



# ICHAS

## Section 8 - Student Supports

<b>Subject:</b>	Procedures associated with Student Engagement		
<i>Date Approved by Board of Directors:</i>			<b>July 2019</b>
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy	Policy on Student Engagement		

### INTRODUCTION

The College provides a wide range of both formal and informal opportunities for Student Engagement in College life and decision making at a range of levels. The processes for the Design and Development of Programmes includes the learner voice through appropriate consultation. The College actively supports student engagement in terms of learner feedback and evaluation associated with ongoing monitoring of programmes and services, both at an individual student level and also structurally through the Class Representative System.

ICHAS facilitates each class to elect or appoint a student from within the class cohort to act as representative for each academic year. This person acts as the designated representative for the class cohort and participates in appropriate decision making and consultative bodies as outlined in Section 2 of the QAE Manual, ensuring channels of communication with College structures. Students will be supported and trained appropriately with specific emphasis on roles and responsibilities for the committees on which they sit. The NStEP programme will be used to support this process.

Accessible online systems of Structured Feedback are provided to enable students to give evaluative feedback at the end of each Module and the End of Each Semester in relation to the teaching and learning experiences on each individual module as well as support structures. Feedback is gathered anonymously and discussed at the Programme Board meeting where it is used to enhance programme delivery.

## RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Student	Has to actively engage with supports
Programme Director	Facilitate the engagement of students.
Programme Coordinator	Facilitate the engagement of students.
Programme Boards	Facilitate the engagement of students.
Academic Council	Facilitate the engagement of students.
Other Decision-making Bodies	Facilitate the engagement of students.

## PROCEDURES

The following procedures relate to the Student Engagement Policy.

### **Class Representation**

At the initial induction and in subsequent Class visits each class is facilitated to elect a student from within the class cohort to act as representative. This person acts as the designated representative for the class cohort and facilitates communication between their class and the programme director/coordinator. The names of those elected are forwarded to the Registrar and formal engagement with each cohort will be undertaken through the Class representative meetings. Each representative is sent a schedule of meetings between College Representatives and the Class Representatives for each cohort. Learner Representatives from this group are appointed to Programme Boards and expected to attend Programme Board Meetings scheduled throughout the Academic year. Learners are advised that formal engagement normally involves:

Formal meetings are held at least three times annually with Class Representatives. Class Representatives are members of Programme Boards Student Representatives sit on Faculty Boards which meet twice each Semester. Student Representatives sit on Academic Council.

### **Student Voice**

All students are advised through the Learning Management system, at Induction meetings and regularly throughout each Semester that structured Feedback is gathered at the conclusion of each semester in relation the teaching and learning experiences on each individual module. All students are invited to complete anonymised student evaluations at Modular, Stage and Programme completion phases. Learners are advised that their involvement in Review and Monitoring of Programmes occurs at a range of levels both formally and informally and that their contribution as valued stakeholders is expected.

## GRAPHICAL PRESENTATION OF PROCEDURE

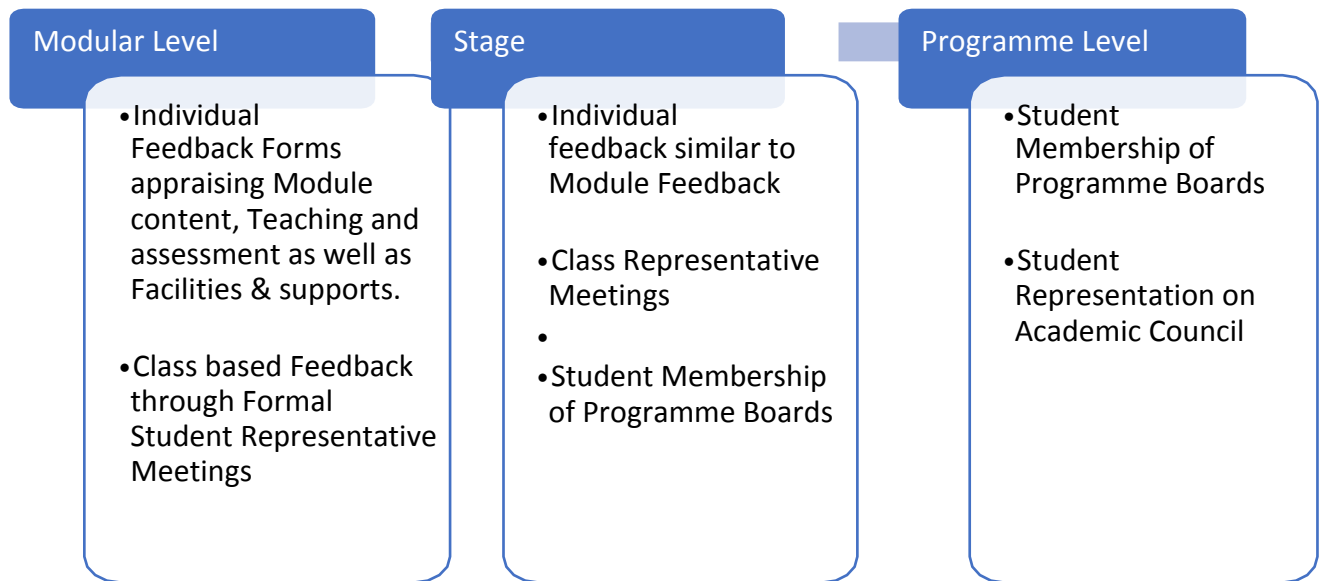


Figure 1 - Principal Formal means of Student Engagement in Programme & Services Monitoring

### Linked Policies and Procedures

<b>Linked Policies</b>	Policy on Student Engagement
<b>Linked Procedures</b>	