



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

University Of Wales Trinity Saint David

Applicant Handbook

CPD Fellowship Route

June 2024

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Introduction

The University of Wales Trinity Saint David's (UWTSD) Continuing Professional Development (CPD) Scheme aims to support all staff involved in the teaching and support of students with more than two years' experience in HE to enhance their professional standing by gaining recognition from Advance HE for the alignment of their professional practice with the Professional Standards Framework 2023 (PSF 2023) by achieving AdvanceHE Fellowship.

The CPD Scheme is situated strategically within the UWTSD NEXUS Learning and Teaching Framework, which is managed by the Academic Office, being overseen by the Pro Vice Chancellor (Academic Experience). The University's Learning and Teaching Board has Institutional oversight for all Fellowships awarded by the University.

By aligning their professional practice with the PSF 2023, individuals are able to demonstrate their efforts and commitment to the delivery of high-quality teaching, learning and assessment and their contribution to effective and valuable learning experiences. Professional recognition will also allow staff to showcase creativity and innovation and to demonstrate, through continuing professional development activities, the professionalism and excellence in their academic and scholarly practices.

Why consider Fellowship?

Fellowships are embedded in the UK and have been adopted by increasing numbers of higher education institutions globally, from the Americas to Australasia, including UWTSD.

Fellowship brings you a range of benefits:

- Consolidates personal development and evidence of professional practice in your higher education career;
- Provides a valuable measure of success and is increasingly recognised by international institutions;
- Demonstrates commitment to teaching, learning and the student experience, through engagement in a practical process that encourages research, reflection and development;
- For individuals, to identify their expertise with the entitlement to use post-nominal letters (AFHEA, FHEA, SFHEA, PFHEA)

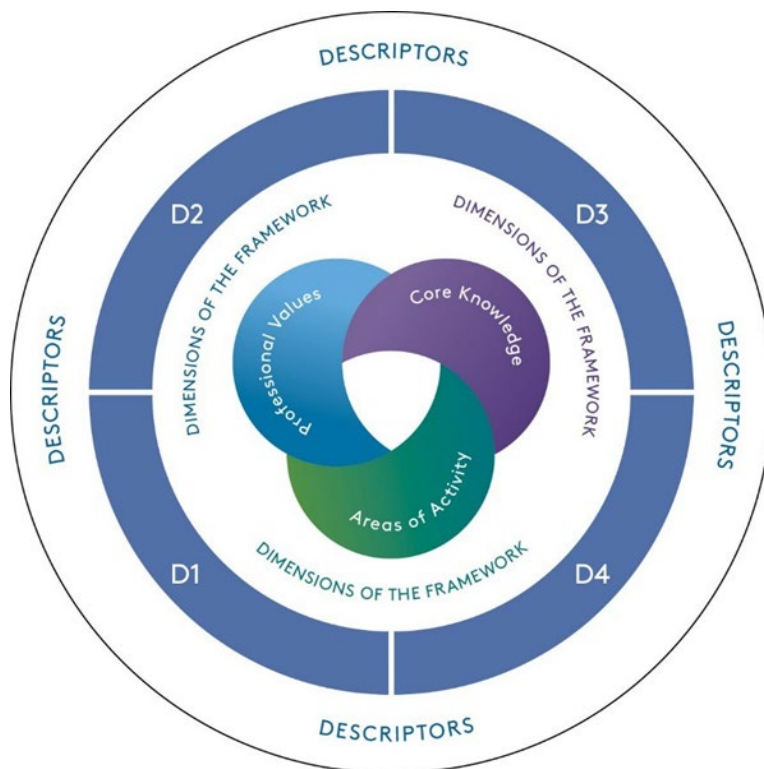
Professional Standards Framework (PSF 2023)

The Professional Standards Framework 2023 (PSF 2023) is a comprehensive set of professional standards and guidelines for everyone involved in teaching and supporting learning in HE, from positions where teaching and learning is only part of the role, to senior professionals with strategic impact on teaching and learning at an organisational, national or international level. It can be applied to personal development programmes at individual or institutional level to evidence of personal professional practice that meets the requirements of the [Professional Standards Framework 2023 \(PSF 2023\)](#).

