure that student voice mechanisms are student led and fully integrated.

We aim to develop a culture where:

- students are motivated and supported to give constructive feedback;
- they see their feedback is taken seriously and results in change ('You said, We Did');
- tutors have the skills to encourage and respond positively to feedback supported by appropriate resources;
- there are measurable outcomes that show the impact the student involvement has had on the life of the College.

## Purpose

This student involvement strategy covers five main areas:

- Involvement of students individually in order to strengthen teaching, learning and assessment and responsiveness to individual needs.
- Involvement of students collectively in order to strengthen student participation and representation.
- Development of the organisation in order to create a culture of student led involvement.
- Involvement of students in a range of community, citizenship or other enrichment activities in or outside the College.
- Ensuring the Student Voice is integral to the College's decision making processes.

# City College Norwich - Student Involvement Strategy

## Current Practice

- ***Involvement of students individually in order to strengthen teaching, learning and assessment and responsiveness to individual needs***
  - Student induction programme includes sessions on learning styles and 'what makes a good student'.
  - Regular 1:1 (min 3 times a year) sessions through the tutorial programme to evaluate strengths and areas of development including clear target setting with goals for improvement.
  - Initial assessment and diagnostic at induction for all full-time students and the results discussed through the Initial Individual Learning Plan.
  - Clear communication is given to students by way of 'You Said We Did' notifications (newsletters and notice boards throughout the College plus direct email contact).
  - Students (Course Representatives) attend Course Review meetings to discuss course related issues; this is also linked to the SAR process. Questioning of students throughout Learning Walks, Direct Session Reviews and student focus groups gives us valuable feedback which is then used to identify strengths and areas for development, this informs staff feedback and planning staff development and curriculum development.
  
- ***Involvement of students collectively in order to strengthen student participation and representation***
  - During induction student Course Representatives are elected and students are fully briefed on how they may raise concerns that they may have about the standard of teaching, learning and assessment or wider college issues. There are structured opportunities throughout the year i.e. School Council meetings, Student Parliament; events in the foyer on specific issues; organised debates on topical issues, elected Students' Union Officers etc. which enable students to be confident in raising concerns and assured that improvement actions are put in place and revisited regularly.
  - Staff at all levels work to ensure that the views of students regarding the quality teaching, learning and assessment for each course, are sought and that this feedback helps to inform an area's self-assessment/improvement planning.
  - Each course review meeting (carried out 3-5 times in a year) has a mandatory section in the course review document which asks course leaders to provide evidence of how they have captured student voice and how this has informed improving student experience and planning the course for the future.
  - Student surveys throughout the year seek to gain valuable feedback from students. The findings form part of the self-assessment (SAR) of each course and the SAR cross college. Any course that registers a significantly low positive score for any survey question is subsequently reviewed and improvement actions put in place.
  - A range of activities arranged by Student Committee / Student Council including trips, fund raising activities and cross college events such as Diversity Week.
  - Representation by Student Governors and the Students' Union President at College Corporation meetings.
  - A range of cross college events include anti-bullying, safe driving, diversity week, health week, anti-smoking etc.
  - Qualification external verifier reports from awarding bodies, document student feedback and the quality of teaching, learning and assessment for areas.

# City College Norwich - Student Involvement Strategy

- ***Development of the organisation in order to create a culture of student led involvement***
  - Students receive clear information at induction about the value of the student voice and are encouraged to engage in teaching, learning and assessment quality review opportunities.
  - Ongoing promotion of Student Voice via the Students' Union, Facebook and Twitter.
  - 'You said, We Did' newsletters and notice boards throughout the College, plus direct email contact with Course Representatives.
  
- ***Involvement of students in a range of community, citizenship or other enrichment activities in or outside the College***
  - Links to national Citizenship programmes.
  - A strong commitment to celebrating and sharing student successes.
  - A strong commitment to encouraging student involvement in fundraising and enterprise activities.
  - A strong commitment to encouraging students to lead on entrepreneurial activities.
  - A good level of involvement of students in College activities and events such as Open events, Norfolk Show, Take Overs etc.
  - Students are encouraged to lead on (and/or participate in) topical 'Let's Debate' sessions – such as current affairs and equality and diversity issues.
  
- ***Ensuring the Student Voice is integral to the College's decision making processes***
  - Key feedback and priorities for change from Student Councils and Course Reviews are reported to the Corporation via the Curriculum and Standards Committee.
  - Student Governors (1 HE and 1 FE) are elected each year and are supported to attend full Corporation and associated committee meetings.
  - Student Committee members attend Corporation forums to provide direct student feedback and interaction with Governors.
  - Students' Union President is a member of the Executive team and attends weekly meetings with the Principal to provide ongoing student feedback.
  - Student Survey results are an integral part of the College's SAR process.
  - The College seeks the views of students on any major matter of strategy or provision that is likely to impact on the 'student experience'.