



EXECUTIVE HALF YEAR REPORT

NAME	Gemma Swan
POSITION	Education Officer
REPORT PERIOD	1 January – 1 June 2013
TOTAL WEEKS WORKED	24
HOURS WORKED	166.25

Reporting on Priority Goals:

1. Goal 1.

Education Quality: To ensure that the University provides the best teaching and learning, research opportunities, assessment and training to students.

My role primarily is based upon this goal. Alongside the Academic Vice President, attending Faculty Board meetings, Academic Committees and running the Class Representative training, I ensured and provided a medium in which I could oversee the opportunities and had the voice in my role to address this quality when things weren't up to scratch, on behalf of the students. As part of the Education office, I know what to look out for when assessing whether the quality of Education is the best that the University is providing.

2. Goal 3.

Equity and Access: To promote equity for disadvantaged students in access to and within the University

The Class Representative System is the main form of promotion in which I live and breathe the equity and access goal. Training VUWSA's class reps to be the best student representatives they can be, enables the accessibility of aid and a voice for those who need it. On the other hand; campaigns I have been involved, with the Executive including, 'Fairer Fares' promotes this goal in action.

Reporting on Other Goals:

1. Goal 2

Student Support: To advocate for adequate financial support, income and welfare for students in order to remove barriers to education.

- a.) As a collective team, the 2013 VUWSA executive campaigned on 'Fairer Fares', fighting for cheaper bus fares, in order for every student to be able to afford to get to University.
- b.) As Education Officer, I have worked closely with NZEI to educate post-graduate students on government decisions regarding loans, allowances, and such. This point of action is a key part to my role, especially targeted at Student- Teachers, whom we support all the way, until they get a teaching job. Financial barriers are a big issue with post graduate and teaching students, this is something I focused on this year in partnership with NZEI.

2. Goal 5. Activities: To support sporting, social and cultural activities for and by students, primarily through Clubs and Representative groups.

As part of a collective team, portfolios cross over. This goal covers my work alongside the Engagement Vice-President. I partnered with the EVP to support social activities which target all students in the University. E.g. House Party, Autumn Market, O-Week, Re-O Week

General Tasks and Initiatives

1. VUWSA-NZEI Education Forum

Based on my relationship with NZEI prior to being on the 2013 VUWSA Executive, VUWSA and NZEI partnered to bring our teaching students an educated forum on their careers ahead, and changes within government capacity which will affect our students, *while* they are still at University, and once they get out into the workforce. A rough number of 30-35 teaching students came along (not shown in link).

<https://www.facebook.com/events/459720510786388/>

2. Fairer Fares

A campaign for cheaper bus fares for students in Wellington. Part of the Welfare Portfolio.

<https://www.facebook.com/events/140627889455158/>

3. Autumn Market

Part of the Engagement Portfolio. Autumn Market aimed at all students, part of the event portfolio for the year, gave students an opportunity to engage with creative artists and clothing retailers right on campus. The Autumn Market created an engaging and inviting vibe for students in a stressful time of the semester.

<https://www.facebook.com/events/600537429959230/>

4. **Stress- Free Study Week**

Part of the Welfare Portfolio. Yearly Stress-Free study week for all students which provided free breakfasts and lunches for students studying on campus during the exam period.

<https://www.facebook.com/events/594819767216292/>

5. **House Party**

Part of the Engagement portfolio. A first year Re-O Week party. I was responsible for organisation while the Engagement Vice- President was on leave.

<https://www.facebook.com/events/213955075427704/>

6. **Charter Schools Submission of Behalf of VUWSA at Parliament**

With the President, I presented VUWSA's stance on Charter Schools, on behalf of students at Victoria University.

7. **Programme Reviews**

I assisted the Education Organiser in publishing the Programme Reviews which were then presented to the University, as a guide of improvement on courses, on behalf of student surveys.

8. **Faculty Delegate Training**

This year I re-structured and created a Faculty Delegate Training for those new to the representative position. With the Education Organiser, we configured what needed to be noted and what aspects of the Faculty Delegate role needed professional training on. (Attached with the submission of this report is a copy of the training notes)

9. **Class Representative Training**

The top responsibility of the Education Officers was to facilitate and run the Class Representative Trainings, with the Education Organiser and alternately with the Academic Vice-President. For the 2013 trainings the Education Team revised the old PowerPoint presentations and training notes and configured these for a more interactive and informative training.



Representation

1. Faculty of Education Board

I sat on the Faculty of Education Board as the VUWSA observer, alongside the Faculty Delegate, and PGSA representative. This was to be in the loop of this Faculty's matters and to be a port of call for the Faculty Delegate if any problems should arise.

2. VUWSA Executive

Attended *every* Executive meeting, to contribute to arising matters, and have a balanced say as a part of our team, and pass motions that will affect VUWSA and its members.

3. Academic Committee

In absence of the Academic Vice-President, attended Academic Committee with the Education Organiser to voice the students on issues such as; grade changes; new qualifications.

4. ERC

Part of the Work Report committee, passing Executive members work reports for pay.

Strengths

1. The ability to voice student opinions confidently in any context.
2. To be flexible in my work, with assisting all portfolios.
3. To effectively train Class Representatives and maintain the strength of the system throughout the new Class Representatives teaching from experience.

Weaknesses

1. Time-management
2. Being able to confidently express personal issues that may be effecting my work
3. Following through with attendance (due to time-management and being an RA)

Overall Rating

Generally, I believe my contribution to VUWSA in the role of Education Officer, was effective for the first half of the year. I will admit that time-management was a problem due to my other role of RA for Victoria University. As a result of this I conclude my job to be effective rather than successful, as I could not give as much time as I could to the Education Organiser. This aside; I believe my contribution to the training of Class Representatives and Faculty Delegates has made the system that much stronger.