The framework identifies the diverse range of teaching and support roles and environments. These are reflected and are expressed in the Dimensions of Professional Practice. The PSF 2023 clearly outlines the Dimensions of Professional Practice within teaching and/or supporting higher education learning.

The Professional Standards Framework (PSF) 2023 consists of two components:
Descriptors and Dimensions.

Figure 1: Professional Standards Framework (PSF) 2023



The **PSF Descriptors** are a set of criteria statements (referred to as Descriptor 'criteria'). These define the key characteristics of four broad categories of practice. Incorporating the Dimensions, each Descriptor identifies the extent of practice required to meet it and recognises the variety of practice and roles undertaken by professionals who teach and/or support learning. Each Descriptor consists of an introduction and a set of three criteria statements.

The Dimensions of the Framework (PSF 2023) are arranged as **three related sets** of five **Professional Values**, five forms of **Core Knowledge** and five **Areas of Activity**.

Professional Values (V1-5): underpin all forms of Core Knowledge and Areas of Activity. They are the foundation of professional practice.

Core Knowledge (K1-5): informed by the Professional Values, representing key forms of knowledge required to undertake the Areas of Activity. There are multiple and diverse forms of knowledge which are connected to and shaped by communities and contexts.

Areas of Activity (A1-5): bring together the Professional Values and forms of Core Knowledge, showing the essential activities that support delivery of effective practice.

Advance HE accredits the **fellowship scheme** and aligns its fellowships to the PSF

2023 Descriptors as follows:

- + Descriptor 1 (D1) aligns to Associate Fellow
- + Descriptor 2 (D2) aligns to Fellow
- + Descriptor 3 (D3) aligns to Senior Fellow
- + Descriptor 4 (D4) aligns to Principal Fellow

An individual can be recognised by Advance HE, depending on the nature of their professional learning and teaching practice and experience, at one of four categories of fellowship.

Dimensions of the Professional Standards Framework 2023 (PSF 2023)

Professional Values

In your context, show how you:

- V1** respect individual learners and diverse groups of learners
- V2** promote engagement in learning and equity of opportunity for all to reach their potential
- V3** use scholarship, or research, or professional learning, or other evidence-informed approaches as a basis for effective practice
- V4** respond to the wider context in which higher education operates, recognising implications for practice
- V5** collaborate with others to enhance practice

Core Knowledge

In your context, apply knowledge of:

- K1** how learners learn, generally and within specific subjects
- K2** approaches to teaching and/or supporting learning, appropriate for subjects and level of study
- K3** critical evaluation as a basis for effective practice
- K4** appropriate use of digital and/or other technologies, and resources for learning
- K5** requirements for quality assurance and enhancement, and their implications for practice



Areas of Activity

In your context, demonstrate that you:

- | | | |
|---|---|--|
| A1 design and plan learning activities and/or programmes | A3 assess and give feedback for learning | A5 enhance practice through own continuing professional development |
| A2 teach and/or support learning through appropriate approaches and environments | A4 support and guide learners | |

Categories of Fellowship

We award three different categories of Fellowship through the CPD route: [Associate Fellowship \(AFHEA\)](#), [Fellowship \(FHEA\)](#), and [Senior Fellowship \(SFHEA\)](#). The University supports applications for [Principal Fellowship \(PFHEA\)](#) directly to AdvanceHE.

These four categories reflect the wide range of professional practice carried out by individuals who teach and/or support learning in higher education; from those who have a partial role in teaching/supporting learning through to senior professionals with strategic impact on teaching and learning in an organisational, national and/or international setting.

The four categories of Fellowship are awarded on the basis of evidence of personal professional practice which meets the requirements of one of the four Descriptors of the [Professional Standards Framework 2023 \(PSF 2023\) for teaching and supporting learning in higher education](#). The PSF 2023 has been developed as a standards framework for the higher education sector that sets out the knowledge, skills and behaviours demonstrated by those teaching and/or supporting higher education learning.

