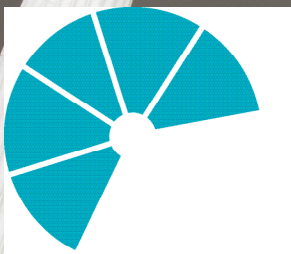


# UCL Arena One

Information for Potential Participants  
and Associate Fellowship Applicants



# Welcome to UCL Arena One

UCL Arena One is a development pathway for postgraduate students who teach (often called PGTA's) and is part of the broader UCL Arena scheme. Arena One consists of the Gateway workshop, following by the optional Teaching Associate Programme (TAP). On completion of TAP, participants will be ready to apply for Associate Fellowship of the Higher Education Academy (AFHEA). PGTA's are also invited to attend a range of other UCL Arena events.

## Doctoral Skills Development Programme

Postgraduates can log their point(s) for the UCL Arena One Gateway workshop and/or Teaching Associate Programme on the Doctoral Skills Development Programme website.

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# 1. UCL Arena One: Gateway Workshop

This three-hour introductory workshop is designed to prepare you for your teaching responsibilities and introduce you to new approaches to teaching and learning. It provides an opportunity for you to meet fellow PGTAs as you enter the postgraduate teaching community at UCL. You should also receive formal guidance and/or mentoring from your department in addition to the Gateway workshop.

There are twelve Gateway workshops across the year, which are open to all (further details are available on the Gateway webpage). The Gateway workshops are held in locations across the UCL campus, please check your confirmation e-mail for details.

## Session aims

These aims relate to the UK Professional Standard Framework (UKPSF) for teaching and supporting learning in Higher Education. This Framework will underpin your application for Associate Fellowship following TAP:

- To welcome you to the community of UCL teaching staff, to offer some familiarisation with the culture and practices of teaching at UCL, and to provide an opportunity for you to meet some Arena Centre staff and fellow PGTAs
- To contribute (alongside departmental support) to your preparation for your immediate or future responsibilities in teaching and assessment, offering some guidance to help you acquire and develop relevant knowledge, skills, and values (A1, A2, A3, V1-4) and start your teaching-related professional development (A5)
- To provide you with the opportunity to consider applying this new knowledge about approaches to teaching and learning to your disciplinary context (K2)
- To engage you in activities that challenge your thinking about education

## Intended learning outcomes

After participating fully in this three-hour workshop, you should be able to:

- Outline some fundamental dimensions of teaching, learning, and assessment in Higher Education as they relate to your role
- Apply these to your teaching and support of student learning in your disciplinary context
- Develop further as an effective, confident teacher
- Access resources and guidance to help and support you in your role
- Work towards applying for Associate Fellowship of UCL Arena and the Higher Education Academy (HEA)

## Moodle ('UCL Arena One: Gateway')

This Moodle is open to all postgraduates at UCL, whether registered for a Gateway workshop or not; you will find further information and resources for developing your teaching here.

You can find the site by searching for 'UCL Arena One: Gateway' in Moodle. Registered participants will be enrolled on the Moodle site once their place is confirmed and will receive an e-mail before the first session, asking them to visit the Moodle and to complete a short preparation activity.

## Attendance and registration

Attendance at this session is required for all postgraduate students with any responsibility for teaching and/or assessment at UCL who are new to teaching or who have not completed prior training/development sessions.

Exceptionally, this might include postgraduates of other institutions who teach at UCL, who are required to have adequate training to teach here. PGTAs in this category or the departments who employ them should e-mail [arena.one@ucl.ac.uk](mailto:arena.one@ucl.ac.uk) if the PGTA is yet to receive training.

Attendance is not mandatory if you plan to teach in the future or if you are a postgraduate at UCL but currently teach elsewhere. If you fall into these categories, you are still most welcome to attend. Your department or Faculty might offer an induction that provides a localised complement to the Gateway. Occasionally, this session might cover the same learning outcomes and would be an acceptable alternative to the Gateway. If you think this may be the case, please e-mail [arena.one@ucl.ac.uk](mailto:arena.one@ucl.ac.uk).

To register, please visit <https://www.ucl.ac.uk/teaching-learning/professional-development/arena-one/gateway-workshops>. If you have a confirmed place on a Gateway workshop and are unable to attend, please e-mail [arena.one@ucl.ac.uk](mailto:arena.one@ucl.ac.uk).

## Should I attend a Gateway workshop?

"I am a postgraduate researcher at UCL and..."

"...I am new to teaching and will be teaching and/or assessing at UCL this term."

"...I have never attended any prior training/development sessions and will be teaching and/or assessing at UCL this term."

Yes, attendance for you is mandatory. You should attend the session at the beginning of the term in which you are teaching, at the latest. If you have missed all the Gateway workshops that precede a term in which you are teaching, please attend the next available session. In the meantime, you may wish to attend some UCL Arena Essentials sessions where you can discuss key issues with colleagues and members of the UCL Arena Centre for Research-based Education.

"...I have some previous teaching experience and have attended/will be attending training/development sessions run by Arena Centre/the Graduate School/my department."

