## Referee 1/Referee 2\* Statement (\*Delete as appropriate)

## for

## Recognition as an Associate Fellow of the HEA

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| **Referee Statement for :** | |
| Referee Details | |
| Name: |  |
| Job title: |  |
| In what context do you know the applicant? | e.g PRE, Line Manager, Subject group leader etc |
| Dept and College /  Institution |  |
| Email address |  |
| Telephone number |  |
| HEA Fellowship Status |  |
| Date of observation  *(Referee 1 only)* |  |
| Location of observation  *(Referee 1 only)* |  |
| Type of session observed  *(Referee 1 only)* |  |

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| --- |
| **In what ways can you corroborate the practice evidenced in the candidate's submission?** |
| **Are there any further comments you would like to add?** |

(approximately 500 words in total)

**Declarations**

I confirm that the candidate has at least [1 year] teaching-related experience at level 4 (full-time equivalent).

I confirm the candidate's eligibility

I am unable to comment on eligibility

I confirm that I have seen (please tick as appropriate):

The candidate's final written / multimedia application

**OR**

The candidate's final presentation or plan and presentation materials

Providing this reference will imply agreement with the above.

**Guidance notes for referees, to support an application for Associate Fellow (full details can be found at:** [**https://www.heacademy.ac.uk/download/associate-fellow-guidance-and-application-resources**](https://www.heacademy.ac.uk/download/associate-fellow-guidance-and-application-resources)**)**

**What is the function of the reference?**

The function of the reference is to provide a *peer review* of the applicant’s practice and to support and supplement the information given in their *Account of Professional Practice*.

Please base your reference on how the applicant meets the dimensions of the UKPSF at D1 for Associate Fellow, using your knowledge of his/her work, professional practice in teaching and supporting learning and the context within which the applicant works. If possible, please comment on the applicant’s most recent role and responsibilities. Please take time to read your colleague's account before composing your reference.

**What information do I need to provide?**

Your reference should primarily refer to the applicant's experience and achievements in teaching and learning and should refer to his/her research record only insofar as this directly informs their teaching. Please provide practical examples to support your comments wherever possible. If you have been involved in peer observation of the applicant’s teaching or support of learners, please draw on the evidence this provides. Similarly, please comment on any innovative practice, contribution to developments in teaching and learning at institutional level, or contribution to national initiatives in developing approaches to teaching and learning within the discipline in which the candidate is involved.

AdvanceHE expects two Areas of Activity, Core Knowledge (at least K1 and K2), and the Professional Values of the [UK Professional Standards Framework for teaching and supporting learning in higher education (UKPSF)](http://www.heacademy.ac.uk/ourwork/supportingindividuals/professionalrecognition) to underpin the practice of those recognised by AdvanceHE. Please provide examples, where appropriate, of ways in which this underpinning is apparent in the account.

Details of the internal recognition scheme and the UK Professional Standards of teaching and supporting learning can be found at <https://blogs.shu.ac.uk/talent>

Referee 1 will be asked by the applicant to observe them in practice as appropriate to the category of fellowship applied for and the role of the applicant. For example, at D1 level the observation has to be of teaching or teaching related sessions e.g. staff training; one-to-one student guidance; PhD supervision tutorials.

If you are asked to act in this capacity, you should make sure that you have *at least* the same category of fellowship being applied for. This observation is designed as a supportive peer process without any formal requirement for feedback or recording of outcomes to the TALENT scheme, although you may want to refer to it in your referee’s statement, if appropriate and relevant. You might also want to think of it simultaneously, as a way of fulfilling the requirement for annual PRE observation.

**Further information**

If you require any further information regarding the reference or the internal recognition process for AFHEA, please contact the Professional Recognition Team at [talent@shu.ac.uk](mailto:talent@shu.ac.uk).

**Descriptor 1 - 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 the 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

**UKPSF Dimensions of Practice**

Areas of Activity

* 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

Core Knowledge

* 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 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 opportunity 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