

Student Association Constitution

1. Name

There shall be a Student Association within the meaning of the 1994 Education Act at West Lothian College. It will be known as 'West Lothian College Student Association.'

2. Aims and Objectives

The aims and objectives of the Student Association are to:

- (a) be the recognised representative channel between students and West Lothian College and any other external organisation;
- (b) promote an environment within the College which will complement the educational activities of the student body;
- (c) advise the College Board of Governors, College staff and students on matters pertaining to the student body;
- (d) assist, inform and promote health, safety and welfare issues relevant to the student body;
- (e) organise or assist in organising sporting, social and charity events;
- (f) communicate issues of relevance to the student body;
- (g) represent the interests of College students to external bodies;
- (h) ensure there is sufficient representation and support for students; and
- (i) address the above objectives without discrimination and prejudice.

3. Powers

The Student Association has the power to:

- (a) provide and promote activities, services, and facilities for members;
- (b) raise funds and receive grants and donations;
- (c) do anything which is lawful to achieve the stated objectives.

4. Membership

4.1 The members of the Association are:

- (a) all students who are enrolled at West Lothian College; and
- (b) sabbatical officers.

4.2 Members can:

- (a) take part in the Association's educational, social, sporting and cultural activities;
- (b) vote in elections;
- (c) stand for or nominate other members to stand for office;
- (d) hold officers to account for the actions taken on behalf of members.

4.3 Membership of the Association will end automatically if:

- (a) an individual stops being a student or a sabbatical officer;
- (b) the member gives written notice that they do not want to be a member;
- (c) a decision is made to remove an individual from membership under the relevant Code of Conduct.

4.4 All members must adhere to the Association Code of Conduct. Members who breach the Code may be suspended or removed from the Association.

4.4 Enrolled students who have previously opted-out of the Association remain eligible for membership. Requests to rejoin should be made in writing to the President or Student Association Development Officer.

5 Student Association Structure

5.1 The Student Association President will be elected by the student body. This will be a full time sabbatical post. The President will automatically be the overall Chair of the Student Association.

5.2 The Student Association Vice President will be elected by the student body. This will be a full time sabbatical post. The Vice President will automatically be the vice Chair of the Student Association.

- 5.3 An Executive Committee will be formed comprising the Student Association President Vice President and three other elected members. The Committee will be led by the Student Association President and supported by the Student Association Development Officer.
- 5.4 The Executive Committee will act as a liaison between the College and its student body.
- 5.5 The President and Vice President will represent students on the Board of Governors of West Lothian College in accordance with the Further and Higher Education (Scotland) Act 1992, the Post-16 Education (Scotland) Act 2013, and the Board of Governors Standing Orders.
- 5.6 The Executive Committee may co-opt other students as required to represent the Association on internal College committees.
- 5.7 A system of Centre Ambassadors will operate, in order to assist the President and Vice President with Centre specific information in relation to student experiences via evaluation. These will be volunteer roles.
- 5.8 Other unpaid positions may be set up by the Executive Committee and filled by volunteers for one academic year.

6 Officer Positions

- 6.1 The term of office for the Student President will be two calendar year from June-June, with the exception of an additional 1-2 days training when elected.
- 6.2 The term of office for the Student Vice President will be two calendar years from June -June, with the exception of an additional 1-2 days training when elected.
- 6.3 The Student Vice President nominated to join the Board of Governors may join the Board and take part in relevant Board induction prior to taking up the period of paid office.
- 6.4 A member may not hold sabbatical office, or paid elected office, for more than two years in total.
- 6.6 An elected officer shall cease to hold office if:
- (a) they resign;
 - (b) they cease to be a member of the Association;

- (c) a motion of no confidence is passed by a two thirds majority at a general meeting of the Student Association called expressly for that purpose, provided that, in the case of a Sabbatical Officer, the Student Association has first carried out any steps it is required to take under the Sabbatical Officer's agreement and/or the applicable student disciplinary procedure;
- (d) they are removed from their paid position on the grounds of gross misconduct in accordance with the Student Association code of conduct and applicable student disciplinary procedure.

6.7 If any employee of the College submits a nomination form for President or Vice President role, they must play no part in the election process. If elected to the position, they will normally be expected to have resigned and terminated their employment prior to commencing their term of office.

