# PgCert APHE Support Letter Template

Please ask your line manager to complete the following template and submit this completed letter with your application form where it asks for a Reference.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and position)

confirm that I fully support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and position) to complete the PgCert Academic Practice in Higher Education (PgCert APHE) or Introduction to Teaching and learning in HE module 7010CRB.

I confirm that the applicant (named above) will be given support in the faculty/department to achieve the following:

1. He/She/They will be teaching and/or supporting teaching and learning (at level 4 and above) throughout the duration of the course, in order to address the assessment requirement of the PgCert APHE.
	1. For those applying for the full PgCert APHE, this will include a minimum of 5 teaching observations, as well as responsibilities in a range of academic practice, such as and not limited to assessment and feedback, module/course leadership.
	2. For those applying for the 20 credits module, 7010CRB ‘Introduction to Teaching and Learning in HE’ this will require two teaching observations.
2. The first module of the PGCAPHE and also 7010CRB require a teaching observation to be carried out by the applicant’s HoS/HoD/Line manager/nominated person who holds at least Fellow of Higher Education Academy and has undertaken the Academic Development Teaching Observation training.
3. Reasonable allocation of study time will be agreed between the applicant and his/her line manager (This will include time to attend mandatory f2f induction day(s) and all mandatory workshops).

I also authorise for the cost[[1]](#footnote-1) of this module/course to be charged to the faculty/department from budget code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Line Manager’s name and Signature: HANDSIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. P20 Level Postgraduate taught course fee  (found on the Planning Office sharepoint) [↑](#footnote-ref-1)