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**ACMET LONDON COLLEGE**

**Student Representative Committee: Terms of Reference and Constitution**

**1. Purpose and Scope**

1.1 The purpose of the Student Representative Committee is to consider matters to do with the general learning experience and learning opportunities whilst a student at Acmet London College.

1.2 The scope of the Student Representative Committee relates to representing the view and opinions of all student at Acmet London College concerned with their overall learning experience.

**2. Terms of Reference**

2.1 Student Representatives and members of staff may raise matters concerned with the following areas:

* Development of new programmes
* Equality and diversity
* External reviews of the higher education provision at the College, for example by the Quality assurance Agency (QAA) and Pearson (Academic Management Review)
* General health and safety matters
* Pearson Standards Verifier/External examiner reports for higher education programmes at the College
* Prevent
* Review and monitoring of existing programmes and constituent units
* Student support and guidance, including career development and advice
* Teaching and learning resources, including learning resources, IT, VLE and teaching and study spaces
* Teaching, learning and assessment, including matters to do with return of assessed work and feedback provided

2.2 Where appropriate, matters raised at the Student Representative Committee will result in an action plan being agreed and recorded in the minutes of the meeting. Subsequent meetings of the Student Representative Committee will follow up on progress with the action plan for matters raised at previous meetings.

2.3 The Student Representative Committee will receive and discuss actions agreed at the previous meeting of the Academic Standards Board. The Committee may also raise issues it wishes to be considered at the next meeting of Academic Standards Board and/or Executive Board, as appropriate.

2.4 The Student Representative Committee will receive and discuss the results of feedback obtained from student surveys conducted by the College.

2.5 The Student Representative Committee will identify examples of good practice related to student learning opportunities and act as a vehicle for dissemination to the wider student group.

**3. Constitution**

3.1 The constitution of Student Representative Committee is as follows:

Student Representatives (up to four – two from each year) from both Year 1 and Year 2 of the HND Business programme.

Up to three members of staff, including the Principal, Student Services Officer

and HND Programme Leader.

**4. Administrative Matters**

4.1 The Student Representative Committee will normally meet three times a year, preferably towards the end of each term.

4.2 The Secretary is designated by the Chair.

4.3 Circulation of papers to all members of Student Representative Committee.

4.4 Minutes of meetings to be made available to all staff and students through an e- medium.

4.5 The Student Services Officer will arrange for notes to be taken of meetings of the Student Representative Committee. Notes of a meeting are to be signed off by the Chair before being taken as final. Notes of meetings of the Student Committee will be made available to all students via the VLE. Notes of the Student Representative Committee will be considered at Academic Standards Board and the Executive Board.

**5. Reporting arrangements**

5.1 Student Representative Committee reports to Academic Standards Board and issues considered by Executive Board.

**6. Typical agenda**

6.1 A typical agenda for a meeting of the Student Representative Committee may be as follows:

 1. Apologies for absence

 2. To elect chair of the meeting

 3. Minutes and matters arising from the previous meeting

 4. Progress on actions from the previous meeting

 5. Matters raised by Student Representatives

 6. Matters raised by members of staff

 7. Internal reports for consideration (for example, student surveys, annual course monitoring reports)

 8. External reports for consideration (for example, QAA Review reports, Pearson /Edexcel External Examiner reports,)

 9. Matters concerned with the College’s Prevent Policy and associated

 procedures

 10. Health and safety matters

 11. Any other business