7 Election Procedures

- 7.1 The President and Vice President shall be elected by a secret ballot of all members.
- 7.2 Candidates may nominate themselves by completing and returning the nomination form to the Student Association Development Officer.
- 7.3 Candidates must participate in any events deemed necessary prior to the election, such as providing personal statements, election campaigning or taking part in information meetings. Non participation in required events may prevent candidates from standing for election.
- 7.4 In the event of vacancies arising for the position of either President or one of the Vice Presidents the Executive Committee may temporarily appoint another member to fill the vacant post.
- 7.5 The Executive Committee will, wherever practical, make arrangements for election by secret ballot to fill any such vacancies.
- 7.6 The Student Association Development Officer shall be responsible for the good conduct of elections.
- 7.7 Any questions, concerns or disputes about the elections or elections process will be considered and wherever possible resolved by the Student Association Development Officer. Outstanding complaints and appeals will be referred to the Head of Quality and Learner Services for consideration and resolution.

8. Centre Ambassadors

- 8.1 All West Lothian Students will have the opportunity to apply for the positions of Centre Ambassadors.
- 8.2 All Centre Ambassador applicants will be required to apply for the positions in a voluntary non paid capacity.
- 8.3 The name of the Centres Ambassadors will be shortlisted via a recruitment process and interviewed for the positions by the then President/Vice President and supported by the Student Association Development Officer.
- 8.4 Candidates will be selected where they possess relevant skills matching the recruitment criteria for Centre Ambassadors. There is no limit to the number of volunteers that can be successful within the selection timeline.
- 8.5 All successful Centre Ambassadors will be expected to attend a training session and carry out duties in relation to SPARKLE, Learning and Teaching evaluation.
- 8.6 Meetings of Centre Ambassadors will be held on a regular basis. These meetings will be chaired by the President. The first of these meetings in the academic year should take place within one calendar month of the appointment of the Centre Ambassadors. Thereafter, non face to face meetings are acceptable if a majority are in agreement.

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9 Executive Committee Meetings

- 9.1 The Executive Committee will meet on a regular basis and at least once a fortnight.
- 9.2 The quorum for decision-making meetings of the Executive Committee is three members, one of whom must be the Student President.
- 9.3 An emergency meeting of the Executive Committee may be called by the President or a Vice President only where business cannot be left until the next scheduled meeting. At least 24 hours' notice shall be given in writing for an emergency meeting. Details of agenda items for such a meeting shall be posted by e-mail to members, at least 24 hours before the date of the emergency committee meeting.
- 9.4 Minutes shall be taken at all Executive Committee meetings and approved at the next appropriate meeting. All approved minutes shall be made available to all members of the Student Association in a way deemed most appropriate by the Executive.

10 Items for Discussion

- 10.1 Members can raise items for discussion through the structures of the Association, including raising an issue through the Centre Ambassador structure or directly with the Student Association President or Vice President.
- 10.2 An individual member may request formal consideration of an issue by the Executive Committee. Any such request should be put in writing and submitted through the Student Association Development Officer. The member will be advised of the outcome after the matter has been considered by the Executive Committee.

11 General Meetings of the Student Association

- 11.1 Every member has the right to attend general meetings and the right to vote.
- 11.2 The Executive Committee may call a general meeting at any time.
- 11.3 The Executive Committee shall call a general meeting on receiving a requisition to that effect, signed by at least 15 members of the Association.
- 11.4 A general meeting shall be called by at least 14 clear days' written notice.
- 11.5 Every notice calling a general meeting shall specify the place, day and time of the meeting and the general nature of the business to be discussed.
- 11.6 All members should be notified of the meeting, using communication channels normally used to communicate with the student body.
- 11.7 The quorum for the meeting will be 20 Cross College members of the Association.
- 11.8 The chair of the meeting will be the Student Association President, or in their absence, the Vice President.
- 11.9 A resolution put to the vote of a general meeting shall be decided on a show of hands, unless a resolution is made to hold a secret ballot.
- 11.10 Every resolution put to the vote of a general meeting shall be decided by a simple majority of the votes cast unless this Constitution provides otherwise.
- 11.11 Minutes shall be taken at all general meetings of the Association and made available to all members in a way deemed most appropriate by the Executive.

12 Clubs and Societies

The Association may recognise Clubs and Societies, providing they are in line with the aims and objectives of the Association.

