

Student Representative Role Description

School-level Student Advisory Groups

Student representatives are appointed by an annual Expression of Interest process to a School-level Student Advisory Group. Student representatives are responsible for representing students on their School's Student Advisory Group by:

- Informally consulting with other students by regularly talking to them about their views and ideas through general peer-to-peer conversation¹
- Attending and contributing to Student Advisory Group meetings
- Reading meeting papers in preparation for meetings
- Completing required training (live session and LMS module) provided by the Student Voice and Partnerships team
- Engaging with provided supports from the Student Voice and Partnerships team such as meeting briefings and debriefs
- Working with your School and the Student Voice and Partnerships team to promote your role and Student Advisory Groups

Commitment required

1. Attend a one-hour online training session with the Student Voice and Partnerships team
2. Complete a short online module about representative leadership and creating change
3. Prepare for and attend three Student Advisory Group meetings throughout the year (typically held online)
4. Collaborate with other student representatives to develop and share student ideas for improvement in your School

Estimated time commitment: 2-3 hours per month, during semester

This is a voluntary role, with training and support provided by the Student Voice and Partnerships team. Participating students receive a Certificate of Completion and recognition towards the [Career Ready Advantage Award](#) for Professional Learning and Practical Experience.

As each School's Student Advisory Group is set up and operates differently, we can only give a general idea of how many meetings you will attend and how much time outside of those meetings you will need to commit to. Once you are appointed, you will receive details of meetings scheduled for the year.

Please note that Student Advisory Groups do not handle individual student grievances or complaints, which should be directed to the appropriate University channels responsible for addressing such issues.

For questions, please contact studentpartnership@latrobe.edu.au

¹ We ask that students **DO NOT** do any formal surveying or polling of other students without talking with the Student Voice and Partnerships team first. This is due to university policy around privacy, data collection, and ethics.