

## First steps after becoming a Class Rep:

### Ka rawe – well done on stepping up to be a Class Rep!

You've taken on an important role that helps ensure student voices are heard and valued. As a Class Rep, you act as a link between the class and teaching team, making sure feedback – both positive and constructive – is shared in a way that supports a better learning experience for everyone. There are a few key steps to take once you've accepted the role. These will help you get started, feel confident in your position, and connect with the right support systems.

### Attend Class Rep training.

All Class Reps are **required to attend a training session** — either online or in person. This training covers both the expectations of your role and the support systems available to help you succeed. To receive your **Class Rep Certificate** at the end of the year, you must:

- Attend one training session (online or in person)
- **Sign in** at the session so we can record your attendance

You'll receive an email (sent to the address you signed up with) that will include dates and times for training sessions and options for both on-campus and online training.

### Send a message to your classmates:

We recommend posting your introduction on **Stream** so that all students can access it. Posting there also means your classmates can refer to it later if they ever need to contact you. As a Class Rep, your role is to **bridge the gap between students and staff**, so it's important that your classmates know:

- **Who you are**
- **How they can contact you**
- That you're available to support them

Keep your message **friendly, open, and approachable** — you want your classmates to feel comfortable reaching out to you when they need to. Here is a simple message template you can use to introduce yourself:

Kia ora everyone,

My name is **[Your Name]**, and I am a Class Rep for **[Course Code – Course Name]** this semester.

As your Class Rep, I'm here to be a bridge between you and the teaching staff. If you have any feedback about your learning experience or general concerns you'd like passed on to the teaching staff, I'm here to help with that.

You can reach me by email at **[Your Email]**, or feel free to come and chat with me in class if that's easier. I'll also be checking in during the semester to see how things are going.

Looking forward to supporting you all this semester and please don't hesitate to get in touch if you need anything!

Ngā mihi,

**[Your Name]**

Class Rep – [Course Code]

### **Send a message to the lecturer.**

As we said, you are the communication between staff and students, so it's a good idea to introduce yourself to your lecturer early on. This helps them know who you are and makes it easier to communicate later in the semester if you need to pass on feedback or raise any concerns.

You can send a short, friendly email to let them know you're the Class Rep for the course. Here's a quick template you can use or adapt:

Kia ora [Lecturer's Name],

My name is [Your Name], and I'm the Class Rep for **[Course Code – Course Name]** this semester.

I just wanted to reach out and introduce myself. I'm looking forward to supporting my classmates by gathering feedback and communicating any concerns, suggestions, or positive comments they might have throughout the course.

Looking forward to working alongside you this semester!

Ngā mihi,

[Your Name]

Class Rep – [Course Code]

[Your Email]