# C@N-DO Application for Associate Fellowship

## Applicant Details – all required

### Personal

|  |  |
| --- | --- |
| Title |  |
| Given names:   |  |
| Family name:   |  |
| Email address:  |  |

### Employment

|  |  |
| --- | --- |
| School (or Institution) |  |
| Department |  |
| Job Title |  |

### Professional information

|  |  |
| --- | --- |
| How many years have you been teaching or supporting learning?  |  |
| How many years have you been teaching or supporting learning in higher education?  |  |
| Please briefly detail your learning and teaching related roles in higher education, focusing on the last 1-3 years. List up to five in the table provided. |
| Learning and Teaching related role | From | To |
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|  |  |  |
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|  |  |  |
| Are you a member of any professional bodies or subject associations? – if so, list below |
|  |

### Referee Details

(It is not essential for referees to hold HEA Fellowship, but they should know your practice and be able to comment on your work in relation to the UKPSF.)

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Name |  |  |
| Position |  |  |
| Contact Details – including email address |  |  |

Declaration:

|  |
| --- |
| Please check the boxes below to indicate that you have read and agree to the following statements: |
|  | Please tick below |
| • the information I have provided is true and correct, and does not breach anyone else's rights to privacy or confidentiality; and |  |
| • if I am successful in this application, I will commit to:o upholding the HEA Code of Practice (https://www.heacademy.ac.uk/system/files/downloads/Code\_Of\_Practice.pdf);o remaining in good standing with HEA by continuing my professional development and enhancement of my teaching skills, knowledge and practice; |  |

## In completing your application remember that

* Your application is a personal account so you should focus throughout on your own professional practice and decision-making
* You will need to incorporate relevant subject and pedagogic research and/or scholarship in your approaches
* The award of Associate Fellowship (D1) requires you to demonstrate achievement against the UKPSF Associate Fellow assessment criteria. You will need to demonstrate an understanding of specific aspects of effective teaching, learning support methods and student learning and to provide evidence of:

D1i Successful engagement with at least two of the five Areas of Activity

D1ii Successful engagement in appropriate teaching and practices related to these Areas of Activity

D1iii Appropriate Core Knowledge and understanding of at least K1 and K2

D1iv A commitment to appropriate Professional Values in facilitating others’ learning

D1v Relevant professional practices, subject and pedagogic research and/or scholarship within the above activities

D1vi Successful engagement, where appropriate, in professional development activity related to teaching, learning and assessment responsibilities.

Thus, where addressing Areas of Activity indicated you should aim to include example(s) of your use of each element of Core Knowledge and your commitment to relevant Professional Values.

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| For details of the Dimensions of the Framework – Areas of Activity, Core Knowledge and Professional Values – see the UKPSF at: <http://www.heacademy.ac.uk/assets/documents/ukpsf/UKPSF_2012_v2_050912_1044.pdf> |

**Please adhere to the indicated word count and remember that only the written submission will be considered alongside the referee statements. No other information will be considered by the panel members, therefore do not include footnotes or appendices in your application. Applications that exceed word limits will not be forwarded to the assessment panel.**

## Complete all three parts of the application.

## Part 1 : Evaluation of the effectiveness of your role in ONE of the UKPSF Areas of Activity (1-4) focusing on one selected area of your work.

**(c.600-700 words)**

Select **ONE** particular area of your practice to focus on. You could choose one of the following:

* One particular module that you work on
* Your work in teaching or supporting students at one particular academic level
* One area of learner support or development activity that you are involved with
* One particular student group that you work closely with, for example a group of international students or students with a particular support need.

Using the appropriate box below, write about **ONE** of the following Areas of Activity in relation to your chosen this area of work, explaining **your role** in enabling an effective Learning and Teaching process, providing examples evidencing the effectiveness of your approach, and providing reasons for the choice of activities you discuss.

(Please delete the boxes relating to the other Areas of Activity.)

Remember to also explain the Core Knowledge (at least K1 and K2 must be addressed), Professional Values and scholarship (D1v) which influence your practice.

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| --- |
| A1 Design & planning of learning activities |
|  |
| A2 Teaching &/or supporting learning |
|  |
| A3 Assessment & feedback |
|  |
| A4 The development of effective learning environments & approaches to student support and guidance. |
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Part 2 - Account of the Observation of your practice in relation to ONE of the UKPSF Areas of Activity 1-4. (A5, D1vi)

**(c.600-700 words)**

The observation chosen should have taken place within 2 years of making your Fellowship application.

