Scrutiny Committee – Officer Report Template 2023/24

**Prachi Bhatt – Education Officer:**

Please fill in your report as best as you can. It will be reviewed by Scrutiny Committee within a week of submission and it will be returned with some questions. After you receive them, you will record a short video answering these so students can be informed about your report.

**Note:** Not everything you work on will be part of your manifesto so please mark whether it is or not. This includes if they idea was changed or updated after you were elected.

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| Work title:(This could be a campaign, project, or another thing you are working on) | SMART Goal: | Is this related to your manifesto? | Update (250 max): | Wins or challenges: | Traffic light status\*: | Next steps: |
| UoL Unlocked – a handbook for international students that compiles important information that they ‘must’ know | * Collect relevant information(from official websites and personal experience)
* Cross-verify with key people within SU and integrate any/all feedback received by them.
* Approach the relevant departments within the university for up-to-date information about services/facilities/support offered by the university
 | N | The handbook is up on the SU website now under <https://www.leicesterunion.com/support/studentresources/> and students can download it as PDF. | Wins: It was received positively by the executive board of university.Challenges: There is a lot of information available on the internet so rectifying the correct ones is a bit of a challenge  |  | Contacting the communications team within the university to map out how we can make it reach to a wider student body. |
| Student-Faculty Partnership | * Academic rep visibility
* Reviewing assessment policy
* Personal Tutoring visibility
 | Y | * Working with the Voice team to increase academic rep visibility within schools and colleges by increasing and improving communications.
* Being an active participant in contributing to the new assessment strategy (from a student perspective) shared by the university.
* An active member of Tutoring Enhancement Board chaired by the Dean of Personal Tutoring where feedback was provided from my end based on personal experience and also promoted their new Code of Practice so that it can reach wider student body.
 | Wins: Every feedback that I provided was received positively and I was assured that those changes will be taken into consideration.Challenges: None |   | Keeping in touch with the respective departments to monitor progress and also implement any changes/feedback for the January cohort. |
| Study – Buddy Matching | * Revamping the Peer-Mentoring System
* Collaborative project with our Liberation Officer – Jade Thomas.
 | Y | * After the discussion about possible changes that could be made under Peer – Mentoring Scheme, I am now a part of the Peer Mentoring working group that meets biweekly and discusses new potential ideas that can be implemented within the new framework designed by our Peer Mentoring Coordinator.
 | Wins: Outline of the new framework is in place.Challenges: Time conflicts. |   | Meet on a biweekly basis and provide regular input. |
| Mitigating Circumstances | * Collaborative project with our Liberation Officer - Jade Thomas
* Contact the relevant university staff member and review the current mit circs policy by proposing changes that are collectively agreed on by me and Jade.
 | N | * This idea was proposed by me in SELT (Senior Education Leadership Team) meeting and Liz Jones (PVC Education) suggested that a good starting point for this would be to go over the current guidelines first.
 | Wins: N/A for nowChallenges: N/A for now |   |  Have an initial meeting with Jade to map out the areas for improvements and then setup meeting with the relevant university staff member. |
| Fees and Income representation on campus | * Propose the idea to relevant member of university’s executive board after discussing it with my main point of contact within the SU.
 | N | * Proposed this idea to Academic Registrar (Nuala Devlin) and it was received positively.
* She assured to have a meeting with someone from the fees and income department to set things in motion.
 | Wins: Positively received.Challenges: N/A for now |   | Keep pursuing to set up an initial meeting.  |
| Listening Events | * Organising events with the Voice team that are a safe space for students to discuss what it is like to be a student in their school, what improvements can be made and how their experience has been so far.
 | N | * PVC Education (Liz Jones) suggested that these events should start with Economics and the plan to setup these meetings with the Voice team is ongoing.
 | Wins: Everyone is optimistic about the event and working hard to make it a success.Challenges: N/A for now |   | Set up a final date to organise the event and feedback the outcome in SELT along with the Voice team. |
| TEF Action Plan | * TEF is something that the university and SU works collaboratively on.
* Map out a joint action plan with Liz Jones (PVC Education) and Archie Robinson (SU President)
 | N |  * Initial meeting with Liz and Archie is fixed.
 |  Wins: Initial meeting is setup.Challenges: N/A for now |   |  Complete the actions from initial meeting. |

\*Refers to the RAG system of red (not started), amber (in progress), and green (complete).