# **Professional Teaching Qualifications**

Teaching is a highly valued activity at UCL and probationary requirements are designed in part to ensure that teaching meets the UK Professional Standards Framework as defined by the Quality Assurance Agency (QAA) and Higher Education Academy (HEA). In addition, data about the qualifications held by academic staff are collected and submitted annually to the Higher Education Statistics Agency (HESA). It is thus expected that all academic staff will undertake appropriate professional development during their probationary period, with a view to gaining formal professional recognition in relation to teaching in Higher Education.

UCL requires all Lecturers, Teaching Fellows and Proleptic Fellows to follow a programme which leads to recognition as a Fellow of the Higher Education Academy (FHEA). This professional recognition may be achieved through UCL Arena Two, delivered by the UCL Arena Centre for Research-based Education (Arena Centre) in partnership with academics from across UCL. On successful completion of UCL Arena Two, individuals are expected to apply for Fellowship of the HEA.

These courses are offered free of charge to eligible UCL employees on the payroll. Those eligible do not include Visiting Lecturers, those in honorary posts and workers on ‘as and when’ contracts.

The UCL Arena Academic Practice Pathway is available for all probationary staff who teach and/or support students’ learning. Full details of UCL Arena will be sent to all relevant probationary staff on appointment or as soon as possible thereafter, so that they are made aware of the options available. Individually tailored advice can be requested at any time through contacting the Arena Centre at arena.two@ucl.ac.uk. UCL Arena Two has two start dates per year, one in October and one in January. 21

Staff on probation who already have substantial experience of teaching in higher education (a minimum of three years’ experience, full time equivalent) and who have already engaged in appropriate professional development activity to support that teaching, may be eligible to apply for HEA Fellowship directly through the UCL Arena Open continuing professional development (CPD) scheme. Personal advice will be provided: please contact [arena.two@ucl.ac.uk](mailto:arena.two@ucl.ac.uk). If appropriate and with the authorisation of their Head of Department, an alternative course in another HE institution may be undertaken. Eligible programmes will typically lead to a full postgraduate certificate qualification focusing on higher or professional education and/or be accredited by the HEA in line with Descriptor 2 of the UK Professional Standards Framework and so confer upon successful candidates a Fellowship of the Higher Education Academy.

Individuals will be paid by their department at their normal hourly rate of pay for the time required to attend the mandatory taught course sessions, outside their usual working hours.

Teaching Fellows, Proleptic Fellows and Lecturers with a load less than a halfcourse unit, or the postgraduate equivalent, are not required to undertake the UCL Arena Two Academic Practice Pathway programme during their probationary period. However if the individual elects to complete the Academic Practice Pathway to gain a Fellowship of the HEA via either route, she/he will be paid for the number of face-to-face sessions required to complete this award.

If a Teaching Fellow, Proleptic Fellow or Lecturer increases their teaching hours to assume full responsibility for a half-course unit, or the postgraduate equivalent, at any time during their probation, they will have to meet the requirements described in 2 above. In such circumstances the probation period may be extended to allow sufficient time for the requirements to be met.

If a probationary staff member already holds a Fellowship of the HEA or Postgraduate Certificate in Higher Education (or equivalent) they may apply or 22 exemption from UCL Arena and should email [arena.two@ucl.ac.uk](mailto:arena.two@ucl.ac.uk) for further information.

For additional information, please contact the UCL Arena Centre for Research-based Education at [arena.two@ucl.ac.uk](mailto:arena.two@ucl.ac.uk).