## Account of Professional Practice

## for

## Recognition as an Associate Fellow of the HEA

### Verbal Route

**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 and 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

## 1. Contact and employment details

|  |  |  |  |
| --- | --- | --- | --- |
| Name and title |  | | |
| Job title |  | | |
| Staff ID number |  | | |
| Email |  | Telephone |  |

College (please tick): 🗌 BTE 🗌 HWLS 🗌 SSA

OR

|  |  |
| --- | --- |
| Department |  |

If you have a disability relevant to this application please contact the TALENT Administrator to discuss the submission options available to you.

|  |  |
| --- | --- |
| Have you had a mentor during the application process?  Yes  No | |
| Name of mentor (if yes): |  |

## 2. Teaching Experience

|  |  |
| --- | --- |
| How many years higher education experience do you have? (Use full-time equivalent) |  |

[Consideration of your application will depend on the eligibility criterion of at least 1 years FTE teaching-related activity in HE being met]

Where was this experience gained?

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Position | Dates of employment | Total years (full time equivalent) |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

## 3. Teaching Qualifications

Please list any teaching-related qualifications that you hold.

|  |  |  |
| --- | --- | --- |
| Qualification | Date awarded | Awarding institution |
|  |  |  |
|  |  |  |
|  |  |  |

## 4. Referee One (Observer)

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Department and College |  |
| Email address |  |
| Telephone number |  |
| In what context does this person know you? |  |
| HEA Fellowship Status |  |
| Date of Observation\* |  |
| Observation Session Type |  |

\* see guidance for further information: <https://blogs.shu.ac.uk/talent/observation-of-practice>

## 5. Referee Two (either internal or external)

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Department and College |  |
| Email address |  |
| Telephone number |  |
| In what context does this person know you? |  |

6. Practice Examples*(10 examples, maximum of 100 words each)*

Please write a short description of your practice under all the relevant dimensions of practice of the UKPSF. Ensure that your examples are specific (e.g. particular module; type of assessment etc.) and show the full range of your practice.

**See Guidance section of the TALENT website for more information.**

**Fill in dimensions A5, plus 2 other Areas of Activity, at least K1 and K2, and all of the Professional Values.**

|  |  |  |
| --- | --- | --- |
| **UKPSF Dimensions of Practice** | | Examples of Professional 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 |  |
| **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 |  |
| **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 |  |

7. Case Studies

Provide the titles and summaries of your case studies. Remember that your presentations should signpost the Dimensions of Practice that you are claiming against.

**See the Guidance section of the TALENT website for more information about preparing your case studies.**

|  |  |
| --- | --- |
| 7.1 Case Study One (10 minute presentation) | |
| **Case Study Title:** |  |
| **Summary (approximately 100 words)** | |

|  |  |
| --- | --- |
| 7.2 Case Study two (10 minute presentation) | |
| **Case Study Title:** |  |
| **Summary (approximately 100 words)** | |

|  |
| --- |
| **References** Please use APA referencing style  (See <http://libguides.shu.ac.uk/referencing> for a guide to APA referencing) |

|  |
| --- |
| **Declaration**  To the best of my knowledge the contents of this document are accurate and true. I understand that any claims made may be further investigated.  I confirm that my referees have seen this application.  As a holder of Fellowship status, I will commit to maintaining, developing and enhancing my professional knowledge, skills and competence through continuing professional development.  **Submission via email will imply agreement with the above.** |

Please send your application and two references to [talent@shu.ac.uk](mailto:talent@shu.ac.uk) for inclusion at the next internal review panel.

Sheffield Hallam University follows its obligations under the General Data Protection Regulation (GDPR) to protect the personal data of participants applying for HEA Fellowship. Please read our [privacy notice](https://blogs.shu.ac.uk/talent2/privacy-notice/) which informs you how and why the University uses your personal data, your rights under GDPR and how you can contact us to exercise those rights.

When considering fellowship applications, review panels may identify examples of good practice that could be used, with your consent, as an exemplar or disseminated to the wider academic community. Any information used would be anonymised to avoid identification of individuals and discipline.   
Please tick this box if you would be happy for us to contact you to discuss using your information in this way.