



# **GUIDE TO THE COVENTRY UNIVERSITY FRAMEWORK FOR PROFESSIONAL ACCREDITATION**

**Associate Fellow**



# Associate 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 brief but specific guidance in respect of your application for Associate Fellowship of the Higher Education Academy. It consists of the following key documents:-

1. The Descriptor for D1, Associate Fellow
2. The UKPSF Dimensions of Practice
3. Which documentation to include in your submission and how to submit to Aula
4. 4. Key Links
5. *Additional support / Answers to typical Questions?*

1. The Descriptor 1 (D1), Associate Fellow – Mapping the Coventry University Framework for Professional Accreditation D1 requirements against the UKPSF Descriptor 1, Associate Fellow

UKPSF D1		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
I. Successful engagement with at least <b>two</b> of the five Areas of Activity	<p>Associate Fellowship mapping document</p> <p>Associate Fellowship application form: Record of effectiveness in teaching learning and assessment</p> <p>Associate Fellowship application form: Evidence of successful impact in teaching</p> <p>Associate 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>Delivering one-to-one tutorials and seminars (e.g. on developing study, IT or library skills)</p> <p>Course Performance Report – Module data</p> <p>Supporting students in studio work or creative classes</p> <p>Providing academic /IT/Library skills workshops to small groups</p> <p>Development and Performance Review (DPR)</p> <p>Assisting with practical sessions or demonstrating in the laboratory</p> <p>Assisting with fieldwork teaching</p> <p>Providing academic /IT/library support to learners, on an enquiry desk or via phone or e-mail</p>

UKPSF D1

Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
<p>II. Successful engagement in appropriate teaching and practices related to these Areas of Activity</p>	<p>Associate Fellowship Application Form: Evidence of successful impact in teaching</p> <p>Associate Fellowship mapping document</p>	<p>See Dimensions mapping sheet for detailed mapping of evidence that might be cited.</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>Facilitating online discussions or asynchronous learning for small groups</p> <p>Developing online self-assessment tests and quizzes</p> <p>The role of PDP or CPD in enhancing the learner experience</p>

UKPSF D1

Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
<p>III. Appropriate Core Knowledge and understanding of at least <b>K1 and K2A</b></p>	<p>Associate Fellowship mapping document</p> <p>Associate Fellowship application form: Record of effectiveness in teaching learning and assessment</p> <p>Associate Fellowship application form: Evidence of successful impact in teaching</p> <p>Associate Fellowship application form: Evidence of student feedback</p>	<p>See Dimensions mapping sheet for detailed mapping of evidence that might be cited.</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>Taking part in projects or research linked to student diversity and the needs of learning communities</p> <p>Showing awareness of the diversity of students within a community or practice and how diversity impacts on your professional practice and/or service of provision</p>

UKPSF D1

Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
<p>IV. A commitment to appropriate Professional Values in facilitating others' learning</p>	<p>Associate Fellowship mapping document</p> <p>Associate Fellowship application form: Record of effectiveness in teaching learning and assessment</p> <p>Associate Fellowship application form: Evidence of successful impact in teaching</p> <p>Associate 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>Student feedback through MEQ, CEQ, Student forum</p> <p>Course Performance Report</p> <p>Participation in Professional Development Events</p> <p>Engagement with Digital Literacy Technicians Forum</p> <p>Planning and running workshops</p> <p>Supporting students in laboratories or workshops</p> <p>Working with groups of students outside the classroom</p> <p>Engagement with appropriate Professional Bodies, HEA, SRHE etc.</p>

UKPSF D1		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
V. Relevant professional practices, subject and pedagogic research and/or scholarship within the above activities	<p>Associate Fellowship mapping document</p> <p>Associate Fellowship application form: Record of effectiveness in teaching learning and assessment</p>	<p>To a large extent 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>

UKPSF D1		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
VI. Successful engagement, where appropriate, in professional development activity related to teaching, learning and assessment responsibilities	<p>Associate 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 – Submitting your application for Associate Fellow (please follow the instructions for 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 Associate 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 Associate Fellowship application with the following documentation attached as four separate files to Handin by the relevant closing date:-

- Associate Fellowship Application Form (Endorsed by your Associate 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 1 (Fellow) Dimensions Mapping document;
- Coventry University, Management led Teaching Observation Form (no more than two years old and 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](mailto: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.

### **4 - Key Links**

Link to book on to a Professional recognition workshop for Associate 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](#)

**5 - Additional support / Answers to typical Questions?**

1. At the workshops, you will have the opportunity to discuss which two areas of activity to select to evidence in your mapping document. Alternatively, you might like to discuss this with a member of the team supporting your application.
2. Your application will be considered holistically so be careful to check that the message that you are a competent classroom assistant or supporter of students and learning is evident throughout the whole application.
3. Make sure that all documentation has been completed and signed where required, so that your application may be considered.