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Version Date: December 2018

**Student Involvement Strategy**

**2018-2020DRAFT**

**Student Version**

**What is the Student Involvement Strategy?**

We know that we will be a better college if we actively involve our students in everything we do. Our Student Involvement Strategy is our commitment to making sure students are involved in all aspects of college life, and that your feedback is regularly asked for, and used to make improvements. This includes asking students for their views on our:

* Teaching and learning
* Resources, facilities and venues
* Support services (e.g. student counselling)
* Extracurricular activities (e.g. sport)
* College strategy (the main goals the college is focused on)

The Strategy aims to:

* Put students at the centre of the college’s day-to-day running and long-term planning
* Create a culture where students want to give feedback and where they see their feedback is taken seriously
* Make sure that all students have an equal voice
* Make sure that student feedback is used to make improvements and that the right people listen
* Make sure staff know how to deal with student feedback properly
* Making it clear what activities we are carrying out throughout the year
* Understand how well we are involving students, and how well that involvement is working.

This document is a summary of the Student Involvement Strategy, containing the most important information you need to know as a student. The full version can be found on our website: [www.nptcgroup.ac.uk](http://www.nptcgroup.ac.uk).

**Things we want to improve**

* More student involvement activities throughout the year, in a range of different ways
* Making sure activities are organised in advance and students know about them ahead of time
* Letting students know in good time what has been done with their feedback
* Making sure the same activities take place on the Powys Campuses and the South Campuses
* Measuring how effective our activities are – are they doing what we want them to do?
* Reporting student feedback to senior management so they understand what you think of the college.

**What will we do to get there?**

We have created opportunities for student involvement throughout the student’s learning journey **(table 1, page 3)**, including:

* Application and interview
* Initial assessment
* Enrolment
* Induction
* Developing your individual learning plan
* During the learning process
* When you leave college

To do this, we have created a **Student Involvement Framework** which shows our four different types of student involvement **(table 2, page 4)**:

1. Individual Students
2. Student Representatives
3. Bursary, Scholarship and Ambassador Programmes
4. Student Union.

**Table 1: Student Involvement through the Learning Journey**

|  |  |  |
| --- | --- | --- |
| **When** | **Activity** | **Who** |
| Before enrolling | Taster weeks, Day in the Life, social media | Individual |
|  |  |  |
| Application and Interview | Application events, interviews, interview questionnaire, social online interaction, ‘keeping warm’ activities and communications | Individual |
|  |  |  |
| Initial assessment | Students complete an assessment and essential skills development plan with targets | Individual |
|  |  |  |
| Enrolment | Meeting with tutor, guidance with student services, study skills support, Careers Wales guidance | Individual |
|  |  |  |
| Induction | Induction assessment, focus groups, induction survey, fresher’s fayre, election of student representatives, application for ambassador and scholarship programme | Individual  Collective  Scholarship and Ambassador  Student Union |
|  |  |  |
| Developing  the individual learning plan (ILP) | The ILP is completed with the personal tutor and contains details of:   * Career goals, any additional learning needs, barriers to success * Student profile * Targets and actions * Progress reviews | Individual |
|  |  |  |
| During the learning process | Course team meetings, course reviews, involvement in specific quality activities, student conference, learner voice survey, focus groups, award of ambassadorships and scholarships, representation on college working groups and committees. | Individual  Collective  Scholarship and Ambassador  Student Union |
|  |  |  |
| Finishing your course | Leavers’ survey | Individual |

**Table 2: The Student Involvement Framework**

|  |  |  |  |
| --- | --- | --- | --- |
| Image result for graduate icon | Image result for megaphone icon | Image result for award icon |  |
| **Strand 1: Individual Students** | **Strand 2: Student Reps** | **Strand 3: Bursary, Scholarship and Ambassador Programme** | **Strand 4: Student Union** |
| Individual applicants and students will be involved in:   * Feedback on transition activities * Feedback on interview evenings * Creating their LSP or person centre plan with Careers Wales * Choosing a programme of study and setting improvement targets * Creating an Individual Learning Plan * Completing surveys * Taking part in college events, campaigns and activities * STEP Tutorial Programme * Feedback through VocalEyes * Social media * Joining external organisations, e.g. community councils, Children’s Rights Unit, Young People Assembly for Wales | At the beginning of the year each class will elect a student rep during a tutorial session. This student will represent their class’ views and share them at:   * Course review meetings * Internal academic school meetings * Campus Senedd meetings (termly meetings with all student reps) * Annual student celebration event * Representation on relevant College committees * Involvement in internal inspections and giving feedback on college services * Promote VocalEyes and the Student Union to students | Bursaries are financial prizes up to £4500 each that are given to students for academic, vocational and sporting achievements. Students can apply for the Scholarship and Ambassador Programmes. As part of this, students make a contribution back to the College, acting as the external face of the College by:   * Supporting academic schools at open events and parents evenings * Supporting the admission team at interview evenings, taster events, school presentations and enrolment * Providing mentoring support to other students * Promoting student services | The Student Union is run by the students for the students, supported by Student Services. They hold activities, events and supports interest groups for all students. Student Union officers are voted in by the students every Spring.   * Reps from FE and HE * Set up clubs and societies * Organise activities and events, e.g. Prom, Fresher’s Fayre, Charity Week (AKA Rag Week) * Support national campaigns such as LGBT History Month * Listen to student feedback, and lobby the college to make improvements. * Officially registered with the National Union of Students (NUS) |

