



STEP

Scotland's Tertiary
Enhancement Programme

STEP Network Student Members: Selection, Handover and Support

2024-25

You have received this document because you are one of your institution's named members of the STEP Network. If you think you have maybe received this in error, please contact info@step.ac.uk or consult your colleagues.

This document contains guidance for institutions and students' associations about the selection of STEP Network Student Members, handover from one to another, and the support on offer for students in this role. We have produced it in response to feedback from our current Student Members in an effort to make practice fairer and more consistent.

We will update this document each year to ensure that it accurately reflects the role of STEP Network members as we move through the different phases of the programme.

sparqs and QAA

May 2025



1 Selection of STEP Network Student Members

- Institutions should work in partnership with their students' associations to select their STEP Network Student Member.
- It is expected that in most cases the role will be undertaken by the elected student officer with an education remit. **First refusal for the role should therefore be offered to the person in this position.** In some students' associations, this remit is held by a specific post, such as a VP Education, while in others the remit is held by the President.
- If the elected officer does not have the capacity to take on the role, the students' association should identify an appropriate deputy to take on the role. For example, this could be another student officer or a senior student rep (such as a School or Department Rep).
- If the student selected to be the STEP Network Student Member is *not* an officer, then a clear line of communication should be established and maintained between the officer and the student lead, with opportunities for regular communications throughout the year.
- Students' association staff should be a key part of the process of selecting the STEP Network Student Member and should also be part of the support system for the student in this role throughout the year.

2 Handover

- In most institutions, the STEP Network Student Member will change over the summer.
- Where the role is moving from one elected officer to another, this should be embedded as part of the students' association's handover and induction process for officers.
- Where either or both of the outgoing and ingoing leads are *not* elected officers, a handover process should be put in place. Ideally, this should involve a face-to-face meeting. At the very least, the outgoing student lead should provide a written summary of their time in the role and the key things the ingoing student lead should know.

3 Support for STEP Network student members going forward

- QAA Scotland, CDN and sparqs are working together to develop a programme of support for STEP Network Student Member.
- This includes content at That's Quality, sparqs' summer training for elected officers and students' association staff.
- Plans are currently underway to develop an online session for new and returning STEP Network Student Members in October.
- More information will follow later in the year.