

# Associate Fellowship of the Higher Education Academy

Descriptor 1 of the UK Professional Standards Framework (UKPSF)

## Guidelines for Applicants

January to June 2014

### Introduction

UCL has recently started offering introductions to teaching in higher education for all Postgraduate Teaching Assistants (PGTAs) who are teaching for the first time. These introductions usually comprise a single core session and then subsequent optional sessions, which explore key themes in more detail. If you are a participant in one of these programmes, we would encourage you to consider submitting an application for an Associate Fellowship of the Higher Education Academy.

In order to do this, no matter which teaching programme you have attended, you will need to **submit a written 'portfolio' of up to 3000 words** (which is a written claim in line with specific criteria) for Associate Fellowship. **The format of the portfolio is not important**, as long as it meets the following requirements. If you have any questions or would like additional advice, please contact the tutor on your programme (see below) or Dr Helen Brookman on 020 7679 1942 or [h.brookman@ucl.ac.uk](mailto:h.brookman@ucl.ac.uk).

### Requirements

This submission should present your evidence-based case for you to be recognised by the HEA as having the relevant knowledge and values, evident in appropriate activities in teaching and/or support of student learning, to meet Descriptor 1 (described on p.3) of the UK Professional Standards Framework (UKPSF).

It should provide evidence of your having addressed and met **each** of the following criteria:

1. **Successful engagement with at least two of the Areas of Activity** of the UK Professional Standards Framework (UKPSF), listed here:
  - A1 Design and plan learning activities and/or programmes of study
  - A2 Teach and/or support learning
  - A3 Assess and give feedback to learners
  - A4 Develop effective learning environments and approaches to student support and guidance
  - A5 Engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices
2. **Successful engagement in appropriate teaching/student support practices related to these Areas of Activity.** *At the start of your Claim, you need to describe clearly your **personal** experiences of teaching and/or student support including, for example, the length of experience, the level of responsibility, the amount and types of teaching/student support you have engaged in, and any related activities such as assessment and feedback (whether formal or informal) and resource development.*

3. **Appropriate Core Knowledge and understanding of at least K1 and K2** of the UKPSF, listed here:

- K1 The subject material
- K2 Appropriate methods for teaching and learning in the subject area and at the level of the academic programme
- K3 How students learn, both generally and within their subject/disciplinary area(s)
- K4 The use and value of appropriate learning technologies
- K5 Methods for evaluating the effectiveness of teaching

4. **A commitment to appropriate Professional Values in facilitating others' learning** (not just articulated, but demonstrated to be manifested in your practice), as described in the UKSPF and listed here:

- V1 Respect individual learners and diverse learning communities
- V2 Promote participation in higher education and equality of opportunity for learners
- V3 Use evidence-informed approaches and the outcomes from research, scholarship and continuing professional development
- V4 Acknowledge the wider context in which higher education operates recognising the implications for professional practice

5. **Relevant professional practices, subject and pedagogic scholarship** within the above activities. *You need to read and refer to examples of literature that is relevant to teaching/supporting learning in your subject. You do not have to write an academic assignment, but should show that you are aware of literature relating to teaching in higher education and its relevance to your practice.*

6. **Successful engagement in appropriate professional development activity related to teaching, learning and assessment responsibilities.** *Please refer in your Claim to the course you participated in, and/or to any other developmental activities you have engaged in, for example an observation of your teaching, or meetings in your department, whether formal or informal, which have focused on teaching/student support.*

**Supporting reference.** It is mandatory that you provide a supporting reference from an experienced member of UCL staff who can comment on your professional achievements in relation to teaching and/or supporting student learning in Higher Education. Your Referee must comment on how you have met the UKPSF criteria (see 1-6 above) and recommend you for recognition as an Associate Fellow of the HEA.

**Submission instructions**

Please submit your assignment to the **Teaching Associate Programmes Moodle** by 9<sup>th</sup> June 2014.

### **Typical individual role/career stage at Descriptor 1 (Associate Fellow)**

Individuals are able to provide evidence of effectiveness in relation to their professional role(s), which, typically, will include at least some teaching and/or learning support responsibilities. This teaching and learning role may sometimes be undertaken with the assistance of more experienced teachers or mentors. Typically, those likely to be at Descriptor 1 (D1) include:

- Early career researchers with some teaching responsibilities (e.g. PhD students, GTAs, contract researchers/post doctoral students etc.)
- Staff new to teaching (including those with part-time academic responsibilities)
- Staff who support academic provision (e.g. learning technologists, learning developers and learning resource/library staff)
- Staff who undertake demonstrator/ technician roles that incorporate some teaching-related responsibilities
- Experienced staff in relevant professional areas who may be new to teaching and/or supporting learning, or who have a limited teaching portfolio

**We will be synthesising the current provision into a single programme in 2013-14, as part of UCL ARENA (Advancing Research-based Education in Academia).**



**If you are unsure about any aspects of these guidelines, please do contact Dr Helen Brookman on 020 7679 1942 or [h.brookman@ucl.ac.uk](mailto:h.brookman@ucl.ac.uk)**