

Learner Councillor: Role Description and How to Apply

Role: Learn Hillingdon, Learner Council Member

Role purpose:

Be part of a consultative body of learners who work with Learn Hillingdon staff to improve the Service for all learners. Communicate clearly with staff, other council members and course reps/learners. Represent other learners, particularly those studying in the same curriculum.

Key responsibilities:

- To attend all Learner Council meetings
- To consult course reps/learners studying in the same curriculum
- To work collaboratively with other council members and Learn Hillingdon staff
- To offer feedback and suggestions, which will influence Service decisions
- To act as an advocate
- To be willing to be contacted by course reps/ other students through their hae email address

Meeting Hours:

Meetings will take place once every term. Meetings would be scheduled at daytime and would last for approximately 1 hour.

Election and Length of appointment:

Course representatives would be elected to the learner council through a voting system. Course representatives would be able to apply by writing a paragraph (100 words approximately) about themselves and why they wish to be on the council. This would be published to the electorate to enable them to vote.

Once elected, membership of the learner council will last for two years.

Meeting content: Standard agenda items will be:

- Staying safe
- Feedback on learner experience
- Information, Advice and Guidance at Learn Hillingdon
- Service initiatives (such as Careers and education hub section in Moodle)
- Any Other Business

How to apply:

If you are interested in becoming a member of Learn Hillingdon Learner Council, please write a paragraph (100 words approximately) which includes:

- a brief introduction about yourself (name, background, interests)
- what you are studying at Learn Hillingdon
- why you will be a good council member (what skills or experience you have)
- what you will bring to the council
- a picture of yourself (optional)

Please note, elections will be held and not every applicant will be successful.

Email the paragraph (and photograph, if including) to the Learner Engagement Officer, iarora@hillington.gov.uk by 5 pm Wednesday 19 November 2025.