**HEAR4U – Quick Guide to Associate Fellowship (D1)**

*Please note this documentation provides general, informal guidance only. Please refer to Advance HE and your own institution for direct support and up to date guidance.*

1. *Is Associate Fellow right for me?*

If you are new to teaching or a staff member who supports academic provision, then yes! To double check, use this [Fellowship Category Tool](https://www.advance-he.ac.uk/form/fellowship-decision-tool).

1. *What do I have to do?*

**First**, you should get in touch with your own institutional accreditation community. **Second**, take a look at all of the guidance available on [Advance HE](https://www.advance-he.ac.uk/fellowship/associate-fellowship). **Third**, get cracking with your application and start to reflect on your experiences in relation to your understanding of effective teaching and learning.

1. *What does the application involve?*

You are required to write a reflective, informed narrative of your own teaching and learning experiences in connection with **two Areas of Activity** (see page 3). You should also include **one supporting statement**. You are required to reflect on your teaching experience over the **past 2 years as well** as your approach to current practice.

1. *How long is it?*

The entire application should be no longer than **1,400 words** (excluding references and citations) and it is suggested that **each Area of Activity is 700 words** long.

1. *What type of things do I need to include in the application?*

Every application will be very different, it is personal to you and your own journey in and around higher education. Ultimately you need to demonstrate an understanding of specific aspects of effective teaching, learning support methods, and student learning. You may wish to refer to the following:

* 1. Your approach(es) to teaching and learning;
	2. Your understanding of the subject material and how they have been used;
	3. Examples of supporting students through their learning journeys;
	4. Reflection on why you have used specific approaches and methods with groups and individuals;
	5. How you have engaged with the learning environment and created a positive space for teaching and learning.
1. *Where and when do these As, Ks and Vs come in?*

The UK Professional Standards Framework (UKPSF) is the device used to map your application against the requirements of Associate Fellow. The framework can be found on page 3 of this document. It involves **five Areas of Activity** (A1-A5), **six elements of Core Knowledge** (K1-K6) **and four Professional Values** (V1-V4). It is your job to demonstrate your connection with the following:

* **Two Areas of Activity**
* Explicit mapping across to **K1** (subject material) and **K2** (appropriate methods)
* Reference to any **one or more** **V** of your choice

You should state the appropriate Ks and Vs in brackets at the end of the relevant sentence or section of your application (for example (K1, V2). It is not a good idea to cite lots of these in one go at the end of a paragraph because this would not clearly demonstrate your specific contribution.

1. *What style should the application be written in?*

This process is all about you and your story. Make it a personal, thoughtful, and a focused reflection on you and your practice. Use ‘I’ to take ownership of what you have done and make sure you clearly explain your role and engagement with each activity. Think about this type of sequence when you are reflecting:

I noticed there was a gap/problem/issue with x, y and z and therefore I developed a grid/method/extra class/student support to help…. On reflection, I am satisfied with…. or….would have created/done/changed x, y, and z because of…

It is also important to reference pedagogic research and best practice throughout the application to inform and guide your reflection. Remember though, this is not an academic paper so use references to complement your work rather than dominate it. A consistent referencing style should be used.

1. *What type of evidence do I need to include in the application?*

It is a good idea to add some qualitative and/or quantitative evidence in places to support your reflections, perhaps some feedback from students or modular level evaluation data for example.

1. What supporting statements do I need?

You need to get one supporting statement from someone who is familiar with you and your professional work and have current or recent experience of working in Higher Education.

1. How do I submit my application?

Please follow your own institutional guidance on submitting applications and adhere to the deadline provided.

**The UK Professional Standards Framework (UKPSF)**

|  |  |  |
| --- | --- | --- |
| **Areas of Activity** | **Core Knowledge** | **Professional Values** |
| **(A1)** Design and plan learning activities and/or programmes of study  | **(K1)** The subject material  | **(V1)** Respect individual learners and diverse learning communities  |
| **(A2)** Teach and/or support learning  | **(K2)** Appropriate methods for teaching, learning and assessing in the subject area and at the level of the academic programme  | **(V2)** Promote participation in higher education and equality of opportunity for learners  |
| **(A3)** Assess and give feedback to learners  | **(K3)** How students learn, both generally and within their subject/ disciplinary area(s)  | **(V3)** Use evidence-informed approaches and the outcomes from research, scholarship and continuing professional development  |
| **(A4)** Develop effective learning environments and approaches to student support and guidance  | **(K4)** The use and value of appropriate learning technologies  | **(V4)** Acknowledge the wider context in which higher education operates recognising the implications for professional practice    |
| **(A5)** Engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices   | **(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  |
|  |  |  |



**Refer to one or more V**

**Refer to K1 and K2**

**Chose two Areas of Activity to focus on**

Source: [Advance HE](https://www.advance-he.ac.uk/knowledge-hub/uk-professional-standards-framework-ukpsf) - The UK Professional Standards Framework: for teaching and supporting learning in higher education (2011, p.3)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Help Matrix** | **K1** The subject material | **K2** Appropriate methods for teaching, learning and assessing 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 effective-ness of teaching | **K6** The implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on teaching |
| **V1** Respect individual learners and diverse learning communities | Write an example here which relates to K1 and V1 |  |  |  |  |  |
| **V2** Promote participation in higher education and equality of opportunity for learners |  | Use colour to block each box when an example relates to an Area of Activity |  |  |  |  |
| **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 | Write an example here which relates to K1 and V4 |  |  |  |  |  |



**Refer to K1 and K2**

**Area of Activities (only need two)**

(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

**HEAR4U References Help Grid**

**(Only Require references in relation to two Activity Areas)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of Examination** | **Full Reference** | **Summary of Source** | **Useful Direct Quote(s) and Page Number** | **Relation to K1/2 or Vs** |
| General Pedagogic Approach  |  |  |  |  |
|  |  |  |  |
| (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 |  |  |  |  |
|  |  |  |  |