You should choose **ONE** of the following UKPSF Areas of Activity to explore through the observation:

A1 Design & planning of learning activities

A2 Teaching &/or supporting learning A3:

A3 Assessment & feedback

A4 The development of effective learning environments & approaches to student support and guidance.

**Choose a DIFFERENT Area of Activity from that discussed in Part 1 of your application.**

The observation should be undertaken using the C@N-DO observation forms (See Appendix 1 of the C@N-DO Handbook), which focus on the peer-to-peer observation as a learning and developmental process. You do not need to submit the forms themselves, which remain your ‘property’ and confidential between observer and observee. However, the discussion should address the learning gained through the observation process and address similar aspects as those included in the form.

Typically you would include discussion of the following in relation to your chosen UKPSF Area of Activity:

* the issue(s) selected as the ‘agenda’ for the observation & the reasons why they were selected – explain your learning goals
* the learning actually gained through the observation & related discussion
* the implications this learning has for the development of your future learning & teaching practice – what will you start doing, stop doing and/or keep doing?

Remember to also explain the Core Knowledge (at least K1 and K2 must be addressed), Professional Values and scholarship (D1v) which influence your practice.

We suggest the following format for this section of your application:

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| --- |
| **The observation context** (e.g. who observed who, and brief information about the context that was observed e.g. Course / Module, Level, Topic and/or Aims of the session, the size/nature of the group etc.) |
| (<25-40 words) |
| **The issue(s) selected as the ‘agenda’ for the observation & the reasons why they were selected** (What did you want to learn, and why?)(c.60 words)  |
| **Outline of what was observed** (What happened in the session, what methods were used, and why, student response)  |
| (c.100 words) |
| **What was learned through the process** (including observer feedback, the discussion of issues selected as the ‘agenda’ for the observation, other issues discussed arising from what was observed)  |
| (c.250 words) |
| **The implications of this learning for the development of your future learning & teaching practice** (e.g. What you will start doing, stop doing and/or keep doing) |
| (c.150 words) |

Part 3 : Record of engagement in Continuing Professional Development showing learning & application to practice **(3-6 examples** within the last 3 years.**) (A5, D1v, D1vi)**

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| **Participation in L&T CPD**  | **Date** | **Led by** | **Key Learning gained & links to UKPSF** | **Implementation & Extension** | **Further action planned** |
| *e.g. CAIeRO for the Masters in Integrated Urbanism* | *June 2013* | *SB & AA* | *- New appreciation of the need to plan for student LEARNING rather than concentrating on the design of teaching. (A1)**- New strategies for planning for OL/BL delivery (K2, K4)* | *e.g. Storyboards developed for 2 other modules of the Masters in Integrated Urbanism.**A minimum of one etivity introduced into each module.*  | *Obtain student evaluation of new approach to Blended Learning**Arrange peer observation with focus on my management of online discussion.**Obtain support to rollout CAIeRO process with 2 departmental UGrad programmes* |
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**(Extend as needed – 3-6 examples,** within the last 3 years **(150 words minimum)**

### Reference 1

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| --- | --- |
|  | **Referee 1** |
| Name |  |
| Institution / Department / other |  |
| Email address |  |
| Position |  |
| Your HEA Fellowship Status (if appropriate) |  |
| In what capacity do you know the work of the 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:  |
| **Drawing on your knowledge and experience of the applicant’s work, please comment on their demonstration of the criteria for the award of Associate Fellowship of the HEA:** |
| **Associate Fellowship Assessment criteria** Claims for Associate Fellowship should demonstrate an understanding of specific aspects of effective teaching, learning support methods and student learning and should provide evidence of: |
| **D1** I. Successful engagement with at least two of the five Areas of Activity |  |
| **D1** II. Successful engagement in appropriate teaching and practices related to these Areas of Activity |  |
| **D1** III. Appropriate Core Knowledge and understanding of at least K1 and K2 |  |
| **D1** IV. A commitment to appropriate Professional Values in facilitating others’ learning |  |
| **D1** V. Relevant professional practices, subject and pedagogic research and/or scholarship within the above activities |  |
| **D1** VI. Successful engagement, where appropriate, in professional development activity related to teaching, learning and assessment responsibilities |  |

### Reference 2

|  |  |
| --- | --- |
|  | **Referee 2** |
| Name |  |
| Institution / Department / other |  |
| Email address |  |
| Position |  |
| Your HEA Fellowship Status (if appropriate) |  |
| In what capacity do you know the work of the 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:  |
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| **D1** VI. Successful engagement, where appropriate, in professional development activity related to teaching, learning and assessment responsibilities |  |