"...I haven't done any teaching yet, but I think I might be doing some later in the year."

"...I'm teaching at another university."

It is not necessary for you to attend a Gateway workshop this term, but you are welcome to attend now if you feel you would benefit. If you have teaching confirmed for Term 2, you may prefer to attend a School-focused Gateway in the Autumn (the sessions running in January and April are for all PGTAs and not Schools-focused).

## 2. UCL Arena One: Teaching Associate Programme

Once you have completed a Gateway workshop or equivalent, you then have the opportunity to join the second stage of Arena One: the Teaching Associate Programme (TAP).

On this optional programme, you can join a cohort of postgraduate teachers to develop your teaching practice and work towards a nationally recognised teaching award, mapped to the UK Professional Standards Framework for teaching and supporting learning in higher education (UKPSF), to gain Associate Fellowship of the Higher Education Academy.

This course is tailored for postgraduate research students at UCL. If you are not a postgraduate student (for instance, if you are a postdoctoral researcher or Teaching Fellow), then please e-mail [arena@ucl.ac.uk](mailto:arena@ucl.ac.uk) to find out more about the events, opportunities, and routes to professional recognition available to you.

Please e-mail [arena.one@ucl.ac.uk](mailto:arena.one@ucl.ac.uk) for advice if you are a postgraduate student with teaching experience wishing to apply for Associate Fellowship and any of the following apply:

1. you have already completed a teaching development course through Arena Centre, the Graduate/Doctoral School, or your department in the last year
2. you have three years' teaching experience (Full Time Equivalent) in Higher Education
3. you will shortly be leaving UCL

### Course aims

With reference where relevant to the UK Professional Standard Framework for teaching and supporting learning in Higher Education (UKPSF):

- To support you in developing the evidence-based knowledge, skills, and values that underpin effective teaching practice and the facilitation of successful learning, as the foundation of an academic career or to develop skills that will transfer into other fields (A1-A5; K1-K2; V1-V5)
- To provide the opportunity for you to engage in research-based learning about teaching and learning in your disciplinary context (K2)
- To help you to think and reflect more clearly and critically about your teaching practice, to articulate your reflections, particularly in presenting an evidence-based claim that you have experience and understanding of the dimensions of the UK Professional Standards Framework at Descriptor 1 and to plan your continuous professional development (A5, V3)
- To provide the opportunity for you to work towards professional recognition, by supporting you in writing an application for Associate Fellowship of the Higher Education Academy

### Pre-requisites

Participants must be teaching at UCL concurrently with the course and must have attended a UCL Arena One Gateway workshop or equivalent training. PGTAs with a substantive teaching role that includes assessment and feedback are strongly encouraged to attend. If you do not teach at UCL and wish to attend the course, you need to focus on teaching in a UCL context in your work for the course.

## Intended learning outcomes

After participating fully in this course, you should be able to:

- plan a teaching session effectively
- outline a range of approaches to and concepts in teaching and learning appropriate to your discipline, in a delivery mode relevant to your role, and to apply and evaluate these
- assess students' learning using criterion-based marking, explain assessment practices relevant to your role, and give effective feedback to learners
- articulate your critical and evidence-based reflections on your teaching practice and apply them in identifying areas for your professional development
- show evidence of how your teaching practice demonstrates appropriate professional values, including inclusivity and equality of opportunity
- engage in research-based learning activities in ways appropriate for your role and demonstrate how research-based learning applies to your disciplinary context
- make a successful claim against the dimensions of the UKPSF at Descriptor 1

## Applying for a place

You can apply for a TAP place by completing the application form on the TAP website: <https://www.ucl.ac.uk/teaching-learning/professional-development/arena-one/teaching-associate-programme>. Please note that you are required to be teaching concurrently with the programme. Places will be allocated first come, first served. We may need to prioritise those who are doing more teaching and/or marking, depending on demand.. Prior attendance at a Gateway is required to progress onto the Teaching Associate Programme.

## Course Overview

Session 1: How can I design and plan successful sessions?

Session 2: How can I facilitate active learning?

Session 3: How can I teach more effectively?

Session 4: How can I assess student learning and give helpful feedback?

Session 5: My teaching: where am I and where am I going?

Session 6: Your choice from the UCL Arena events calendar

The sixth session on the Teaching Associate Programme can be anything you choose from our broad range of events. See '5. UCL Arena: Other opportunities' below or <https://www.ucl.ac.uk/teaching-learning/news-events/upcoming-events>

## Attendance

You are asked to attend all five sessions, plus an additional activity from the Arena programme of events. You must have attended four of the five sessions (including the micro-teaching session) to apply for a UCL Arena and HEA Associate Fellowship.

## Moodle ('UCL Arena One: Teaching Associate Programme')

The Teaching Associate Programme will feature a Moodle site to provide an online learning environment for some of the activities, resources, and discussions. You will be enrolled on this Moodle site once your place on TAP is confirmed.