13 Finance

The finances of the Student Association will be determined annually by the College Senior Management Team. The constitutional procedures are as follows:

- (a) the budget allocation to the Student Association will be decided annually by the Senior Management Team as part of the the overall College budget, and as approved by the Board of Governors;
- (b) the budget allocation can only be used in pursuit of the Association aims and objectives;
- (c) all monies received by any member of the Student Association, on behalf of the Student Association, shall be lodged through the College Finance Department;
- (d) the Student Association Development Officer shall be responsible for management of funds allocated for Student Association activities and will act as an authorised signatory for any money allocated for Student Association activities;
- (e) the Student Association President can authorise funds up to £50;
- (f) financial records will be kept in the Finance Department of the College;
- (g) all funds allocations must be properly recorded;
- (h) the Student Association shall be subject to standard College audit processes;
- (i) the financial year of the Student Association shall be from the 1st of August;
- (j) the financial report will include a list of any external organisations to which the Association has made donations and the detail of those donations;
- (k) a final account of the income and expenditure of the Student Association shall be prepared by the Student Association at the end of June; and

- (l) the financial report will be made available to the Board of Governors and all members of the Association.

14 Winding Up

If the Association is subject to being wound up, any money or property remaining after all debts have been paid will belong to and be held by West Lothian College in trust for the purposes of a student organisation that represents the interests of the students of West Lothian College.

15 Interpretations

In the event of a dispute as to the interpretation of any part of the Constitution a ruling from the Student Association President should be sought in the first instance. If this is not clarified or resolved it should then be referred to the Student Association Development Officer.

16 Review and Amendments

- 16.1 Any proposed changes to the constitution will be discussed by the Student Association President and the Student Development Officer prior to consideration by the Executive Committee and College Senior Management Team.
- 16.2 The constitution can only be amended by a resolution passed at a Student Association Executive Committee meeting by at least two thirds of those present and entitled to vote.
- 16.3 Amendments to the constitution must be ratified by the Board of Governors at either its own meeting or at a meeting of the Learning and Teaching Committee.
- 16.4 The constitution must be reviewed by the Executive Committee and Board of Governors every five years.

Code of Conduct

General Principles

1. In common within many membership governed organisations, it is important to clarify expectations surrounding the relationship between Members and Officers.
2. It is recognised that in a democratic environment Members and Officers (Students, student volunteers, Executive members) should feel able to critically appraise the work of West Lothian College Student Association, and each other, but this should be through appropriate channels as set out within this Code of Conduct.
3. This Code applies at meetings and events organised by the Student Association, and in communication that refers to the Association and/or its officers, including on social media channels such as blogs, Facebook or Twitter.

Standards of Behaviour

4. All Members will:
 - Treat other members with respect - this includes listening to others' point of view and using respectful and appropriate language;
 - Raise complaints through the appropriate channels as set out in the complaints procedure;
 - Avoid behaviour that is damaging to the Association or its reputation;
 - Support a culture of mutual support and respect
5. You may be excluded from membership if your conduct is deemed to be detrimental to the Student Association, its interests or its members.
6. All Officers will in addition:
 - Provide leadership to the Association;
 - Be accountable to members for their performance;
 - Carry out key duties and responsibilities, as set out in the role descriptions for the positions;
 - Respect confidentiality and not disclose to a third party any confidential information obtained as a result of their role;
 - Promote a culture of mutual support and respect.

Protection from Harrasment

7. Members, Officers and Staff are entitled to protection from any form of harassment.
8. Any harassment, or physical or verbal abuse of Members, Sabbatical Officers or Staff may result in the withdrawal of all Members, Sabbatical Officers or Staff servicing the situation or event where the harassment / abuse has taken place. In this event the Student Association Development Officer and Student Association President will meet as soon as practically possible to discuss what action may be appropriate.
9. Wherever Members, Sabbatical Officers or Staff report that they have been subject to harassment or physical or verbal abuse, regardless of the events, the matter will be recorded and reported to the Student Association Development Officer and West Lothian College Student Association President for monitoring. Action may then be taken under the terms of this Code, or the College Student Discipline procedure.

Data Protection

10. Members, Officers and Staff are duty bound to protect themselves and other members data from being unnecessarily stored, used and passed on. All Members Officers and Staff shall therefore be required to comply and adhere to West Lothian College Data Protection policy 2018 and new GDPR legislation.

Reasonable Adjustments

11. Where someone covered by this Code of Conduct has a protected characteristic under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 (e.g. a disability) which might impact on their ability to comply with this code of conduct, consideration will be given to reasonable adjustments.

Breaches of the Code of Conduct

12. Members who breach the Code may be suspended or removed from the Association. Procedures for dealing with breaches of the Code are as follows:
 - i. Concerns about potential breaches of the Code should be reported to the Student Association Development Officer, who will investigate as required and report to a panel of the three members of the Executive Committee, including the Student Association President.

