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| **University Advanced Professional Certificate**  **in Higher Education Practice**  **Application Guidance - SHU staff** |

Please remember that on applying you are becoming a SHU student and the administration staff need to work with you on this basis - they are not able to access staff records or skip steps but they will do their very best to help you, as will the course team.

Here are the steps you need to go through (4, 5, 6 and 7 are sometimes missed!)

1. Gain the support of your line manager to attend the course
2. Complete the internal application form and send it to Direct Admissions - [specialistroutes@shu.ac.uk](mailto:specialistroutes@shu.ac.uk) - do this first before you complete the SIFF
3. Wait for your offer email
4. **Secure your funding** by completing the [**SIFF**](https://portal.shu.ac.uk/departments/finance/_layouts/FormServer.aspx?XsnLocation=https://portal.shu.ac.uk/departments/finance/Staff%20Development/Forms/template.xsn&OpenIn=browser&SaveLocation=https://portal.shu.ac.uk/departments/finance/Staff%20Development&Source=https://portal.shu.ac.uk/departments/finance/Staff%20Development) if you are a SHU staff member.

- Course admin + [DS Charles Street Helpdesk](mailto:DSCharlesStreetHelpdesk@exchange.shu.ac.uk) / 0114 225 3636 can provide you with your student ID number

- Course title is 'University Advanced Professional Certificate in Higher Education Practice'

- Location is City Campus.

- Start date and end date: July 2020 - November 2020

- For Course fee put £1600

- Your line manager should know the '**activity**' (funding) code for your area. The 'nominal code' is 5470 and should already be completed.

- For Approved fee put £1600

- Check that your line manager / budget holder has APPROVED the SIFF (you will get an automated email confirming that they have - look out for this and chase up if you don't get it!)

1. **Fulfil any conditions** - this might be for your line manger to confirm your scheduled contact hours or it could relate to your visa or fee status.
2. **Accept your unconditional offer when you receive it.**
3. **Pre-enrol online** when prompted to do so - this will normally be before the two day study block at the start of module 1.



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| **University Advanced Professional Certificate**  **in Higher Education Practice**  **Frequently Asked Questions - SHU staff** |

**How do I apply?**

* On the internal application form (link on course online prospectus page).

**What is the fee?**

* 19/20: the fee is £1600

**Who pays?**

* Your Directorate / Area if you are a permanent member of staff.
* Temporary staff and associate lecturers need to talk with their line manager about arrangements in their area.

**How do I complete the Staff Internal Funding Form (**[**SIFF**](https://portal.shu.ac.uk/departments/finance/_layouts/FormServer.aspx?XsnLocation=https://portal.shu.ac.uk/departments/finance/Staff%20Development/Forms/template.xsn&OpenIn=browser&SaveLocation=https://portal.shu.ac.uk/departments/finance/Staff%20Development&Source=https://portal.shu.ac.uk/departments/finance/Staff%20Development)**)?**

* See the application guidance on previous page. In the boxes for 'fees', put '75 %'

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

* Permanent staff are allocated 135 hours to attend the course and complete course work.
* Associate lecturers need to talk with their line manager about arrangements in their area.

**What is the expectation of attendance?**

* There are 48 scheduled contact hours
* You are expected to attend all sessions.
* Your time should be protected to attend the course, which means free from other duties with sufficient time before and after the scheduled classes.
* The 2018 course will take place as follows
* Two day study block on **Wednesday 4 and Thursday 5 July** (9-4)
* One day study block on **Wednesday 1 August** (9-4)
* One day study block on **Wednesday 5 September** (9-4)
* Then **every Wednesday morning (9-12)** from 3 October to 28 November 2018

**What is the assessment load?**

* You will complete an observation of practice plus associated documentation, a reflective analysis assignment, plus a group task.

**Who teaches the course?**

* Academic staff from the Sheffield Institute of Education (in the College of Social Sciences and Arts) plus guest lecturers from across the Institution.