MET UNION

Course Rep Journal

Think it through. Ask questions. Reflect. Take action.

Name: _____

2026-27 · Goes with your Course Rep Handbook

Getting started

How to use your journal

This journal goes alongside your Course Rep Handbook. The handbook explains how the role works. This is where you think about how it's going for you: preparing for meetings, keeping track of what you've raised and reflecting on what you're learning.

1

When you start

Set out what you hope to achieve, and work through your first 30 days.

2

Around each meeting

Prepare beforehand, then record what happened and tell your course.

3

Once a term

Look back at what's gone well and plan what comes next.

4

End of the year

See what changed and pass on what you've learned.

No right or wrong answers. Nobody is marking this. Use what helps and skip what doesn't. Your School Voice Assistant may ask to talk some of it through at a check-in, but you decide what you share.

Issues, not people. Don't write students' names or personal details here. If you're worried about a student, inform the Student Voice Assistant of your School or the Met Union Advice team.

Getting started

About me and my course

My course and year

My school

Other Course Reps on my course

My course leader and their email

How students can contact me

My Student Voice Assistant and their email

My elected School Rep

Course Committee Meeting dates this year

School-wide rep meeting dates

Getting started

My first 30 days

Tick these off as you go. They match the checklist on page 7 of your handbook.

- [ ] Complete my Course Rep training
- [ ] Introduce myself to my course and tell them how to reach me
- [ ] Meet my course leader
- [ ] Ask to be added to Course Team Details on Weblearn
- [ ] Find out my first Course Committee Meeting date
- [ ] Say hello to my Student Voice Assistant
- [ ] Ask for last year's survey results (if available) and what changed
- [ ] Gather my course's views before my first meeting
- [ ] Get set up on the Course Rep issue tracker

Getting started

Starting out

Take ten minutes to think about the year ahead. Coming back to these answers at the end of the year is often the most rewarding part.

Why did I want to become a Course Rep?

What would I most like to change or improve on my course this year?

What am I unsure or nervous about?

What support would help me most?

Before a meeting

What students have told me

Meeting date: _____

Make a copy of pages 6 to 10 for each meeting.

Issue	How many raised it?	How do I know? (poll, show of hands, comments)	What would students like to happen?

Before a meeting

What students have told me

Meeting date: _____

Make a copy of pages 6 to 10 for each meeting.

Issue	How many raised it?	How do I know? (poll, show of hands, comments)	What would students like to happen?

Before a meeting

Getting ready

What's going well on my course that I want to mention?

Which two or three issues matter most to raise?

Is there anything I'm unsure how to raise? Who could I ask?

Do any of these issues affect other courses too? If so, tell your Student Voice Assistant..

- [ ] I've told my course the meeting is coming up
- [ ] I've logged new issues on the issue tracker
- [ ] Can't attend? I've sent my points in writing

After a meeting

What happened

Meeting date: _____

Fill this in while it's fresh.

What I raised	What staff said	What was agreed	Who	By when

After a meeting

What happened

Meeting date: _____

Fill this in while it's fresh.

What I raised	What staff said	What was agreed	Who	By when

After a meeting

Thinking it over

What went well in the meeting?

Is there anything I didn't get to raise, or that wasn't resolved? What will I do next?

Is there anything I need help with from my Student Voice Assistant?

- [ ] I've updated the issue tracker with what happened
- [ ] I've shared an update with my Student Voice Assistant
- [ ] I've noted any skills I used on page 13

After a meeting

Closing the loop

Draft your update for your course here, then post it on Weblearn, share it in your group chat or read it out in class. Try to do this within a week.

You said

We did

What happens next

Still waiting on

Contact me at

When and how did I share the update?

How did students respond?

Each term

Looking back on the term

Term: _____

Take 15 minutes. It's a good thing to bring to a check-in.

What has gone well this term? What am I proud of?

What has been harder than I expected?

Which issues have made progress, and which are still stuck?

Am I hearing from the whole course? Who am I not hearing from?

Each term

Planning ahead

What would I do differently next term?

What do I want to focus on next term?

What support, training or information would help me?

How am I balancing the role with my studies and everything else?

Each term

My skills log

It's easy to forget the details by the time you write a CV or sit an interview, so note real examples here as they happen. Think about communication, influencing, using evidence, teamwork and organisation.

Date	Skill	What happened and what I did	What changed as a result

End of the year

Looking back on the year

Start by rereading what you wrote on page 5 when you began. You may be surprised how far you've come.

What changed on my course because of student feedback this year?

What am I most proud of?

What did I find hardest, and how did I deal with it?

What have I learned about myself?

End of the year

Passing it on

What would I tell next year's Course Rep?

What would make the Course Rep role better? We'd love to hear this.

Would I like to be a rep again, or stand to be a School Rep?

Thank you. Whatever you write here, you've made a difference to your course this year. Share your answers with your Student Voice Assistant to help us improve the role for next year..

Any time

Questions I want to ask

Keep a running list of anything you're unsure about and bring it to a drop-in or your next check-in. No question is too small.

Date	My question	Who I asked	The answer

Any time

Questions I want to ask

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