- ii. The Panel will agree the appropriate course of action, including possible suspension or removal from the Association. The decision will be communicated to the member within 5 working days of its meeting.
- iii. Members have a right to appeal this decision. Any appeal should be submitted to the Student Association Development Officer within 30 days of notification of the panel's decision.
- iv. The appeal will be considered by a Panel of three members of the Executive Committee who took no part in the earlier decision. The Panel may be supported by the Head of Quality and Learner Services where appropriate. The decision of the appeal panel will be communicated to the member within 5 working days of its meeting.
- v. If the potential breach of the Code relates to a member of the Executive Committee, they will take no part in the decision making process.
- vi. If the potential breach of the Code relates to the Student Association President, the matter will be taken forward through the appropriate applicable Student disciplinary procedure and in accordance with the Student Association constitution

Complaints Procedure

1. Members may raise issues, questions and concerns through the structures of the Association, including Volunteers, Centre Ambassadors Student Association Vice-President, Student Association President, Executive Committee or General Meeting.
2. Concerns, criticisms or complaints about the performance or behaviour of individual office bearers should be made through the procedures set out below.
3. Concerns about the potential breach of the Code of Conduct by any member should be raised with the Student Association Development Officer. The procedures for handling any such concerns are covered in section 11 of the Code of Conduct.
4. Complaints about the behaviour of the Student Association Development Officer should be raised in the first instance with the Student Association President, who will in turn seek advice and assistance from the Head of Quality and Learner Services regarding the most appropriate course of action.
5. Complaints about other members of College staff should be made in accordance with the College complaints procedure.
6. Students who remain dissatisfied in their dealings with the Association or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the Association may refer their complaint through the College complaints procedure.
7. Criticism of Officers, Members or Staff that is not raised through the procedures outlined in this procedure may be considered as harassment and dealt with accordingly.

Student Association President Role 2019/20

This role will enhance your ability to learn and develop new and existing skills. You will attend a number of training sessions in order for you to develop the skills required for this role. Your main aim is to represent the student body through a number of activities. You will have on-going support and training to ensure that you are able to fulfil your role effectively.

You will be expected to attend quarterly board meetings within the college which may take place in the evening (full training will be provided).

You will be working directly with your Student Association Team in order to enhance the College experience for all West Lothian College students.

About the role:

Representation

- Your role is to represent all West Lothian College Students
- You will work with, mentor and support the Vice President and any other Student Association Volunteers.
- You will ensure that there is Student Representation at all internal and external meetings.
- You will be part of the Student Association Executive Team, in order to make decisions based on feedback that has been collated from Students.
- You will promote a holistic learner experience (this means a well-rounded overall College experience)
- You will ensure that SPARKLE is completed so you can represent the views of current Students

Centre Ambassadors

- You will promote and recruit Students for the Centre Ambassadors roles, which will include leading a selection and interview process.
- You will lead training sessions where appropriate and/or work with the development officer to achieve this.
- You will ensure all Centre Ambassadors attend training and have ongoing support whilst participating in these roles.
- You will ensure that regular meetings and open surgeries are available for Students and Centre Ambassadors
- You will ensure feedback is recorded and logged in line with West Lothian Colleges Data Protection policy
- You will evaluate the effectiveness of learning and teaching practice through SPARKLE evaluation and Class Ambassador responses
- You will ensure Centre Ambassadors are supported in meeting with and collecting responses from SPARKLE
- You will be responsible for writing, editing and submitting SPARKLE reports.

Meetings

- You will lead and attend a variety of meetings on a weekly monthly and quarterly basis. These meetings will include working with your Student Team, Board members, Senior managers, managers, lecturers, support staff and students.
- Meetings you may attend will include:
 - Committee meetings
 - Board Meetings
 - Meetings with your Executive team
 - Meetings with Students
 - Meetings with other Student Association members
 - Meetings with NUS and SPARQS
 - Meetings with the Development Officer and Quality and Learner Services Manager

At all of these meetings you will be expected to speak and represent the views of Student body.