**Surveys**

The college runs the following surveys every year:

* **Induction** – to find out what the student thought of the admissions process including enrolment and their experiences during the first few weeks of the new year -
* **Learner Experience Survey** – to find out what students thinks about their overall experience at the NPTC Group of Colleges
* **Point of exit survey** – to find out why students may have left early and the reasons why they left
* **National Students Survey (HE students only) -**  to find out what HE Students think about their overall experience at the College and to compare that with other HE providers in the UK.

**Outside the college**

Students will be made aware of and encouraged to participate in external and community based activities, including:

* Community based projects
* Town and community councillors
* Board members of external organisations

**Events and Activities**

We organise activities to help students settle into College, to help them look after themselves better and prepare for the next stages in their career. The events that take place on the four main campuses are:

* Fresher’s Fayre
* Healthy College event
* Preparing for Higher Education
* Democracy Day
* Annual student rep celebration event

**TOTUM: the UK’s #1 student discount card**

All students over 16 and studying more than 10 hours per week can buy a TOTUM card. Download the TOTUM app today for free and then to unlock a full year’s worth of discounts, it’s just £12. TOTUM gives you all year round deals like **10% off ASOS, 12% off 16-25 railcards**, loads of **Apple** discounts, food and drink discounts, **20%** off with**National Express**, and **2 for 1** on your first two driving lessons with **RED Driving School**. Download the app today and see what you think! [www.totum.com](http://www.totum.com)

**Who is responsible for making sure this work happens?**

We have a **Student Involvement Working Group** that oversees this strategy, and makes sure that we complete these activities throughout the year. The members include senior management, student representatives from each campus, and staff from a range of different departments including Student Services, Marketing, and Governance. The Student Involvement Working Group should be led by the students.

The Student Involvement Working Group creates a **Student Involvement Calendar** for every academic year. This year’s calendar can be found on page 7.

The Student Involvement Working Group reports to the Senior Management Team.

The key members of staff who oversee this Strategy are:

* Assistant Principal: Students
* Assistant Principal: Quality
* Senior Student Involvement and Diversity Officer

**How will we measure this?**

We measure the success of this strategy through:

* **monthly** updates to the Student Management Group
* an **annual** report to the Board
* an **annual** update of the strategy
* a full review of the strategy itself **every two years**

We will also look at:

**Results**

* Are student views and involvement actually making a difference?
* What has been improved as a result of student involvement?
* What new things have been created as a result of student involvement?

**Participation**

* Are students actually taking up opportunities provided, and how many?
* Are different groups of students taking up opportunities equally?
* Is the impact of student’s views being communicated to students?
* Are students happy with the processes they are involved in?

**Targets**

* Overall student attendance of 90% or more
* Overall student retention (i.e. students who stay in college) of 93% or more
* Student overall satisfaction is ‘very good’
* 10% increase in students filling out our surveys
* Increase of students attending our Annual Student Conference
* 42 student ambassador/scholarship programme posts are filled
* 9 College committees with a student representative
* 1 student representative per class each year
* 5 governor meetings over 1 year where the student representative attended.

