

Learner Representation Engagement Procedure (ED-SOP-091)

Procedure Title	Learner Representation Engagement Procedure
Department:	Postgraduate Medical Education Centre (PMEC)
Owner:	PMEC Manager
Effective date:	February 2021
Next review date:	February 2023
Procedure number:	ED-SOP-091
Related Policy Name & Number:	Academic Board Terms of Reference GOV-TOR-003 Programme Board Terms of Reference GOV-TOR-008

Procedural Steps

1. All education programmes require learner representation on the Programme Board.
2. The main purpose of the role is to represent learners' interests at the Programme Board, including attending the Programme Board meetings, being an advocate for learner engagement and ensuring good communication of learner issues on the programme.
3. Before a programme commences, a call for learner representatives is initiated to all learners participating in the specific programme.
4. The Programme Lead via the programme coordinator will email all participants on the programme requesting applications to be a learner representative.
5. A learner can express an interest in the role via an email to the programme coordinator.
6. If more than one expression of interest, the learners on the programme are notified by email with candidate information and asked to select their representative by return email.
7. The Programme Lead informs all learners of their learner representative. The learners can contact the learner representative for their programme with any feedback or issues they may have. Any specific issues regarding learner support will be brought to the Student Support Officer.
8. The Student Support Officer contacts the elected learner representatives on the various education programmes and arranges an induction meeting for all learner representatives to meet each other. During the induction meeting, the elected Learner representatives further select two individuals to represent all learners on the Academic Board. An induction will also be provided by the Student Support Officer to these learner representatives as to their role on the Academic Board. The induction meeting covers:
 - An outline of learner representative roles and responsibilities
 - Dates of upcoming Programme Board meetings
 - Academic Board learner representation
 - Any other relevant information
9. All learner representatives will meet regularly to discuss any issues which need to be brought to the attention of the respective Programme Boards and/or Academic Board.
10. The learner representatives for all education programmes will be listed on the Learner Resources and Supports webpage.

Responsibility for Implementation

The PMEC Manager is responsible of the implementation of this procedure.