**Application for Advance HE recognition**

**Written**

**Fellow of the HEA (AFHEA)**

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**Submission instructions**

All applications must be submitted to UTA via the PSF Recognition upload form. You can submit your claim at the following web address: <https://utaresources.mmu.ac.uk/psfsubmission>.

The UTA will review your application and will normally return feedback to you within 6 weeks of your submission.

# 1. Applicant details

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title and role:** |  |
| **Department:** |  |
| **Faculty:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Mentor name:** | **Complete if applicable** |
| **Mentor email address:** | **Complete if applicable** |

## Biography

|  |
| --- |
| Give a brief summary of your career biography with particular reference to your experience within Higher Education (250 words max). |
|  |

# **2. Experience Grid: Evidence of Professional Activity**

Using advice from the FHEA Guidance document, complete the grid below ensuring that you include examples of the focus of your teaching and/or supporting learning and/or assessment activities.

* Be selective, chose your strongest examples of professional activity up to a total of 10 examples.
* Please ensure your grid does not exceed 4 pages in length.
* Cross-reference examples with the relevant dimensions of practice for FHEA.
* Include activities which show you meeting all Areas of Practice, Core Knowledge and Professional Values.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Activity** | **Broad engagement with the dimensions of practice** | | | **Dates** |
| Areas of Activity  A1-5 | Core Knowledge  K1-6 | Professional Values  V1-4 |
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# **3. Critical Commentary: Demonstration of Professional and Developmental Activities**

Complete the following five sections.

* Please ensure you do not exceed the recommended overall word count.
* Integrate reference to Core Knowledge and relevant Professional Values into each chosen section.
* Please ensure all sections engage with relevant educational and pedagogical literature, referenced appropriately.

|  |
| --- |
| **A 1: Design and plan learning activities and/ or programmes of study (600 words)** |
|  |
| **A 2: Teach and / or support student learning (600 words)** |
|  |
| **A 3: Assess and give feedback to learners (600 words)** |
|  |
| **A 4: Develop effective learning environments and approaches to student support and guidance (600 words)** |
|  |
| **A 5: Engage in CPD in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practice (600 words).** |
|  |

|  |
| --- |
| **Reference list for the above:** |

# **4. Advocate supporting statements**

|  |  |
| --- | --- |
| Advocate Name |  |
| Job Title |  |
| Department |  |
| Email address |  |
| Capacity in which giving statement | *This statement should be provided by colleagues who are able to:*   * *comment on the applicant's current / recent teaching and learning role, responsibilities and activities in MMU and the impact they have had on the student experience.* * *offer a “peer review” of the applicant’s practice.* * *validate the applicant’s claims made in their MMU PSF application.* |
| HEA Status of advocate (delete as appropriate) | * Fellow * Senior Fellow * Principal Fellow |
| Please comment on the evidence claimed by the applicant in the experience grid and the reflective commentary. Please ensure that your statement validates the applicant’s engagement with Descriptor 2 of the UK PSF. | |
|  | |
| Please use this box to add any further comments that you would like to make. | |
|  | |
| Signature of Advocate: | |
| Date: | |

|  |  |
| --- | --- |
| Advocate Name |  |
| Job Title |  |
| Department |  |
| Email address |  |
| Capacity in which giving statement | *This statement should be provided by colleagues who are able to:*   * *comment on the applicant's current / recent teaching and learning role, responsibilities and activities in MMU and the impact they have had on the student experience.* * *offer a “peer review” of the applicant’s practice.* * *validate the applicant’s claims made in their MMU PSF application.* |
| HEA Status of advocate (delete as appropriate) | * Fellow * Senior Fellow * Principal Fellow |
| Please comment on the evidence claimed by the applicant in the experience grid and the reflective commentary. Please ensure that your statement validates the applicant’s engagement with Descriptor 2 of the UK PSF. | |
|  | |
| Please use this box to add any further comments that you would like to make. | |
|  | |
| Signature of Advocate: | |
| Date: | |

# **5. Supporting evidence**

You can use the space below to include any evidence which you feel may support or strengthen your claim.

Please limit this evidence to key pieces of evidence and consider using key excerpts rather than full documents. **Please do not exceed a maximum of four pages.**

Evidence may include:

1. Evidence of engagement with peer observation of practice (including peer observation paperwork and feedback forms, any reflective commentary linked to associated mentorship, action plans).
2. Any evidence you wish to attach to provide evidence of impact of your teaching and supporting learning practice eg: feedback, testimonials etc.
3. Evidence of ongoing reflective practice e.g. excerpts from or link to reflective diary /blog.
4. A list of education-based publications/conference presentations.
5. Other evidence to support your engagement with the UK PSF e.g. teaching awards.