

HEAR

The Higher Education Achievement Report (HEAR) provides a single record of undergraduate and taught postgraduate academic and other achievements during University. It is a formal, electronic document which provides a detailed picture of verifiable achievements achieved, including: academic work, certain extra-curricular activities, prizes, Employability awards, voluntary work and offices held in student association clubs and societies. The HEAR can be securely shared with employers, employment agencies and other universities.

Section 6.1 of the HEAR shows recordable opportunities, many of which are available within, and verified by the Students Association.

Executive Officer (awarding staff – CEO*)

An elected post, Executive Committee members are responsible for representing the Abertay student body in relation to Welfare, Education, Recreation, Employability, Effective Communication and Representation. Training and support are provided.

Verifiable criteria:

- Plan of work
- Final report (submitted to SRC for accountability, on manifesto points). There is no strict rule for the format of the report but it should contain the following elements:
 - Information on at least 1 campaign
 - Photographs
- Attendance at monthly meetings (60%)
- Attend training

Trustee (awarding staff – CEO*)

An applied for post, Trustee of the Board are responsible for the strategic direction and future planning of the Students' Association. Training and support are provided.

Verifiable criteria:

- Attendance at, and contribution to, meetings (60%)
- Annual report produced
- Attend training

Society Committee Member (awarding staff – Student Development Co-ordinator*)

An elected post, Society committee members are responsible for the operational running of a society. This includes financial planning, organisational development and fund-raising. Training and support are provided.

Verifiable criteria:

- Minutes from AGM with election results. If the society is disaffiliating at the end of the academic year then this does not need to be provided.
- Minutes from monthly meetings
- Up-to-date constitution reflecting the aims and objectives of the society
- Full inventory, fund request and money deposit forms
- Attendance at training, if applicable
- Attendance at, and contribution to, committee meetings (60%)
- Attendance at Society Council (50% due to the nature of rotating dates)

Class Representative (awarding staff – Class Representative Co-ordinator*)

An elected post, Class Reps are responsible for liaising between the class and the academic, organisational and support functions of the university in a democratic manner. Training and support are provided.

Verifiable criteria:

- Attendance at SRC meetings (60%)
- Attendance SAC/Fora meetings each semester (60%)
- Attend training (50%), this includes both initial and CPD training

Chairs and Clerks (awarding staff – Class Representative & Development Co-ordinators*)

The Chair and Clerk have the support of coordinators who will help with dissemination of agendas and minutes to their council they are elected to support. The chair will host meetings, manage flow and debates within meetings and time keep. The clerk prepares the papers, takes attendance and minutes.

Verifiable criteria:

- Attend SRC (80-100%)
- Meet with the co-ordinators and sabbatical as required
- Complete online training

*Awards are at the discretion of the SA staff. Appeals can be made with supportive statements and evidence of why HEAR should be accredited.

Examples of supplementary evidence:

- Social Media Screenshots (Facebook, Instagram, Twitter, etc)
- Minutes of meeting
- Study Goal app (potentially), or similar