Student Involvement Calendar, 2019-2020

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SEPTEMBER | | EVENT | STUDENT GROUP | DATE | | |
| Week 1-4 | | Diagnostic assessments completed and ILPs developed  OnTrack Getting To Know You activity | ALL | Throughout month | | |
| Week 1 | | Student Union training and team building day  First Student Union meeting of the year | Student Union | TBC | | |
| Week 2 | | Election of student representatives | Student reps | TBC | | |
| Week 2 | | Fresher’s Fair | ALL | 10th and 12th | | |
| Week 3 | | Student Representative Training | Student reps | TBC | | |
| *Week 4* | | *Recycle Week (for info)* | *ALL* | *23rd* | | |
| Week 4 | | Bi Visibility Day | ALL | 23rd | | |
| Week 4 | | Deadline: expressions of interest for Student Union committee positions | Student Union | 27th | | |
| OCTOBER | EVENT | | STUDENT GROUP | | DATE | | |
| Week 1-4 | Black History Month | | ALL | | Throughout | | |
| Week 1 | Student Union Executive Committee meeting – vote in SU reps | | Student Union | | TBC | | |
| Week 1 | Nomination of representatives for college committee and working groups | | Student Union | | TBC | | |
| Week 1/2 | College Senedd meeting 1 | | Student reps | | TBC | | |
| Week 2 | Applications open for Ambassador Programme | | ALL | | TBC | | |
| Week 2 | World Mental Health Day | | ALL | | 10th | | |
| Week 3 | National Hate Crime Awareness Week | | ALL | | 12th - 19th | | |
| Week 3 | Enrolment and Induction survey | | ALL | | 14th Oct – 8th Nov | | |
| *Week 4* | *Diwali (for info)* | | *ALL* | | *21st* | | |
| *Week 5* | *Half term (for info)* | | *ALL* | | *28th – 1st Nov* | | |
| TBC | Right Course Right Choice campaign | | ALL | | TBC | | |
| TBC | Learning Walks | | Student Reps | | Oct - Feb | | |
| NOVEMBER | EVENT | | STUDENT GROUP | | DATE | |
| Week 1 | Enrolment and Induction survey | | ALL | | End November 8th 2019 | |
| *Week 1* | *Stress Awareness Day (for info)* | | *ALL* | | *6th* | |
| *Week 2* | *National Interfaith Week (for info)* | | *ALL* | | *10- 17th* | |
| Week 2 | Anti-Bullying Week | | ALL | | 11 – 15th | |
| *Week 3* | *Trans Day of Remembrance (for info)* | | *ALL* | | *20th* | |
| DECEMBER | EVENT | | STUDENT GROUP | | DATE |
| Week 1 | Democracy Event | | ALL | | TBC |
| *Week 1* | *International Day of Persons with Disabilities (for info)* | | *ALL* | | *3rd* |
| *Week 3* | *End of term (for info)* | | *ALL* | | *20th* |
| JANUARY | EVENT | | STUDENT GROUP | | DATE | |
| Week 2-3 | College Senedd meeting 2 | |  | |  | |
| *Week 3* | *St Dwynwen’s Day (for info)* | | *ALL* | | *25th* | |
| Week 4 | Healthy College event | |  | |  | |
| Week 4 | Holocaust Memorial Day event | |  | | 27th | |

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| --- | --- | --- | --- |
| FEBRUARY | EVENT | STUDENT GROUP | DATE |
| Week 1-4 | LGBT History Month | ALL | Throughout |
| Week 1-4 | Learner Experience Survey | ALL | 3rd Feb – 6th March |
| Week 2/3 | Student Representatives involved in Internal Inspections | Student reps | TBC |
| Week 2/3 | Annual Student Conference | Student reps + SU | TBC |
| Week 3 | Random Acts of Kindness Day | Student Union | 17th |

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| --- | --- | --- | --- |
| MARCH | EVENT | STUDENT GROUP | DATE |
| Week 1-4 | Student Union elections | Student Union | Throughout |
| Week 2 | International Women’s Day | Student Union | 8th |
| Week 2 | No Smoking Day | Student Union | 13th |
| Week 2-3 | College Senedd meeting 3 | Student reps | TBC |
| *Week 3* | *International Day for the Elimination of Racial Discrimination 2020 (for info)* | *ALL* | *21st* |
| Week 4 | NUS Wales conference | Student Union | TBC |
| Week 5 | Trans Day of Visibility |  | 31st |

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| --- | --- | --- | --- |
| April | EVENT | STUDENT GROUP | DATE |
| *Week 1-2* | *Easter holidays (for info)* | *ALL* | *6th – 17th* |

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| --- | --- | --- | --- |
| MAY | EVENT | STUDENT GROUP | DATE |
| Week 2 | Swansea Pride | ALL | TBC |
| *Week 3* | *International Day Against Homophobia, Transphobia and Biphobia (for info)* | *ALL* | *17th* |
| Week 4 | Mental Health Awareness Week | Student Union | 16 – 22nd |
| Week 4 | Preparing for HE event | 1st year L3 students | TBC |
| *Week 4* | *Half term (for info)* | *ALL* | *25th – 29th* |

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| --- | --- | --- | --- |
| June | EVENT | STUDENT GROUP | DATE |
| Week 1-2 | Election of Student Governors | Student Union | TBC |
| *Week 2* | *Carers’ week (for info)* | *ALL* | *8 – 14th* |
| Week 3-4 | Applicant Taster Week Evaluation | ALL | TBC |