Fellowships are awarded on the basis of a successful and effective demonstration of one of the four PSF 2023 Descriptors. In deciding which category of Fellowship to apply for at this stage in your career, you will need to determine which of the four Descriptors of the PSF 2023 is most appropriate to your practice and professional experience:

Associate Fellow (AFHEA) D1	D1 is suitable for individuals whose practice enables them to evidence some of the Dimensions. Effectiveness of practice in teaching and/or support of learning is demonstrated through evidence of: D1.1 Use of appropriate Professional Values including at least V1 and V3 D1.2: Application of appropriate Core knowledge including at least K1, K2 and K3 D1.3: Effective and inclusive practice in at least two of the five Areas of Activity
Fellow (FHEA) D2	D2 is suitable for individuals whose practice with learners has breadth and depth enabling them to evidence all Dimensions. Effectiveness of practice in teaching and/or support of high-quality learning is demonstrated through evidence of: D2.1: Use of all five professional Values D2.2: Application of all five forms of Core Knowledge D2.3: Effective and inclusive practice in all five Areas of Activity
Senior Fellow (SFHEA) D3	D3 is suitable for individuals whose comprehensive understanding and effective practice provides a basis from which they lead or influence those who teach and/or support high-quality learning. Individuals are able to evidence: D3.1: A sustained record of leading or influencing the practice of those who teach and/or support high-quality learning D3.2: Practice that is effective, inclusive and integrates all Dimensions D3.3: Practice that extends significantly beyond direct teaching and /or direct support for learning
Principal Fellow (PFHEA)	D4 is suitable for highly experienced individuals whose practice involves a sustained record of effectiveness in strategic leadership of high-quality learning. Their impact is extensive. Individuals are able to evidence:

D4	D4.1: Sustained and effective strategic leadership of higher education practice, with extensive impact on high-quality learning: within or beyond an institution, or across a discipline or profession D4.2: Development and implementation of effective and inclusive: strategies, or policies, or procedures, or initiatives, to enhance practice and outcomes for learners D4.3: Active commitment to, and integration of, all Dimensions in the strategic leadership of academic or professional practices.
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AdvanceHE Recognition and UWTSD

Within the NEXUS Learning and Teaching Framework, UWTSD offers two of routes through which an individual may seek recognition as an Advance HE Fellow.

Continuing Professional Development Route:

- CPD Route – Associate Fellow, Fellow and Senior Fellow.

Academic Programme Provision Route:

- PGCert tHE Programme – Associate Fellow (Module 1) and Fellow status (Full Award)

This Applicant Handbook is aimed at those applying for Fellowship Recognition via the CPD route. For further information on the achievement of recognition via the taught provision route, please refer to the corresponding taught programme document.

Staff from non-member collaborative partner institutions may apply through the UWTSD CPD route but are advised of the additional fee for accredited provision as set by Advance HE ([Fellowship | Advance HE \(advance-he.ac.uk\)](https://advance-he.ac.uk)).

CPD Route (Associate Fellow, Fellow and Senior Fellow Status):

Which Fellowship category is right for you?

When considering your application for Fellowship you should first use the [AdvanceHE Fellowship Category Tool](#).

The Fellowship Category Tool has been designed to assist you in selecting the category of Fellowship that is the closest match to your current practice.

The tool consists of a set of statements that are aligned to the Professional Standards Framework 2023 (PSF 2023) and its different Descriptors and Dimensions. This self-analysis tool will ask about your professional activities in teaching and/or supporting learning in higher education. You will be asked about the range of activities you undertake in your practice.

By using the tool to consider your current practice, your choice of statements should help to inform which category of Fellowship is most appropriate for you. There are no 'right' or 'wrong' answers and you should select the option which best reflects your professional practice.

When you have completed all of the sections which usually takes **10-20 minutes**, you will be shown your results and a PDF report summarising your responses **will be sent to the email address you provided**. This will be useful as you start to put your application together for Fellowship or to reflect on your on-going professional development and career aspirations.

**Fellowship
Category Tool**

Once you have ascertained the appropriate descriptor, proceed to the next section to learn about the different processes for each level.

The Pre-Application Process

Before applying to the CPD Scheme for Recognition by AdvanceHE, you **must undertake the University's training programme on the PSF 2023.**

The first element of this training package is a mandatory briefing workshop which will support you to understand the requirements of the application process. This workshop and the [Fellowship Category tool](#) and guidance in this handbook will help you determine which category of fellowship is most appropriate for you to apply for. Please be aware that you can only apply for a single category of fellowship and your application will be assessed only against the category you have applied for.

As part of the training package, you will be allocated a mentor whose role it is to provide you with further ongoing support, including draft reading and feedback on your application.

