**Transcript: “HEA: Associate Fellowship Application”**

Right, now let's look at trying to fill in the Associate Fellow application form.

To start with, you'll have the usual boxes at the top and then we need to look at the teaching qualification and accreditation section.

Only fill this in if you already have a teaching qualification. Otherwise there is no need.

You'll also see a little box here, relating to resubmission. Again if you are in the position where you're having to resumbit your form, do make sure you fill this in and the number of times you have resubmitted.

Now let's get on to the main application and have a look at the section entitled "Record of effectiveness in teaching learning and assessment".

In this particular section, you need to reflect on your professional practice on your teaching. Make sure you've read the instructions at the top, and also make sure that you do refer to the dimensions of practice which we covered in the mapping document.

You may wish to put your own headings together for this section, such as quality assurance, if you do some work in this area, or, for example, lecturing in the classroom. Or you can just use the headings from the the mapping document, covering the areas of activity, the  professional values and the core knowledge.

OK, let's go down to the section entitled "Evidence of successful impact in teaching and/or supporting learning".

Now, for this section you'll need to write about 200 words reflecting on your personal teaching observation and other aspects of your teaching that relate specifically to the classroom.

So, for example, you could talk about how you found your observation, reflecting the actual plan that came out of the observation and other areas that you felt went well, or that you wish to reflect on and change for future delivery.

To accompany this section you will also submit your teaching observation form. Now this form must not be more than two years old.

So make sure that you've had a teaching observation, and this is a management lead teaching observation within the last two years. I would also like to point out that you really want to have a teaching observation form with less than two satisfactories in the satisfactory box. So, try and submit an observation where there are no more than two satisfactory on the form.

Let's move on to "Evidence of student feedback". This is an opportunity for you to actually demonstrate the qualitative and quantitative feedback you have received from your students. So in this section you can put quotes from your students but make sure you don't actually include their names- it must be anonymous. However, you can say a student from module Module M02, for example, and the date of feedback was collected. So some nice quotes from students need to go into this section, along with some of your stats.

So when we are talking about stats, we may be talking about MEQs, stats that you have been able to obtain from the CQEM reports, which your course leader will have, and perhaps other information that you think is relevant for this section.

Make sure at all times that you are adhering to the word count, as this is important.

Now moving on to "Engagement in professional development". You notice that the section just above this refers to your "Mapping document", which you would have already completed. So now let's look at "Engagement in professional development".

This is all about how to keep yourself up to date with your professional practice. So this will include things such as attending courses, attending conferences, perhaps any teaching related research you've been involved with, any particular organisations which you belong to that support your teaching and learning...so this section is all about you.

Then we move on to the "Endorsement". Now, this must be completed by one of the Heads of Department, either the Associate Head, Deputy Head of School, or a
Head of Department. Make sure they've completed this and also putting any supporting comments.

They need to sign it with an electronic signature, so you do not have to scan the form, as this affects Turnitin. They also need to make sure they put in their job title and then lastly it's over to you to sign the form and then date it yourself.

So you'll notice there's a checklist for when you come to upload your application to moodle.

So you will be uploading three documents:

- the application form, which is this form that we've just been discussing
- the mapping document, which you completed earlier, and
- the teaching observation form, which we've also mentioned.

Submit these as three separate documents into moodle. This is important to the assessor, as soon as they open moodle, can immediately see that you have all the three forms available for them to assess.

It's also very important to make sure that all these forms have been signed and dated. Otherwise your application may come back to you in order for you to correct this.

OK, good luck with completing the form!