

Appendix B:

Recognition and contribution guide

These recommendations provide types and levels of remuneration for Student Voice activities to help facilitators appropriately recognise and reward the contribution made by students to a Student Voice activity.

Level	Characteristics	Examples	Time Commitment (Examples)	Recognition	Recommended level	Level of role information required	Level of supervision to be provided
Level 0 - Paid	Regulated by TEC/DPMC Regular meetings Pre/post work expected Formal Representative (elected or nominated) Longer-term/on-going University-wide	University Council University Finance Committee	Activity time: <i>Minimum 5 meetings per year, maximum 3 hours in length</i> Preparation: <i>Estimated 3 hours</i>	Honorarium	Determined by TEC/DPMC	Position description	Line manager identified
Level 1 - Paid	Regular meetings Pre/post work expected Formal Representative (elected or nominated) Longer-term/on-going University or Faculty wide	- Academic Programmes Committee - Discipline Committee - Education Committee - Board of Graduate Studies - Human Participants Ethics Committee - International Committee - Libraries and Learning Services Committee - Research Committee - Runanga - Senate - Student Consultative Group - Teaching and Learning Quality Committee - University Health, Safety and Wellbeing Committee	Activity time: <i>Minimum 3 meetings per year, maximum 3 hours in length.</i> Preparation: <i>Estimated 1 hour</i> Follow up: <i>Estimated 1 hour</i>	For non-AUSA Executives* individual casual contract/a set fee dependent upon number of meetings and required prep and follow up. To be included in the ToR. Students to be onboarded once appointed. Payments to be made for attendance at meetings/ required prep and follow up work. Standard fee to be paid, timesheets not required to be completed by students	To be determined by the Provost/Chair for each committee (reflective of the rate paid for level 2 activities)	Position description	Line manager identified
Level 2 – Paid	Working towards a defined outcome Timebound Opinion based Consultative Preparation and follow up limited	Student Voice Working Group Curriculum Framework Transformation Project	Activity time: <i>Fortnightly meetings over the course of the semester, 1 hour in length.</i> Preparation and Follow-up is rare and minimal, can be paid at the discretion of the line manager	Individual casual contact/hourly rate/timesheet submitted Alternatively payments can be made directly to the club/association for them to manage remuneration of individuals' contribution, all recognised clubs and associations are set up as University suppliers	Equivalent to a mid band C (target zone) hourly rate Remuneration ranges Casual Employment Policy and Procedures	Position description	Line manager identified
Level 3 - Voluntary	One off involvement Low-level commitment (no-prep required) Opinion based Non-representative/ individual contribution Road-testing/Piloting/Idea generation	PWC Focus Groups Mystery-shopping of Student Services Student Journey Mapping Open day volunteers Students speaking as part of a panel discussion	Activity time: <i>One off occurrence, maximum 3-hour commitment.</i> Preparation and follow –up: Not required	Token of appreciation (e.g. retail voucher) may be provided to students to show appreciation for their involvement. Non-monetary recognition should also be	N/A	Activity summary	Activity co-ordinator identified

	Preparation or follow up work not required			considered e.g. provision of food			
Level 4 - Voluntary	Large number of participants One-off contribution Low level engagement Preparation or follow up work not required	New Student Survey Learning and Teaching Survey The New Student Survey	Activity time: <i>One off occurrence, time to complete can vary.</i> Preparation and follow-up: <i>Not required</i>	Incentivisation – prize draw	Value depends largely on the time required to complete the task and the completion rate sought Example: New UG Student Survey, 5 – 10 minutes to complete. 1 x \$500 and 5 x \$100 PB Tech vouchers	Introductory information	Enquiry e-mail address provided
'Special Commitments' - Voluntary	A defined University programme or initiative Large number of participants On-going contributions Varied levels of engagement	Class Reps Club Executives	Activity time: Ongoing commitment to the cause (generally a one-year commitment). Commitment can vary considerably from one programme to another/one individual to another.	Wrap around compensation package – including professional development training opportunities, social and networking activities, merchandise, celebration occasions, awards, recognition through the CCRP programme, Campus Card top up (when available)	N/A	Position description	Programme manager or initiative lead

Notes:

*For elected representatives (e.g. AUSA executives) already receiving a honorarium for their work, Level 1 activities are considered to be a recognised part of their duties and as such remuneration to the individual is not required. Level 2 activities and beyond are deemed to be outside of recognised role and providing a personal perspective rather than representative viewpoint, individuals should be remunerated in line with above recommendations.

** Level 1 does not include class representatives in attendance at Staff-Student Consultative Committees. The Class Reps programme is delivered by AUSA and is recognised as a voluntary contribution until the 'Special Commitments' category.

Many of the activities identified in the guidelines are already remunerated (e.g. Curriculum Framework Transformation Project, Audit), the guidelines look to provide a framework and a consistent approach for those activities which do not currently remunerate and for new projects coming online.

A letter of commendation from the University to be provided upon request to those students participating in Levels 0, 1, 2 and 'special commitment' activities.

Special commitments category looks to recognise and uphold the importance of purely 'volunteer contributions.' Many students look for the opportunity to 'give back' without the commitment involved in more formal 'employer' relationships. Nevertheless, it is important to acknowledge and celebrate the contribution that such roles play in creating a supported and vibrant community. Students should be compensated/rewarded through a combination of the above recommendations.

Administrator support should be identified in each Faculty or Service to help manage the administration associated with adding casual staff members to the HR system, acquiring gifts vouchers and/or arranging campus card tops ups. Committee secretaries should be responsible for onboarding student committee members at the start of each term. This one point of administrative support in each department will allow for greater oversight of the number of Student Voice activities taking place and hours of contribution. This will also allow for greater budget governance of this area.

For those on casual contracts (levels 1 and 2) and participating in special commitment activities, a 'line-manager' should be identified and be responsible for the induction, training and on-going support of students. For those in levels 4 and 5, an 'activity co-ordinator' should be identified as a point of contact.

It is recognised that some Faculty Association Executive members contribute significantly more to Student Voice activities than other Club Executives. This contribution is recognised through remuneration of levels 1 and 2 activities in which Faculty representatives are heavily involved.

The rate proposed for level 2 is in line with rates currently paid for student voice involvement in a number of University committees and advisory groups (e.g. Disability Plan Action Group and Harmful Sexual Behaviour Student Advisor Group). When calculated as a full time equivalent role, it is proposed that this rate sits around the mid-point of the target range of band C which is reflective of the roles and responsibilities outlined within this group.