Your mentor will already hold fellowship status which is either equal to or higher than the category you are intending to apply for – they will have been through the process themselves and are therefore able to understand the commitment you are showing to effective teaching, learning and the support of students by becoming involved in this process.

All mentors undergo training prior to being appointed as mentors, and additional training to ensure they are up to date in relation to the PSF 2023 and the descriptors.

Individuals can apply in Welsh or in English, training is available in Welsh or in English.

For further information or any queries, please email: HEAapplications@uwtsd.ac.uk

Your Referees

Applications for Associate Fellow, Fellow and Senior Fellow must be supported by authentication via Supporting Statements from Referee(s).

- **One** for Associate Fellow applications
- **Two** for Fellow applications.
- **Two** for Senior Fellow applications.

Your Referee should be someone who can provide an informed peer review of your eligibility for Associate Fellow, Fellow or Senior Fellow of AdvanceHE the , using their knowledge of your work and the context in which you teach and/or support learning. **Referees are expected to verify and endorse your application** by commenting directly on the content of your application and by making additional, relevant comments, as they wish.

Referees should be experienced staff and should be able to comment knowledgeably and, from first-hand experience, confirm that your application presents a fair and accurate reflection of your higher education practice.

We recommend that at least one of your Referees is a Fellow, Senior Fellow or Principal Fellow, or an appropriately experienced member of staff working for a UK Higher Education Institution (HEI).

All Referees need to be familiar with the PSF 2023, so please ensure that you provide them with a copy of the Guidance Notes for Referees and Referee Templates (available on the VLE).

All Referees' statements will need to be submitted through Turnitin. The Academic Office will provide the applicant with the link to do this. The applicant should make their referees aware that this is taking place.

Associate Fellowship

Associate Fellowship is awarded to professionals who can demonstrate they meet the criteria of Descriptor 1 (D1) of the [Professional Standards Framework 2023 \(PSF 2023\) for teaching and supporting learning in higher education](#).

Application Requirements

D1 is suitable for individuals whose practice enables them to evidence some dimensions. Effectiveness of practice in teaching and/or support of learning is demonstrated through evidence of:

- D1.1 use of appropriate Professional Values, including at least V1 and V3
- D1.2 application of appropriate Core Knowledge, including at least K1, K2 and K3
- D1.3 effective and inclusive practice in at least two of the five Areas of Activity

There are **two parts** to the application for Associate Fellowship:

- **written Account of Professional Practice**; Context Statement and Reflective Narrative against two PSF 2023 Areas of Activity
- one Supporting Statement from a Referee

The Account of Professional Practice consists of a Context Statement (a brief summary of the applicant's higher education roles, responsibilities and professional experience) and a Reflective Account of Practice (which will provide evidence that the applicant's professional practice meets the requirements of PSF 2023 **Descriptor 1**).

Support Guidance

The Associate Fellow Applicant Guidance Document provides extensive guidance to support you in preparing your application for Associate Fellowship.

Fellowship

Fellowship is awarded to professionals who can demonstrate they meet the criteria of Descriptor 2 (D2) of the [Professional Standards Framework 2023 \(PSF 2023\) for teaching and supporting learning in higher education](#).

Application Requirements

D2 is suitable for individuals whose practice with learners has breadth and depth, enabling them to evidence all Dimensions. Effectiveness of practice in teaching and/or support of high-quality learning is demonstrated through evidence of:

- D2.1: Use of all five Professional Values
- D2.2: Application of all five forms of Core Knowledge
- D2.3: Effective and inclusive practice in all five Areas of Activity

There are **two parts** to the application for Fellowship:

- **written Account of Professional Practice**; Context Statement and Reflective Narrative against PSF 2023
- two Supporting Statements from Referees

The Account of Professional Practice consists of a Context Statement (a brief summary of the applicant's higher education roles, responsibilities and professional experience) and a Reflective Narrative (which will provide evidence that the applicant's professional practice meets the requirements of PSF 2023 **Descriptor 2**).

Support Guidance

The Fellow Applicant Guidance Document provides extensive guidance to support you in preparing your application for Fellowship.

