



GUIDE TO THE COVENTRY UNIVERSITY FRAMEWORK FOR PROFESSIONAL ACCREDITATION

FELLOW



Fellow – Guide to the Coventry University Framework for Professional Accreditation

Introduction

This guide should be read in conjunction with the Handbook for the Coventry University Framework for Professional Accreditation. This guide gives specific guidance in respect of your application for Fellowship of the Higher Education Academy. It consists of the following key documents:

1. The Descriptor for D2, Fellow
2. The UKPSF Dimensions of Practice
3. Which Route to Professional Accreditation with Advance HE
4. Which documentation to include in your submission and how to submit to Aula
5. How to submit to Aula
6. Key Links
7. Additional support / Answers to typical Questions?

1. The Descriptor 2 (D2), Fellow – Mapping the Coventry University Framework for Professional Accreditation D2 requirements against the UKPSF Descriptor 2, Fellow

UKPSF D2		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
I. Successful engagement across all five Areas of Activity	<p>Fellowship mapping document</p> <p>Fellowship application form: Record of effectiveness in teaching learning and assessment</p> <p>Fellowship application form: Evidence of successful impact in teaching</p> <p>Fellowship application form: Evidence of student feedback</p>	<p>See Dimensions mapping sheet for detailed mapping of evidence that might be cited.</p> <p>Participation in course review meetings</p> <p>Successful teaching observation</p> <p>Module Evaluation Questionnaire Feedback</p> <p>Participation in Course Review Meetings</p> <p>Course Evaluation Questionnaire Feedback</p> <p>Course Performance Report – Module data</p> <p>Student Forum Feedback</p> <p>Development and Performance Review (DPR)</p> <p>Designing and planning a suite of generic skills seminars, or workshops, which systematically support student’s learning. These could be related to academic, digital or information technology</p> <p>Contributing to relevant initiatives or projects that contribute to enhanced student learning or support</p> <p>Teaching on field trips or on creative studio programmes</p> <p>Learning activities to develop student’s understanding of research</p>

UKPSF D2

Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
<p>II. Appropriate knowledge and understanding across all aspects of Core Knowledge</p>	<p>Fellowship mapping document</p> <p>Fellowship application form: Record of effectiveness in teaching learning and assessment</p> <p>Fellowship application form: Evidence of successful impact in teaching</p> <p>Fellowship application form: Evidence of student feedback</p>	<p>See Dimensions mapping sheet for detailed mapping of evidence that might be cited.</p> <p>Participation in course review meetings(CQEM)</p> <p>Successful teaching observation</p> <p>Module Evaluation Questionnaire Feedback</p> <p>Participation in Course Review Meetings</p> <p>Course Evaluation Questionnaire Feedback</p> <p>Course Performance Report – Module data</p> <p>Student Forum Feedback</p> <p>Development and Performance Review (DPR)</p> <p>Qualifications and Publications Record</p> <p>Introducing a reflective journal for students on work placement</p> <p>Developing a cycle of evaluation, review and decision making</p> <p>The different methods of supervision associated with different kinds of doctoral programmes and ability to adapt their supervision accordingly</p> <p>Demonstrating effective responses to feedback</p>

UKPSF D2

Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
<p>III. A commitment to all the Professional Values</p>	<p>Fellowship mapping document</p> <p>Fellowship application form: Record of effectiveness in teaching learning and assessment</p> <p>Fellowship application form: Evidence of successful impact in teaching</p> <p>Fellowship application form: Evidence of student feedback</p>	<p>Participation in course review meetings</p> <p>Successful teaching observation</p> <p>Student feedback through MEQ, CEQ, Student forum</p> <p>Course Performance Report</p> <p>Participation in Professional Development Events</p> <p>Engagement with appropriate Professional Bodies, HEA, SRHE etc.</p> <p>Contributing to projects, organisations and networks outside the university</p> <p>Designing flexible learning activities to ensure accessibility for all learners</p> <p>ensuring the service provision is accessible and is aligned with good practice and professional guidelines</p> <p>Doctoral students constitute diverse learning communities which need to be respected</p>

UKPSF D2

Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
<p>IV. Successful engagement in appropriate teaching practices related to the Areas of Activity</p>	<p>Fellowship Application Form: Evidence of successful impact in teaching</p> <p>Fellowship mapping document</p>	<p>Successful teaching observation form</p> <p>Module Evaluation Questionnaire Feedback</p> <p>Participation in Course Review Meetings</p> <p>Course Evaluation Questionnaire Feedback</p> <p>Course Performance Report – Module data</p> <p>Student Forum Feedback</p> <p>Development and Performance Review (DPR)</p> <p>CQEM Report</p>