Reports

- You will be required to write reports on Student Association Activity which include monthly and annual reports. These reports will be communicated with The Board of Governors, Students and other committees
- You will be required to write SPARKLE reports
- You will be required to document Student activity which include evaluative activity, proposals and complaints

Events Projects and Campaigns

- You will manage and participate in a variety of projects and events that positively benefits the Student population. These include Fresher's Fairs, Health and Wellbeing events and fairs, Healthy Body Healthy Mind activities and creation of an annual calendar of events
- You will collate data for a number of purposes to ensure activities are in the best interest of the Students
- You will promote and coordinate cross college activities and events where appropriate on the Student Association media channels

Support for Students

- You will support Students on a variety of aspects of College life and signpost them to relevant College and third-party services where appropriate. Please note that It is not your responsibility to deal with any safeguarding or personal issues. Please ensure that you sign-post to relevant staff
- You will support Students with complaints and assist in trying to resolve them informally where appropriate.

Health, Wellbeing and Equality

- You will treat all students and other team members with respect and dignity regardless of age, gender, sexual orientation, ability, disability and ethnicity
- You will provide students with support mechanisms whilst at College which include internal support, signposting and awareness raising events.
- You will promise to take time to make sure that their own Health and Wellbeing needs are being met.

Skills you will be expected to possess for this role:

- Communication Skills
- Problem Solving Skills
- Computer literacy in Microsoft Office packages
- Report writing skills
- Social media experience eg Facebook posting
- Leadership skills
- Meeting Skills, attending and chairing meetings
- Professionalism – ensuring confidentiality, data protection and other essential policies are followed to ensure student safety and protection

Objectives will be agreed as part of the regular Student Association planning cycle.

You will be supported by and work with the Student Association Development Officer.

West Lothian College Student Association commits to support a culture and environment which promotes health and wellbeing for all

The purpose of this document is to indicate the general level of responsibilities of the post. The list is not exhaustive but serves as a guide.

The Student Association Sabbatical President will commit to 35 hours per week remunerated from 22 June 2020 until 21 June 2022, which will be paid monthly and administered by West Lothian College.

Full written commitment must be confirmed upon election of the position. Failure to comply with Student Association agreed terms may result in termination of position and remuneration as per the Student Association constitution. You will be required to attend three events over the summer and attend handover sessions in order to support you and your journey.

Student Association Vice President Role 2019/20

This role will enhance your ability to learn and develop new and existing skills. You will attend a number of training sessions in order for you to develop the skills required for this role. Your main aim is to represent the student body through a number of activities. You will have on-going support and training to ensure that you are able to fulfil your role effectively.

You will be expected to attend quarterly board meetings within the college which may take place in the evening (full training will be provided).

You will be working directly with your Student Association Team in order to enhance the College experience for all West Lothian College students, acting as a deputy to the Student President and stepping up where appropriate.

About the role:

Representation

- Your role is to represent all West Lothian College Students
- You will work with and support the Student President and any other Student Association Volunteers.
- You will assist the President in ensuring that there is Student representation at all internal and external meetings.
- You will be part of the Student Association Executive Team, in order to make decisions based on feedback that has been collated from Students.
- You will promote a holistic learner experience (this means a well-rounded overall College experience)
- You will support the President in ensuring that SPARKLE is completed so you can represent the views of current Students

Centre Ambassadors

- You will assist the Student President promoting and recruiting Students for the Centre Ambassadors roles, which will include being involved in leading a selection and interview process.
- You will assist in leading training sessions with the Student President where appropriate and/or work with the development officer to achieve this.
- You will assist in ensuring that all Centre Ambassadors attend training and have ongoing support whilst participating in these roles.
- You will assist in ensuring that regular meetings and open surgeries are available for Students and Centre Ambassadors
- You will ensure feedback is recorded and logged in line with West Lothian Colleges Data Protection policy
- You will assist in evaluating the effectiveness of learning and teaching practice through SPARKLE evaluation and Class Ambassador responses
- You will assist in ensuring that Centre Ambassadors are supported in meeting with and collecting responses from SPARKLE
- You will assist the Student President with be responsible for writing, editing and submitting SPARKLE reports.

Meetings

- You will support the Student President in leading and attending a variety of meetings on a weekly monthly and quarterly basis. These meetings will include working with your Student Team, Board members, Senior managers, managers, lecturers, support staff and students. You will be required to take minutes of Student Association lead meetings.
- Meetings you may attend will include:
 - Committee meetings
 - Board Meetings
 - Meetings with your Executive team
 - Meetings with Students
 - Meetings with other Student Association members
 - Meetings with NUS and SPARQS
 - Meetings with the Development Officer and Quality and Learner Services Manager
- At all of these meetings you will be expected to speak and represent the views of Student body.

