

Hallam Academic Award (HAA)

Frequently Asked Questions - SHU staff

Who is the programme for?

The HAA is designed for new academic staff and is flexible to the experience and needs of new colleges and objectives of departments and the institution. The HAA is open to Recognition of Prior Learning (RPL) with *proportionate* levy funding. The programme will support different categories of staff in different ways:

- The HAA is for all newly appointed permanent staff on academic contracts who are "at the level of an independent academic"¹. This includes part time staff on a pro-rata basis (though funding will not typically apply for staff contracts of less than 30 hours per week).
- Newly appointed staff with significant experience of working in HE (i.e. more than three years) will require further consideration. They may not be eligible for levy funding for the apprenticeship. They will complete a needs analysis resulting in an agreed development plan. They may then access aspects of the provision if appropriate.
- Some elements of the programme will be available as CPD for existing staff development.

HAA entry criteria

- At least 60hrs of scheduled teaching per annum
- UK honors degree or equivalent
- Contract duration of at least two years
- Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment. For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language. You can apply for the course without evidencing these qualifications but you will not be able to complete the end point assessment until you have provided evidence of these qualifications.

What does the programme lead to?

- Level 7 credit – Postgraduate Diploma Teaching in Higher Education
- Fellowship of HEA (FHEA)
- Staff meeting the requirements of the Academic Practitioner Apprenticeship Standard
- Effective grounding in research and business practice

How do I apply?

- Using the internal apprenticeship application form.

¹ E.g. staff who have come through PhD and a series of postdocs (all within HE); staff who have come from professional practice; staff who have less than 3 years experience in HE.

Do I need to complete a Staff internal funding form (SIFF)?

- The majority of staff do not need to complete a SIFF, however Associate Lecturers and temporary staff should discuss with their line managers.

What is the remission on work plans for fulltime members of staff?

- Full time members of staff should get 685 hours on their work plan over two years to attend the course (20% of the work plan, which is equivalent to one day a week over two years).
- Fractional staff should discuss further with their line managers to determine what is appropriate for their circumstances.

What is the expectation of attendance?

- You are expected to attend all sessions.
- Your time should be managed, by you and your line manager, so that you are able to attend the course, which means free from teaching with sufficient time before and after the scheduled classes.
- Expect to be in taught delivered sessions on Fridays. Full delivery schedule available on request.

What is the assessment load?

Module 1

- Task 1: Observation of practice
- Task 2: Reflective analysis
- Task 3: Group task

Module 2

- Task 1: Observation of practice
- Task 2: Critical appraisal
- Task 3: Group task

Module 3 -

- CW - Action research project

EPA

- Observed professional practice assessment
- Professional conversation
- Written submission (3000 words)

Module 4 -

- CW - Action research project

Who teaches the course?

- Academic staff from the Sheffield Institute of Education (in the Faculty of Development and Society) plus guest tutors from across the university.

Completing the form?

Section 2

- Sheffield Hallam University Course Title - Postgraduate Diploma Teaching in Higher Education
- Award - Other, Apprenticeship, Post Graduate Diploma
- Point of Entry - Year 1
- What model is the apprenticeship - Standard
- Apprenticeship standard/framework title - Academic Professional Standard

Important information - please keep and refer to

Section 3

- With regards to the English and Maths qualifications the apprenticeship standard states (included below for reference) that English and maths qualifications will need to be evidenced in order to undertake the endpoint assessment.

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment. For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language.

- The ESFA had guidelines on the qualifications that are accepted. This includes guidance on international qualifications, embedded for reference.



ESFA-Guide-to-English-Maths.doc

Section 4a

- Number of hours of scheduled teaching for the academic year the course commences - If you don't know what this figure is please liaise with your academic work planning lead to gain an estimate prior to completing the form. There is a minimum requirement of 60 hours scheduled teaching.

Section 7

- Your line manager needs to complete this section, please do not submit application forms prior to this being completed.

Where to send your completed form?

- Please send your completed form to apprenticeships@shu.ac.uk

What are the academic work planning guidelines for apprentices?

- There is a requirement of 20% off the job training for the apprenticeship standard and to enable draw down of the levy funding.
- We need to identify 20% per year of the 1576 hours (which represents worked hours per year) to adhere with apprenticeship requirements
- This equates to 630 hours over 2 years. This is achieved as follows

RSA hours Y1	170
RSA hours Y2	170
PG Cert Y1	270

PG Dip Y2	45	only include module 3 and CPD (module 4 is outside of the HAA)
	655	

- Academic work planner should record year 1 in the same way that they would record the PG Cert THE
- In year 2 the 45 hours allocated for the first PG Diploma module and the research CPD module may be classified as Research and Scholarly development in the work plans

Who will allocate my mentor?

- Your Head of Department/Line Manager will allocate you a mentor as is standard practice for any new member of staff

Important information - please keep and refer to

Has my mentor received development training?

- There is a HAA Mentor Development training programme managed by the LEAD directorate. If your allocated mentor has not received training please ask them to contact Juliette Hinrichsen

Does my mentor get an adjustment on their academic work plan?

- Mentors are usually Senior Lecturers roles and above they have time built into their work plans already to mentor new members of staff

Can I undertake the HAA if I have already completed the PG Cert THE at another institution?

- RPL will be considered against the PG Cert but based on the principle that at least **one third of the credit** required for a Sheffield Hallam University award must be studied at the University as part of a designed and validated programme of study the individual will still need to undertake the other two thirds plus the CPD and DBL (WBL) so will in effect still undertake the HAA for all intents and purposes.

Is this delivered over the full year, or just in standard UG term time?

- The HAA taught components are delivered in term time
- The HAA DBL requirements are undertaken over the whole year

Is the assessment and other work expected to be done outside of normal term time?

- The assessment work is undertaken during term time

Is the work based learning component supported by the course delivery team?

- No, the course delivery team supports the taught provision and your department supports the work based learning component, the DBL project and provides you with a mentor to support your academic development
- BESE provides you with a work based learning coach to guide you through the apprenticeship requirements.
- There will be quarterly three way review meetings between yourself (the apprentice), your mentor and your work based learning coach to monitor your progression and advise your development.