UKPSF D2		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
V. Successful incorporation of subject and pedagogic research and/or scholarship within the above activities, as part of an integrated approach to academic practice	<p>Fellowship mapping document</p> <p>Fellowship application form: Record of effectiveness in teaching learning and assessment</p>	<p>Largely this is implicit within the other sections of the application and should underpin the activities, values and core knowledge.</p> <p>Evidence of disciplinary and pedagogic research – publications and qualifications</p> <p>Course Performance Report</p> <p>CQEM Report</p> <p>Successful teaching observation form</p> <p>Engagement with enquiry led teaching: e.g. flipped classroom, activity led-learning, PBL etc.</p> <p>Engagement with appropriate Professional Bodies, HEA, SRHE etc.</p>

UKPSF D2		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
VI. Successful engagement in continuing professional development in relation to teaching, learning, assessment and, where appropriate, related professional practices	<p>Fellowship Application Form: Engagement in Professional Development</p> <p>Performance and Developmental Review (DPR)</p>	<p>DPR Record</p> <p>Evidence of attendance at professional development events</p> <p>Attendance at course review meetings</p> <p>Engagement with appropriate Professional Bodies, HEA, SRHE etc.</p> <p>Conference Attendance</p>

****These examples are illustrative and not exhaustive**

2. The UKPSF Dimensions of Practice – UK Professional Standards Framework Dimensions of Practice

Areas of activity (HEA Code)

1. Design and plan learning activities and/or programmes of study (A1)
2. Teach and/or support learning (A2)
3. Assess and give feedback to learners (A3)
4. Develop effective learning environments and approaches to student learning, educational support and guidance (A4)
5. Engage in continuing professional development in subject/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices (A5)

Core knowledge (HEA Code)

1. The subject material (K1)
2. Appropriate methods for teaching, learning and assessing in the subject area and at the level of the academic programme (K2)
3. How students learn, both generally and in the subject/disciplinary area(s) (K3)
4. The use and value of appropriate learning technologies (K4)
5. Methods for evaluating the effectiveness of teaching (K5)
6. The implications of quality assurance and quality enhancement for academic and professional practices with a particular focus on teaching (K6)

Professional values (HEA Code)

1. Respect for individual learners and diverse learning communities (V1)
2. Promote participation in higher education and equality of opportunity for learners (V2)
3. Use evidence-informed approaches and the outcomes from research, scholarship and continuing professional development (V3)
4. Acknowledge the wider context in which higher education operates recognising the implications for professional practice (V4)

3. Which Route to Professional Accreditation with Advance HE CUFPA or PGCAP HE

The route you must take really depends on the amount of experience you have had teaching in Higher Education, with in the UK or elsewhere in the world.

1. If you have more than five years' experience of teaching in Higher Education, you can take the CUFPA route. This is a direct route CPD scheme with Advance HE through which you achieve D2(Fellow).
2. If you have less experience than this, you must enrol the PGCAP HE which is the taught route designed for those who are less experienced. On successfully completing this qualification, which takes about 18 months, you will automatically get D2 (Fellow) with Advance HE.

4. Submitting your application for Fellow (please follow the instructions for registration and submission carefully)

Please submit your application on-line, via Aula. The registration form and instructions on how to register may be found on the Academic Development website (<https://acdev.coventry.domains>) Advance HE Recognition tile opening the page covering Key Information and Panel dates.

Submit your Fellowship application form to the **Advance HE : Applying for Professional Accreditation** Aula or if you are from a partner institution **Advance HE: Professional Accreditation – International Partners** Aula with the following documentation attached as four separate files by the relevant closing date:

Submit your Fellowship application with the following documentation attached as four separate files to Handin by the relevant closing date:-

- Fellowship Application Form (Endorsed by your Deputy Head or Head of School, Head of Department or Head of Curriculum - CU Group). An electronic signature is encouraged to be used on a word document for ease of submission.
- UKPSF Descriptor D2 (Fellow) Dimensions Mapping document;
- Coventry University, Management led Teaching Observation Form (no more than two years old with no more than two satisfactory areas highlighted);
- Report from Turnitin on your Application Form.

Please note that no other attachments will be opened. Please do not submit scanned documents only Word or PDF. Submit files separately, using your staff email address e.g. abc123@coventry.ac.uk.

How to submit via Aula

Firstly submit your application form to Turnitin and then submit your application form and the report from Turnitin along with the other documentation to Handin.

Please note that if any of this documentation is missing your application will not proceed to the current Panel.

5. Key Links

Link to book on to a Professional recognition workshop for Fellowship (workshops run throughout the year) <https://share.coventry.ac.uk/staff/Pages/Default.aspx>

The Academic Development website where you will find all the information you need relating to your application under 'Advance HE Recognition' tile (<https://acdev.coventry.domains>)

You will also be able to find the Coventry University Management Led Teaching Observation Form under the 'Teaching Observation' tile

[UKPSF Dimensions of the Framework – staff in learning support roles](#)

[UKPSF Dimensions of the Framework for Doctoral Supervisors](#)

5. Additional support / Answers to typical Questions?

Be careful not to work with colleagues too closely when putting together your application or rely too heavily on the examples provided in the workshops. This application must demonstrate your own professional practice!

Make sure you all your documentation has been completed and signed where required, to enable your application to be considered.