Reports

- You will be required to assist the Student President writing reports on Student Association Activity which include monthly and annual reports. These reports will be communicated with The Board of Governors, Students and other committees
- You will be required assist the President in writing SPARKLE reports
- You will be required to document Student activity which include evaluative activity, proposals and complaints

Events Projects and Campaigns

- You will assist the Student President in managing and participating in a variety of projects and events that positively benefits the Student population. These include Fresher's Fairs, Health and Wellbeing events and fairs, Healthy Body Healthy Mind activities and creation of an annual calendar of events
- You will collate data for a number of purposes to ensure activities are in the best interest of the Students
- You will promote and coordinate cross college activities and events where appropriate on the Student Association media channels

Support for Students

- You will support Students on a variety of aspects of College life and signpost them to relevant College and third-party services where appropriate. Please note that It is not your responsibility to deal with any safeguarding or personal issues. Please ensure that you sign-post to relevant staff
- You will support Students with complaints and assist in trying to resolve them informally where appropriate with the support from the Student President.

Health, Wellbeing and Equality

- You will treat all students and other team members with respect and dignity regardless of age, gender, sexual orientation, ability, disability and ethnicity
- You will provide students with support mechanisms whilst at College which include internal support, signposting and awareness raising events.
- You will promise to take time to make sure that their own Health and Wellbeing needs are being met.

Skills you will be expected to possess for this role:

- Communication Skills
- Problem Solving Skills
- Computer literacy in Microsoft Office packages
- Report writing skills
- Social media experience eg Facebook posting
- Leadership skills
- Meeting Skills, attending and chairing meetings
- Professionalism – ensuring confidentiality, data protection and other essential policies are followed to ensure student safety and protection

Objectives will be agreed as part of the regular Student Association planning cycle.

You will be supported by and work with the Student President and Student Association Development Officer.

West Lothian College Student Association commits to support a culture and environment which promotes health and wellbeing for all of our students

The purpose of this document is to indicate the general level of responsibilities of the post. The list is not exhaustive but serves as a guide.

The Student Association Sabbatical Vice President will commit to 35 hours per week remunerated from 21 June 2019 until 20 June 2020, which will be paid monthly by West Lothian College. Full written commitment must be confirmed upon election of the position. Failure to comply with Student Association agreed terms may result in termination of position and remuneration as per the Student Association constitution. You will be required to attend three events over the summer in a volunteer capacity and attend handover sessions in order to support you and your journey.

Centre Ambassador Role 2019/20

The skills required for this role are:

- Basic computer literacy skills
- Time keeping skills
- Active listening skills
- Problem solving skills
- Meetings skills
- Communication skills
- Team working
- Report writing and Data entry

The Student Association are looking for a number of Centre Ambassadors in order to facilitate discussions with students about their learning and teaching experiences. The role of Centre Ambassador aims to ensure that every class within the College has a positive experience by gathering genuine, open and honest evaluative feedback. This is collected through SPARKLE by Class Ambassadors. The role of Centre Ambassador will involve working the Student President and Vice President in order to ensure consistency and depth to the data. This data is then made into a report and then brought to the Quality, Compliance and Learner Services committee. All Centre managers are present at this committee which is why our data is shared here. The report will provide information on good practices within Centres and provide important dialogue for improvement strategies, where necessary. The role of the Centre Ambassador will also assist in providing feedback to Students so they always understand where their feedback has gone and any outcomes that may arise.

So what will be expected of me as Centre Ambassador?

As Centre Ambassador your role will be to assist the President and Vice President in ensuring that classes have completed SPARKLE documents at the end of block one and at the end of block two. You will also assist the Student Association team in analysing the data and providing feedback. This process will be completed at specified times throughout the academic year. Each block we would be expecting you to volunteer for a few hours. This time is a guide and hours are flexible to ensure that they work around course and life commitments. Dates and hours of voluntary work will be in line with deadlines for the learning and teaching report.

In return, we will issue you with a volunteer Certificate and reference from the Student Association, which will be valuable for your CV and experience. This is a volunteer role and not remunerated however, we would like to offer you a small voucher as a thank you for your contribution.

There will also be additional opportunities to attend certificated training events should you wish.

How do I apply?

Application forms are available from the Student Association. Please submit your completed application form to a member of the Student Association Team. If you meet all the criteria above you will be invited to attend a short interview where you will have to demonstrate examples of the skills above. Should you be successful, full training will be provided.

West Lothian College Student Association commits to support a culture and environment which promotes health and wellbeing for all of our Students.