### 3. Applying for UCL Arena and HEA Associate Fellowship

Once you have completed the Teaching Associate Programme, you will have the opportunity to develop and submit an application for Associate Fellowship of the Higher Education Academy, which is a nationally recognised award. An award of Associate Fellowship provides professional recognition of your practice at Descriptor 1 of the UK Professional Standards Framework for teaching and support learning in Higher Education (UKPSF) and entitles you to use the post-nominal letters AFHEA.

You will receive support from the TAP tutors and your peers as you develop your application.

#### Developing your application

Associate Fellowship (Descriptor 1) is awarded to individuals who are able to provide clear evidence of success and effectiveness in relation to their professional role, which will include at least some teaching and/or learning support responsibilities.

During TAP, you will be introduced to the UKPSF and supported in identifying and developing your professional experience so that you can demonstrate attainment of Descriptor 1 (D1).

For D1, the table on p.7 (right) shows what you are required to demonstrate.

You will need to complete a UCL Arena Associate Fellowship Application Template. This is a written application containing five sections: Section 1: Information about the Applicant; Section 2: Your Professional Activities and Continuing Professional Development; Section 3: Narrative Case Studies (3 x 500 word case studies); Section 4: References (you will need two referees, at least one of whom needs to be from UCL); Section 5: Staying in Good Standing with your Professional Development.

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Section 3 consists of 3 x 500 word case studies. Section 4 requires two references. Your referees (at least one of whom needs to be from UCL) should be able to comment on your professional achievements in relation to teaching and/or supporting student learning in higher education, and they need to read your portfolio and provide comments on the basis of their knowledge of your work and how you meet the criteria.

#### Submitting your application

You need to confirm your plans to apply on the UCL Arena One: Teaching Associate Programme Moodle. Please submit your application via the Turnitin Submission Inbox on the TAP Moodle.



## Descriptor 1: Associate fellow Overview of the UKPSF

**For early career applicants, those new to teaching, and staff who support academic provision.**

Associate Fellow demonstrates an understanding of specific aspects of effective teaching, learning support methods and student learning. Individuals should be able to provide evidence of:

- 1) Successful engagement with at least two of the five Areas of Activity
- 2) Successful engagement in appropriate teaching and practices related to these Areas of Activity
- 3) Appropriate Core Knowledge and understanding of at least K1 and K2
- 4) A commitment to appropriate Professional Values in facilitating others' learning
- 5) Relevant professional practices, subject and pedagogic research and/or scholarship within the above activities
- 6) Successful engagement, where appropriate, in professional development activity related to teaching, learning and assessment responsibilities

### Areas of Activity

- Design and plan learning activities and/or programmes of study
- A1 Teach and/or support learning
  - A2 Assess and give feedback to learners
  - A3 Develop effective learning environments and approaches to student support and guidance
  - A4 Engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluations of professional practice

### Core Knowledge

- 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
- K6 The implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on teaching

### Professional Values

- V1 Respect individual learners and diverse learning communities
- V2 Promote participation in higher education and equality of opportunities 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



## 4. UCL Arena: Other opportunities

Whether you attend the Teaching Associate Programme or not, you need support to help you develop in your role. Your department should provide guidance and/or mentoring for you as a member of teaching staff. However, you may want to discuss your teaching outside your immediate environment, hear about good practice from across UCL, meet other teachers (from postgraduates to professors), and join our growing conversation about research-based education. Please see the UCL Arena Events Calendar for details of upcoming opportunities.

If you are participating in the Teaching Associate Programme, any of the below UCL Arena events can form the sixth 'session' of the course. You can then add your attendance at these events and what you gained from them to the record in Section 2 in your UCL Arena application.

### UCL Arena Essentials

These are short, topical sessions led by Arena Centre Teaching Fellows for anyone who teaches and/or supports students' learning at UCL. They each cover an essential teaching practice, such as 'Effective lecturing', 'Evaluating your teaching', or 'Helping students understand assessment'.

### UCL Arena Exchange Seminars

These seminars feature presentations from colleagues who teach and/or support student learning across UCL. They provide an opportunity for you to hear about examples of good teaching practice and discuss them informally with engaged UCL colleagues.

### UCL Education Conference

This annual conference brings together staff and students – anyone, in fact, who has a stake in education at UCL – to share interesting ideas and experiences, forge new partnerships, and collectively reflect on how to make teaching at UCL truly exceptional to enable students to achieve their full potential: <https://www.ucl.ac.uk/teaching-learning/news-events/ucl-education-conference>

### Mentoring

If you cannot find a teaching mentor (formal or informal) within your department, or in addition to this relationship, you may wish to form a pair or small group of peer mentors with other PGTAs, for mutual support. You could share resources, hold post-teaching discussions, and/or observe each other teach and give feedback. If you'd like to seek peer mentoring and observation partners, you can use the Gateway discussion forum on the Gateway Moodle to post an advert.

UCL also provides a mentoring scheme for its staff, which is open to you as a PGTA. You can find a mentor in a similar discipline and you can select a focus for the mentoring process, such as teaching. Please see: <http://www.ucl.ac.uk/hr/od/coaching/mentoring.php>. If you require further assistance with the uMentor platform, please e-mail [umentor@ucl.ac.uk](mailto:umentor@ucl.ac.uk).

