

Name of activity (examples of current activities include Tutoring, Make the Difference Day, Residential Support Officer)	Course Representative
Description of activity	Students elected as a course representatives to attend departmental Student-Staff Committee meetings on behalf of their year group.
Academic term in which activity is to begin?	Autumn
Is participation in the activity measurable? (E.g. A one day event, 30 hours total, 10 weeks of 3 hours, an elected position for a year.) Please provide details.	Yes – students are required to attend all relevant meetings for a complete academic year.
Approximately how many students do you anticipate taking part in this activity over the academic year?	280
Who is responsible for validating students' participation in the activity? (e.g. Area Leader, student, external stakeholder?)	Students Union Area Leader
RHP uses a points tariff to indicate achievement of an activity (i.e. completion of agreed participation). When, and at what threshold, would you consider this activity to have been achieved? (e.g. On completion of 30 hours, by a certain date e.g. end of April for an elected position.)	On completion of one academic year as a course representative.
Would you be willing to enter and record students progress against this activity on a spreadsheet or other system?	Yes
Are activities generally completed by the beginning of May? If not, please give details.	Yes
Would you be willing to agree a cut off date for this activity during a given academic year and conform to set timescales for providing data?	Yes
Is this activity available to the entire student population or restricted to a particular cohort (e.g. undergraduate or within a certain academic department)?	Yes - any student can stand for election.
Do students receive payment for delivering / taking part in the activity?	No
Does this activity overlap with any other department or contribute to any other College/non-College Award e.g. V+?	No
Are there any external stakeholders/ organisations/ employers involved in this activity?	No
Is there a limit to the number of students who can participate on this activity during a given term? If so, how do you select them?	There is a limit to the no. of students who can be elected (typically one or two per year group per department). Students are selected through election by their peers.