

	What is the idea?	What do you hope to achieve/ how will you achieve it?	Who will you be working with?	When do you expect to be finished (term)?
Students Support and Wellbeing: Assessments; Policies and processes; Increasing understanding and support for PGT and International students	Make policies and processes more understandable to students	Create a flowchart for the special considerations and extensions process. - Work with the Advice Centre and key University teams to identify the student steps to requesting special considerations or extensions and create a single A4 flowchart that can be available for students - Work with residencies team to make this available to students in halls for the start of 2025/26 academic year	VP Welfare and Community, Advice Centre, Head of Academic Liaison and Project Enhancement (ALPE), Head of Quality Standards and Accreditation (QSA) and QSA Team	December/April
		Establish if there are any other key policies or processes that are useful to students that there could be better support to understand them better. - Continue to support the university in rewriting policies in plain English - Work with the Advice Centre and key University teams to identify any other processes or policies and if there is an easy graphical way (such as a flowchart) that would help students understand them	VP Welfare and Community, Advice Centre, Head of ALPE, Head of QSA and QSA Team (QSAT)	November/April
		Run a 'Did You Know' campaign in November/December to share and highlight this work and provide students the opportunity to talk to staff members about any policies. - Work with Marketing to promote a Did You Know campaign week in late November/early December - Take the campaign to different sites to ensure that as many students are reached as possible	SUSU Marketing Team, ALPE Team, QSAT, Library and Building Managers	February
	Continue work on assessments and student wellbeing	The University's Advancing Assessments Project has been picking up and interns in CHEP are currently working with individual schools and departments to map, assess and analyse their current assessments and make recommendations. My first year of focus on this has highlighted that the main student concern with assessments is the impact on wellbeing and time. - Continue to sit on the Academic Calendar Steering Group looking at making changes to the academic year and providing the continued student focus - Ensure that the Advancing Assessments project is both student focussed, and considers more radical changes that would reduce students' workload	Academic Calendar Steering Group, Advancing Assessments Project Board and Steering Group	June
	More tailored support and understanding for PGT students and International students	Understanding the unique challenges faced by both post-graduate taught (PGT) and International students is an area where I am not as confident, so I want to ensure this year that I build a good understanding that I can use to improve my representation of these groups, increase support where possible and to pass to my successor so these groups continue to be well represented in the future. - Use results from existing surveys to build up a picture of PGT and International student experience - Support and lobby for dedicated messaging where appropriate - Actively go out and talk to these groups of students - Work with and build on best practice implemented by other students' unions	SUSU Insights Manager, Reps and students, External students' unions	June
	Re-write rep training (for reps)	Based on commonly asked questions and regularly misunderstood ideas, I am re-writing the rep training to be more modular so that reps can pick the bits they need over the year from the online training. I am also creating summary handbooks for each rep position for reps to refer back to. - Design the modular training and consult senior reps on if anything is missing - Write the training materials - Write summary handbooks - Deliver rep training I will also re-run the CV workshop at the end of the year based on positive feedback the first time. Rep training will also feature in my Fellowship application to Advance HE.	Senior reps, SUSU Representation team	October/June - the key things will be finished by October, but I will work on the training all year

Student Voice and Success: Reps - Training, Staff training about representation, Promotion, Maintenance student voice through more effective emailing	Maintain rep support and promotion from 2023/24	<p>Over the last year I have built a strong community of reps, and while there is more to be done, the work from 2023/24 will continue to form the base of the support provided. This includes:</p> <ul style="list-style-type: none"> - 'Rep of the Month' on social media - Rep socials across the year - Rep social lunches where I get to interact with reps from individual schools/departments and can learn about and support specific issues - Senior rep forums with the University's Vice President Education and Student Experience - Termly senior rep catch-ups - Offering rep check-ins alongside SUSU's Representation team - Talking about reps in fortnightly updates and everywhere else! 	SUSU Representation team, Reps, VP Education and Student Experience	June
	Further increasing visibility of academic reps and sabbs	<p>Reps and Sabbs are the heart of both the Students' Union work, but also of feedback and improvement across the university.</p> <ul style="list-style-type: none"> - Promote reps more within the SUSU building using digital screens and table talkers - Get link to academic reps list on all new Blackboard Ultra pages - Increase visibility of sabbs on the SUSU website, social media and across the university - Support and promote elections 	Sabbs, SUSU Marketing and Digital teams, SUSU Representation team	January?
	Staff training and information on reps and representation	<p>University (academic and professional services) staff information on how our representation system works and how to get student voice into their work:</p> <ul style="list-style-type: none"> - Work with ALPE on materials and FAQs for training - Regular attendance at Deputy Heads of School (Education) (DHoSE) and Programme Leads (PL) Networks so staff can ask questions about representation and have a point of contact - Ensuring reps are invited to senior meetings so staff can see them doing work 	ALPE team, DHoSE Network, PL Network, Centre of Higher Education Practice (CHEP)	September
		<p>SUSU staff information on representation and student voice:</p> <ul style="list-style-type: none"> - More information and reminders on how representative SUSU is and the value of student voice 	SUSU (all staff)	December
	Enable enhanced student voice through more effective email communications	<p>Students receive too many emails without having the option to share their opinions in the areas that matter most to them. I want to start a multi-phase project to improve email communications from both SUSU and the university, and always providing students an option to feedback.</p> <ul style="list-style-type: none"> - Work with Marketing/Digital to create an email plan that captures the interests of students - Work with Insights Manager to help prioritise emails based on student interest - Help create standard feedback forms for areas of SUSU 	Marketing/Digital teams, Insights manager, SUSU area leads	January
Student and External Engagement: PGR Support and promotion; External SU Engagement	Continue work on assessments and student wellbeing	<p>Post-graduate research students (PGRs) form just over 8% of our student body and exemplify the value of every student coming to a research led university.</p> <ul style="list-style-type: none"> - Maintain the direct monthly emailing to PGR students to ensure they're receiving the most relevant information - Work with the Head of Representation and the Doctoral College to ensure the PGR Action Plan is fully up-to-date and available to PGR students - Work with PGRs to try and promote their work and research both among themselves and also the wider student body 	Head of Representation, Insights Manager, Doctoral College, PGR Reps and Students	February
	External engagement with Students' Unions	<p>Networking and engaging with other Students' Unions (SUs) is one of the fastest ways to build knowledge and share best practice, I can also build on my connections from the last year and increase the external engagement from SUSU, which can often be left out of major networking conferences due to our distance from other large universities.</p> <ul style="list-style-type: none"> - Regularly go out to other SUs to understand how they engage with student representation and best practice in supporting different student groups 	Other Students' Unions	April