**QMUL HEA Teaching Recognition Programme:**

**Supporting Statement for Associate Fellowship (D1) Application**

Thank you for agreeing to provide a supporting statement for a colleague who is applying for recognition of the quality of their teaching and/or support of students’ learning against the criteria of the UK Professional Standards Framework ([UKPSF](https://www.heacademy.ac.uk/system/files/downloads/uk_professional_standards_framework.pdf)) at Associate Fellowship category. This guidance and the associated template have been designed to help you structure your supporting statement to provide the information required by the Teaching Recognition Programme (TRP). A template is provided for you at the end of this document to complete your supporting statement.

**What is the function of the supporting statement?**

Please note that the statement supporting an application for Fellowship is not the same as a job application reference. The award of Fellowship is based on peer recognition of professional practice and as such you are being asked to support this application as a valued peer who has expertise in teaching and learning in higher education (HE).

During the Fellowship review process the two independent supporting statements provided by the referees will be used to confirm that the submission presents a fair and accurate reflection of the applicant’s higher education practice.

**Are you the right person to provide a supporting statement for the applicant?**

You will be expected to have current or recent experience of working in higher education and will normally hold one of the four categories of Fellowship, although this is not essential.

You will have worked closely with the applicant, have first-hand knowledge of their HE professional practice and will be in a position to comment on and substantiate the applicant’s record of effectiveness within the context in which they teach and/or support learning. You should be able to confirm that the applicant has represented their practice accurately and provide your opinion that they demonstrate the requirements Descriptor 1 criteria of the **UK Professional Standards Framework** (PSF).

The application for Fellowship (FHEA) is based on current and recent HE practice (usually within the last 3 years). If you no longer work with the applicant, it is important that you are familiar with their recent practice. You are required in the template to indicate how long you have worked together.

Please note that supporting statements for applications for Fellow should reflect professional relationships; i.e. not be from family members or based on personal friendships. The statement will be your independent and authentic account in support of the application.

**What is required of the applicant?**

The applicant needs to provide one supporting statement together with their Account of Professional Practice (APP) which you should have read. This should be as follows:

1. A supporting statement from someone who has observed their teaching and/or support of students’ learning, but not their School Academic Development Mentor.

This reference should confirm the quality of the observation and confirm the statements made in the application about the applicant's teaching and/or support of students’ learning. In addition, where possible, the reference should confirm that the statements align with the D1 dimensions and criteria of the [UKPSF](https://www.heacademy.ac.uk/system/files/downloads/uk_professional_standards_framework.pdf).

**Requirements of Descriptor 1 (Associate Fellowship) of the UK Professional Standards Framework**

An applicant for Associate Fellowship of the Advance HE should demonstrate an understanding of specific aspects of effective teaching, learning support methods and student learning. Individuals should be able to provide evidence of:

1. Successful engagement with **at least two of the five** Areas of Activity
	1. design and plan learning activities and/or programmes of study
	2. teach and/or support learning
	3. assess and give feedback to learners
	4. develop effective learning environments and approaches to student support and guidance
	5. engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices
2. Successful engagement in appropriate teaching and practices related to these Areas of Activity
3. Appropriate knowledge and understanding of at least K1 and K2
	1. the subject material
	2. appropriate methods for teaching, learning and assessing in the subject area and at the level of the academic programme
4. A commitment to appropriate Professional Values
5. respect individual learners and diverse learning communities
6. promote participation in higher education and equality of opportunity for learners
7. use evidence-informed approaches and the outcomes from research, scholarship and continuing professional development
8. acknowledge the wider context in which higher education operates recognising the implications for professional practice
9. Successful engagement in relevant professional practices, subject and pedagogic research and/or scholarship within the above activities
10. Successful engagement, where appropriate, in professional development activity related to

teaching, learning and assessment responsibilities

Therefore, for the award of Associate Fellow, the applicant must demonstrate that their HE practice evidences two (2) Areas of Activity, aspects of Core Knowledge K1 and K2, relevant Professional Values of the UKPSF and demonstration of evidence of continuing professional development.

**Format of the supporting statement**

A template is provided below for you to complete your supporting statement. There is no specified format for the statement, and we are not expecting it to be long (we suggest approx. 400 words). Its main purpose is to confirm and support the application.

It would be helpful if you could link your comments to aspects of the UKPSF in your supporting statement. In addition, it is important that you comment on the following in your supporting statement:

* your own experience of the applicant’s recent (within the past five years) Higher Education (HE) practice
* if you have been involved in peer observation of the applicant’s teaching and/or support of learning, please draw on examples from this
* any good or innovative practice and/or contribution to developments by the applicant in teaching and/or supporting learning within their discipline as appropriate
* your perspective on the practical examples provided within the application to illustrate the requirements of Associate Fellow.

**After completing your supporting statement**

Once you have completed the supporting statement template, please return it to the applicant. The applicant will submit the supporting statement together with their APP.

**Quality Assurance Process**

As part of the process you will be asked to confirm that you have written the supporting statement yourself and that the information you have provided has been written specifically for this applicant.

As part of ongoing quality assurance processes, the TRP may check the references for individual authenticity by means of textual review in Turnitin.com. In addition to the use of anti-plagiarism software, some individuals may be contacted to confirm that the supporting statement submitted by the applicant is the statement that they have prepared and completed. If the professional integrity of the supporting statement is in question, the statement will not be accepted.

Again, thank you for providing this supporting statement. The template starts on the next page.

**Supporting Statement Template – Associate Fellow**

|  |  |
| --- | --- |
| **Name of applicant** |  |
| Your name (Referee) |  |
| Your Institute/School/other |  |
| Your Job Title |  |
| Your email address |  |
| Your HEA Fellowship Status (if appropriate) |  |
| Your relationship to Applicant |  |
| How long have you worked with the applicant? (insert dates) |  |
| Declaration | Please check the box below to indicate that you have read and agree to the following statement:*In submitting your supporting statement you are confirming that the applicant’s submission relates to their Higher Education professional practice and that your statement is your own work and has been written specifically for this applicant. If the professional integrity of the supporting statement is in question it will not be accepted.*  I have read and understood the declaration   **Date:** |

**Supporting Statement**

|  |
| --- |
| Please provide your statement to support the applicant’s submission for Associate Fellowship of the HEA in the following section. We suggest approximately 400 words. One side of A4 will normally be sufficient for this category of Fellowship. |

Contact us

Queen Mary Academy

Queen Mary University of London

Mile End Road

E1 4NS

Email: qma.trp@qmul.ac.uk

Web: <https://www.qmul.ac.uk/queenmaryacademy/>