

| DAY 1 - WEDNESDAY 3RD SEPTEMBER | | | |
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| Venue - Management School, South Campus | | | |
| Time | New RAs | New PRAs | Continuing RAs and PRAs |
| 9am | Registration <i>With tea and coffee</i> Location: ground floor & first floor breakout space | Registration <i>With tea and coffee</i> Location: ground floor & first floor breakout space | <p>Continuing RAs and PRAs who do not currently hold an in-date qualification for Mental Health First Aid will be required to attend the afternoon of the first day of the Conference to take part in certified Mental Health First Aid training.</p> <p>If our records show you have either not previously undertaken this training or this has now expired, you will be expected to attend. Those RAs and PRAs we believe this applies to will be contacted ahead of the Conference commencing.</p> <p>If you are unsure if this applies to you and have not had contact from the Halls Life team ahead of the Conference, please contact us at hallslife@liverpool.ac.uk.</p> <p>If you are attending the MHFA session on this day you are invited to arrive early for the lunch being served from 12pm. Please register with the Halls Life team on your arrival and before heading into the training at 1pm.</p> |
| 9.30am | Conference Welcome <i>Sam Pope , Head of Accommodation</i> <i>Ellen Ellis , Student Experience Manager</i> <i>Steph Handford , Operations Manager</i> <p>This session will give an overview of the Conference and what to expect, as well as advice from previous RA and now Operations Manager, Steph Handford, on how to make the most of your RA role and the experiences you can gain from it.</p> Location: TBC | Conference Welcome <i>Sam Pope , Head of Accommodation</i> <i>Ellen Ellis , Student Experience Manager</i> <i>Steph Handford , Operations Manager</i> <p>This session will give an overview of the Conference and what to expect, as well as advice from previous RA and now Operations Manager, Steph Handford, on how to make the most of your RA role and the experiences you can gain from it.</p> Location: TBC | |
| 10am | Understanding your role as an RA <i>Gemma Draycott, Warden & Hall Manager</i> <i>Steph Handford, Operations Manager</i> <p>This session will look at life in Halls and the practicalities of your role as an RA this year, covering the various duties you will be responsible for, how the RA role fits with other teams in Residential Services, and what to expect at different points in the year.</p> <p>This session aims to build a basic understanding of your new role, which will be further developed via site and team specific training from your Warden/Halls Teams.</p> Location: TBC | Understanding your role as a PRA <i>Becky Charnock, Accommodation Partnerships & Marketing Manager & Ellen Ellis, Student Experience Manager</i> <p>The role of Residential Adviser for the Private Halls (PRA) was introduced last academic year and continues to evolve as we learn from what has worked so far as well as bring in changes and enhancements for 2025/26.</p> <p>This session will look at the expectations for your role, including practicalities around the range of duties you will undertake across the year and how you will work with staff in both your Hall Team and at the University.</p> <p>The session aims to build a basic understanding of your new role, which will be further developed via site and team specific training from your Halls Team.</p> Location: TBC | |
| 12pm | Lunch (1 hour) Location: first and second floor breakout spaces | Lunch (1 hour) Location: first and second floor breakout spaces | Registration and lunch Location: first and second floor breakout spaces |
| 1pm | Supporting our students: working with Student Services <i>Danny Marfany , Student Services</i> <p>A session looking at how your role as an RA works alongside the support provided by the Student Services Team.</p> <p>This session will explain in more detail when you would refer/signpost a student to Student Services, what follow-up happens after you submit a welfare or incident report on Kx Student Life, and the various roles and stages involved in providing support to students, to include how the role of RA fits into this.</p> Location: TBC | Supporting our students: working with Student Services <i>Danny Marfany , Student Services</i> <p>A session looking at how your role as an RA works alongside the support provided by the Student Services Team.</p> <p>This session will explain in more detail when you would refer/signpost a student to Student Services, what follow-up happens after you submit a welfare or incident report on Kx Student Life, and the various roles and stages involved in providing support to students, to include how the role of RA fits into this.</p> Location: TBC | <p>Mental Health First Aid Light <i>Barry Farrington, University Mental Health Advisory Service</i></p> <p>Incorporating a 15 minute break at 2.45pm</p> <p>This is a specialist course developed by MHFA (England) designed to raise awareness of mental health, challenge stigma, and provide confidence to support someone in distress who may be experiencing a mental health issue.</p> <p>At the end of the session you will receive a MHFA England accredited certificate of attendance to say you are Mental Health Aware, a manual to refer to whenever you need it, and a workbook including a helpful toolkit to support your own mental health.</p> <p>Location: TBC</p> |
| 1.45pm | Safeguarding & disclosure training <i>Danny Marfany , Student Services</i> <p>An overview of safeguarding and your role as an RA, as well as how to manage disclosures around incidents such as hate crime and sexual crime.</p> Location: TBC | Safeguarding & disclosure training <i>Danny Marfany , Student Services</i> <p>An overview of safeguarding and your role as a PRA, as well as how to manage disclosures around incidents such as hate crime and sexual crime.</p> Location: TBC | |
| 2.45pm | Break (15 mins) Location: first floor breakout space | Finish 2.45pm | |
| 3pm | Halls Life & RA led events <i>Halls Life team</i> <p>This session will give you an overview of who the Halls Life Team are and how you will work with them as an RA.</p> <p>It will cover your role as an RA in delivering Hall events, expectations across the year, as well as practical guidance for organising your own RA led events.</p> Location: TBC | | |
| 4.30pm | Finish 4.30pm | | |
| | | | Finish 5pm |