Senior Fellowship

Senior Fellowship is awarded to professionals who demonstrate they meet the criteria of **Descriptor 3 (D3)** of the [Professional Standards Framework 2023 \(PSF 2023\) for teaching and supporting learning in higher education](#).

Application Requirements

Senior Fellow (Descriptor 3) is suitable for individuals whose comprehensive understanding and effective practice provides a basis from which they lead or influence those who teach and/or support high-quality learning. Individuals are able to evidence:

- **D3.1:** a sustained record of leading or influencing the practice of those who teach and/or support high quality learning
- **D3.2:** practice that is effective, inclusive and integrates all Dimensions
- **D3.3:** practice that extends significantly beyond direct teaching and/or direct support for learning.

There are two parts to the application for Senior Fellow:

- written **Account of Professional Practice:** a Context Statement; a Reflective Narrative and two Case Studies (to evidence that the applicant's professional practice meets the requirements of PSF 2023 **Descriptor 3**).
- two Supporting Statements from Referees

The Account of Professional Practice consists of a Context Statement (a brief summary of the applicant's higher education roles, responsibilities and professional experience), a Reflective Narrative and two Case Studies (which will provide evidence that the applicant's professional practice meets the requirements of PSF 2023 **Descriptor 3**).

Support Guidance

The Senior Fellow Applicant Guidance Document provides extensive guidance to support you in preparing your application for Senior Fellowship.

Principal Fellowship

Principal Fellowship is awarded to professionals who demonstrate they meet the criteria of Descriptor 4 of the [**Professional Standards Framework 2023 \(PSF 2023\) for teaching and supporting learning in higher education**](#).

Application Requirements

- All applicants for Principal Fellows must apply directly to AdvanceHE.
- Applicants must first be supported by their line managers and the Academic Office.

Support Guidance

Advance HE provides extensive guidance on Principal Fellowship applications: [Principal Fellowship | Advance HE \(advance-he.ac.uk\)](#)

Application Process

The assessment process for applications for Recognition by the Advance HE is very much like the quality assurance process that the University adopts for its taught awards.

Applications are assessed by reviewing the evidence presented relevant to the requirements of each descriptor to reach a final judgement.

Ensure that you have used the correct application form and supporting references for the category of fellowship sought.

Once your application is complete and you and your mentor are happy with it, it will follow the process outlined below:

1. The application should be submitted electronically, by the date provided, through the appropriate TIN link on Moodle.
2. The Academic Office Administrator will check that you have remained within the word count and that appropriate references for your application have been included.
3. You should submit your referees' Supporting Statements at the same time as submitting your application. If this is not possible, they should be submitted within two days of the submission deadline. If the references are **not** received within two days of the submission deadline, the application will be held until the next consideration period.
 - 3.1 If an applicant is suspected of academic misconduct the Academic Office will appoint a Case Officer to investigate. The application will not be processed or considered by the HEA Recognition Panel until the investigation or any other related processes have been completed.
 - 3.2 If a reference is suspected of plagiarism, the applicant will be asked to provide another reference.
4. The Academic Office selects the appropriate assessor (including the Lead Assessor) to review the applications. For transparency and quality assurance, assessors review applications from Institutes other than their own.

Assessing the Applications

In line with the Advance HE Accreditation Policy (4.4.2), all applications are reviewed by two assessors both of whom must hold Fellowship of an equivalent or higher level to the application being reviewed. All UWTSD assessors are at least Fellows and have been trained and attend an annual moderation exercise. The two assessors form the HEA Recognition Panel.

Applications are shared with assessors through a secure electronic method (e.g. OneDrive/Sharepoint) and assessors are asked to check the list of applications they have been allocated to ensure that they have not assisted, mentored or guided any of the applicants within the development stage of the application and that there is no other conflict of interests. Where a prior relationship is identified, the application is allocated to a different assessor. Assessors are assigned no more than 6 applications in any one consideration period.

Internal reviewers engage in an annual update and calibration/standardisation activity.

Assessors have 2 weeks in which to review the applications and to submit electronic copies of the reviewer forms to the Administrative Officer (**E2.17-19**). Assessors must reach a consensus judgement and write feedback to the applicant using the Panel Outcome and Feedback Template (**E2.20-22**). If it is still not possible to reach a decision, the External Advisor will be asked to review the application. In these cases, the External Advisor's recommendation is final.

