

**Revised Course Representative Milestones to be recorded on SITS
(Extra-curricular student achievement, on [My Student Record](#))**

Course Rep Milestones	Definition of minimum requirement	Comments
Milestone 1	Attendance at a Student Rep Training session (College or Students' Union)	There will be opportunities throughout the year to engage in training, so all Course Reps should be able to access training.
Milestone 2	In first Semester of study: Attendance at (or minuted submission of written feedback to) a staff-student committee <i>or</i> Attendance at (or minuted submission of written feedback to) a Student Department Board meeting	Course Leader / Head of Department to confirm that the meeting has taken place, and that the Rep has participated in the meeting, either in person, or in writing.
Milestone 3	As Milestone 2, in second Semester of study	As above

Student Engagement, Evaluation and Research

June 2021