

Course Representatives Meetings

Autumn Term – 2013/14

Key Questions

A. Joining the College (for new students)

1. How helpful are our Open Days?
2. How easy was it to enrol onto the course?
3. How can we improve our welcome for new students?

B. Starting the Course

1. How were the first two weeks? Was it clear when the course starts and when lessons/sessions would be?
2. What can we do to make Induction and the start to the year better next year?
3. Are students (you) aware of (your) attendance targets?
4. Was Health & Safety information presented and discussed at the start of the course?
5. Is there anything that we should do to make college feel safer?
6. How often do sessions and meetings with the SLA take place?
7. Have targets for students been agreed with the SLA and are the targets on ProMonitor?
8. Was there an initial and/or diagnostic assessment at the start of the course?
9. Have results from initial and/or diagnostic assessments been explained so that students know their strengths and areas to improve?
10. Have support needs been identified?

C. Teaching and Learning

1. Are lessons taught well? Can you give an example of good teaching?
2. Is the course meeting the needs of the group?
3. Will the course prepare students to progress (to another course, work, or university)?
4. Have assignments been set? Have they been marked and returned?
5. Is the feedback (on assignments) clear and will it help students to improve?
6. Is there an assessment plan or calendar for the rest of the term/year?
7. Have target grades been discussed?
8. Have Student Learning Reviews (SLRs) been discussed?
9. Is Moodle being used by teachers to set activities for all parts of the course (eg DSS/FS)?
10. Do you use Moodle? Have you used Moodle to work in your own time?
11. Are lessons helping students to improve their maths and English? What help do students get with these subjects?
12. What enrichment activities (visits/trips/guest speakers) are planned for the course? Are there other (enrichment) activities the group would like?
13. What Work Experience (WEX) will there be as part of the (your) course?