



Learn Hillingdon

Learner Council Factsheet

Who can apply to be on the learner council (LC)?

You must be a current **course representative** to apply to be on the learner council.

How will learner councillors be decided?

Course representatives will apply during LC elections; by writing a paragraph (100 words approximately) about themselves and letting us know why they would make a good councillor. These applications will be put on Moodle for other learners to view and vote for their representative in the same curriculum area as them. Every curriculum area will be represented by at least one learner councillor.

What are the curriculum areas?

Adult Learners with Learning Difficulties and Disabilities
BSL
Childcare
Digital Skills and IT
English and Math's
ESOL
Floristry
Health and Social Care
Tailored Learning

What's the deadline for applications?

Wednesday 19 November 2025 5pm. Please email them to your Learner Engagement Officer, Isha Arora on iarora@hillington.gov.uk

When will voting take place?

Voting will be open from 9.00am **Monday 24 November - 28 November 2025**

How can people vote?

Learners can see candidates' and their applications on Moodle - Site news. Learners would be able to vote online by clicking on the link to vote, where they can view the nominations of the applicants and vote for their representative. Learners would also be able to vote on paper slips in all the centres.

Please see Learner Council pages on Moodle or contact your L.E.O. for further information.

When will I know if I have been elected?

Elected council members will be announced by **Wednesday 3 December 2025**

How often will meetings take place and how long will they last?

Meetings will take place once every term (so three times a year) and last approximately an hour.

**Who will attend learner council meetings?**

As well as learner councillors, meetings will be attended by the Learner Engagement Officer and Chaired by a member of the Senior Leadership Team.

How long will I be a councillor?

With the election build up happening from October/November each year, your Learner council post will run from December to December for a period of **2 years**. To continue in your role as a learner councillor after the completion of 2 year tenure, you will need to submit a fresh application for the elections.

What will be discussed?

Standard agenda items will be:

- ☐ Staying safe
- ☐ Feedback on learner experience
- ☐ Information, Advice and Guidance at Learn Hillingdon
- ☐ Service initiatives
- ☐ Any Other Business

What are the benefits of becoming a learner councillor?

- ☐ Improved communication and advocacy skills
- ☐ An opportunity to get involved and influence service direction
- ☐ Giving other learners a voice within the service

What will happen as a result of council meetings?

Feedback will be given to the Staying Safe Board, Operational Management Group and Senior Leadership Team and passed onto relevant managers to inform the Service's self-assessment and make improvements. The Learner Council may influence Service initiatives, such as the course induction.

How will I know who my councillor is?

Learner councillors' names with their email addresses will be displayed in the centres. This will also be listed on Learner Council section on Moodle.

How will I contact my councillor?

You can contact your councillor through your course rep or via email on their hae accounts.

If you have any further questions, contact the Learner Engagement Officer on iarora@hillington.gov.uk