The External Advisor moderates through sampling, although the system provides electronic access to all applications and decisions, if required. The sample will consist of at least 6 or 25% of applications (whichever is greater) with at least one in each of the three categories (D1, D2, D3) and including both successful and referred applications.

Following confirmation of the sample by the external advisor, the Academic Office will confirm the outcome to each applicant. The Academic Office will confirm if their application has met or not met the Fellowship standard.

If it has not met the criteria, then a referral will be requested. In all cases feedback will be provided to guide future development and any subsequent applications. Applications can only have a referral on one occasion before a new application is required.

Referral

- A revised application must be submitted to the Academic Office within 4 weeks of return of the application and considered by the original assessors who determine an outcome in line with the process for considering new applications.

The applicant will be provided with the details of a mentor who has agreed to assist the applicant in reworking their application and the date of the next HEA Recognition Panel. This may be the original mentor or a different mentor, as appropriate.

All discussion and judgements are recorded by the Administrative Officer for audit purposes.

The Learning and Teaching Board receives data from outcomes, receives and responds to the formal report from the external advisor, manages quality assurance and enhancement of accredited provision, identifies good practice, plans future CPD for reviewers/mentors, and monitors engagements.

Prior to any communication to applicants in relation to judgements, the External Advisor moderates a sample of work.

An annual overview report, alongside the External Advisor's report and University response are considered by the Learning and Teaching Board.



Allocated word limits for resubmission (referral)

The word limits for resubmission are included in the resubmission template applicants receive. Applicants are expected to redraft areas of their application to make space for the additional evidence required in their revised application but they are allocated additional words to support them in making revisions (please see below). Although a word limit is set, it is not the responsibility of assessors to police this. If the assessor feels that an applicant has significantly exceeded the allocated limit, they will contact the Academic Office (HEAapplications@uwtsd.ac.uk).

The word limits for revised applications at each category are set out below.

Category	Word limit for revised application
Associate Fellowship	1,600 word limit (additional 200 words) for the reflective narrative plus citations (500 words); overall maximum 1,800 words
Fellowship	3,300 word limit (additional 300 words) for the reflective narrative plus citations (500 words); overall maximum 3,800 words
Senior Fellowship	6,500 word limit (additional 500 words) for Reflective Account of Practice and Case Studies plus citations (500 words); overall maximum of 7,000 words

Appeal Procedure

Grounds for Appeal

Any applicant to the Recognition Panel is entitled to submit an appeal on the grounds that there were defects or irregularities in the conduct of assessment or review of their application where there is a *prima facie* case that such defects, irregularities or advice could have had an adverse effect on the outcome.

Appeals that question the academic judgement of the assessors shall not be admissible.

Submitting an Appeal

Any appeal shall be sent to the Academic Office on the Unit's Appeal Form (E.2.25 Appeal Form) normally not later than 21 days after the official notification of judgement. Simple notice of appeal given in writing by an applicant within the above deadline shall not be deemed to constitute an appeal and shall not be accepted.

Appeals received after 21 days will be deemed to be out of time and will not be considered unless the appellant has provided independent evidence to show compelling reasons as to why the appeal was not submitted within the appropriate timeframe.

The University will not consider an appeal submitted more than 12 months after the relevant Recognition Panel meeting.

The Academic Office shall acknowledge receipt of an appeal normally within 7 days. On receipt of an appeal, a Case Officer shall be appointed.

Investigation

The Case Officer shall undertake an initial evaluation to check that the appeal:

- is submitted under the correct procedures,
- falls within the grounds upon which an appeal can be made,
- is submitted within any deadline,
- is in the required format.

Following the initial evaluation, the Case Officer will make a determination as to whether there is a clear case for appeal.

Should there be a case for appeal, the case officer shall ensure that the facts are verified and upon completion of his/her enquiries, shall submit a written report to the Academic Office setting out the circumstances of the case and confirming his/her findings.

The case officer shall be empowered to take one of the following decisions:

- to reject the appeal and uphold the original judgement of the assessors;
- to uphold the appeal and to refer the case to a special Recognition Panel for review of the initial judgement.

Complaints Procedure

Complaints about the mentor or the scheme should be raised through the University's Grievance Policy.

This is the link to the Grievance Policy: [Grievance Policy](#)