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# Swansea Application Route (SAR)



## Guidance for Mentors and Mentees applying for HEA Fellowship

January 2017

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## MENTORING HEA FELLOWSHIP APPLICANTS

### PURPOSE OF THE MENTORING ARRANGEMENTS:

To provide support to those applying for HEA professional recognition (all eligible categories) via the Swansea Application Route.

### TIME COMMITMENT

Mentors:

- Initial training total 2-4 hours
- Commitment to mentor applicants to a particular application deadline
- Associate/ Fellowship – 2 group mentoring sessions (total 4-6 hours)
- Senior Fellows – 3 mentoring sessions, 1 initial discussion regarding leadership, 2 further engagements – in person/virtually.
- Associate/Fellowship Mentors would normally have no more than 5 mentees.
- Senior Fellowship mentors would normally have no more than 3 mentees

### PREREQUISITES FOR PARTICIPANTS

Mentors must be:

- A member of staff at Swansea University
- A holder of a HEA Fellow/Senior/Principal Fellowship or have proven experienced in learning and teaching matters.
- Committed to engage in appropriate CPD in relation to mentor role

### EXPECTED OUTPUTS

1:1 and/or small group guidance for applicants preparing their Reflective Account – the core part of an application for professional recognition and/or the Case Studies (for Senior Fellow applicants).

### HOW WILL THE MENTORING ALLOCATION WORKS

A pool of mentors for each application deadline will be obtained in liaison with the College SALT Leads and/or College Directors of Learning and Teaching and in discussion with those in the Professional Service departments.

SALT will be sensitive to any particular preferences expressed by the applicants and/or mentors. Mentors are usually from the same discipline/College as the applicant, but not necessarily so.

Conflicts of interest between mentors and mentees must be declared and any requested changes in allocation should be emailed to [salt@swansea.ac.uk](mailto:salt@swansea.ac.uk). Justification for the change will be required.

## MENTOR TRAINING AND SUPPORT

Mentors will have access to the same training provided to assessors and also information provided to applicants.

This includes guidance about:

- The UK PSF
- The SAR Application requirements, including application components, deadlines and assessment criteria
- Materials used in writing support sessions in particular reflective writing.

This training will ideally be in person, but where this is not possible or practicable under time constraints, this shall be supplemented by written material, presentations and/or videos.

## REPORTING ON MENTORING

A report on the effectiveness of the mentoring scheme will be prepared for submission to the SALT Inspiring Teaching at Swansea Panel/SALT Strategy Board.

## MENTOR'S ROLE AND RESPONSIBILITIES

### MENTORS ARE EXPECTED TO:

- Agree their work as a mentor in advance with their line manager as part of their overall workload planning and to report on the benefits as part of their PDR process.
- Commit sufficient time to carry out the required activities specified for the role
- Commit to mentor a minimum of one applicant, up to a maximum of four.
- Be able to explain the UK PSF and understand the requirements of the Swansea Application Route, including awareness of the assessment criteria.
- Act as a guide to assist a colleague put together their application for HEA Fellowship following the internal SAR.
- Help applicants identify appropriate practice evidence
- Provide feedback on a draft application/presentation.
- Where applications are rejected, to assist the applicant in responding to the feedback received (including a revised presentation).

### MENTORS ARE NOT EXPECTED TO:

- Help find, or find referees for the applicant
- Compile any of the application (or re-submission) on behalf of the applicant
- Have the same subject or discipline background as those you mentor
- Observe, review and provide feedback and advice on the applicant's actual teaching practice.
- Proof-read/provide detailed corrections on applications/presentations
- Give guidance on the use of Pebble+® to complete the application.

Mentors on this scheme **may**:

- Choose to offer additional mentoring outside the role set out in this guide, so long as this has been agreed in advance with their line manager as part of their workload, to ensure adjustments can be accommodated.

The mentoring role is not about telling the applicant how to teach their subject more effectively. Instead, you work with an applicant to help them critically review and evaluate their learning and teaching practice against the standards and criteria for professional recognition, to help them select relevant examples of evidence for their application. You share tips and insights from your own experience of working with, and evidencing the standards. **It is your familiarity with understanding the professional practice standards and how to evidence them that is important - not familiarity with the applicant's subject knowledge.**

#### MENTORS MUST NOT:

1. Be held accountable for the decisions of the Swansea Application Route Panel.
2. Assess or be permitted to make final recommendations on their mentee's application (if the mentor forms part of the SAR Assessment panel). (Applicants must declare the name of their mentor on the application form).
3. Mentor someone with which they have a close family relationship and should consider carefully whether mentoring someone with whom they have a close professional relationship would be difficult. Conflicts of interest must be declared; mentors are encouraged to err on the side of caution in assessing such conflicts.

#### BENEFITS OF BEING A MENTOR

Being a mentor for those applying for HEA Fellowship is important to support you in your ongoing CPD and also strengthening your awareness of the variety of teaching, learning and assessment practices of your colleagues, often in other disciplines. Work as a mentor can help you generate some evidence required for HEA Senior Fellow as it helps you demonstrate your contribution to supporting the development of other people's practice. It can also assist to demonstrate that you are maintaining your good standing as a Fellow/Senior Fellow of the HEA and can be used as evidence should you seek to gain promotion.

For those already with senior positions, e.g. professors, your involvement as a mentor of HEA applicants will provide evidence of your commitment to the development of staff across the university.

#### WHAT'S INVOLVED?

Initial induction and training is provided by SALT via a combination of in person group training, on-line resources, and access to 1:1 advice. It takes about 4 hours in total to familiarise yourself with what's required from applicants, the professional standards, and have some practise at reviewing an application and providing advice.

Once you've been briefed, SALT will ask you to identify an application deadline to which you can provide support to applicants.

**You won't be allowed to mentor someone until you have completed the induction. You agree to arrange the 2 or 3 meetings as outlined in Table 1 or Table 2 on the following page.**

A third (fourth) meeting may be required if the application is not successful and the applicant needs assistance in appropriately responding to the feedback in preparing a revised application.

You will be asked to make brief notes concerning your meetings and key outputs using the guidance in Table 1 (for Associate/Fellow Mentors) or Table 2 (Senior Fellow mentors) and recording it on a mentor contact log. The contact log is on the SALT website under **Fellowship Mentors**.

## HOW TO BECOME A MENTOR?

Once you have discussed and agreed your work as a mentor with your line manager, and have allocated time in your workload plan, then email [salt@swansea.ac.uk](mailto:salt@swansea.ac.uk) or email Louise Rees ([l.j.rees@swansea.ac.uk](mailto:l.j.rees@swansea.ac.uk)) to indicate you would like to mentor someone applying for HEA Fellowship recognition.

You will then be asked to complete the mentor induction preparation, prior to booking a 1:1 session with a member of SALT to complete your induction.

## ACKNOWLEDGEMENTS

Grateful acknowledgement to Alison Stewart at the Centre for Professional Learning and Development, Nottingham Trent University for sharing their mentor guide, from which this document is adapted.

## FURTHER DETAILS

Please contact any of the HEA Fellowship Team in SALT

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**October 2016**

**Table 1 Applying for HEA Professional Recognition – Associate/Fellow applicants  
Plan of Mentor/Applicant meetings (Note: Group Mentoring can occur)**

Meeting	When	Duration	Purpose	What the mentor does	What the applicant does in advance
1	<p>After applicant has attended the first <b>“Developing the Application”</b> session.</p> <p>Approximately 2 months prior to your submission deadline</p>	2 hours	<ul style="list-style-type: none"> <li>• To review the applicant’s draft sections A1 and A5 of their Reflective Account/listings against A1 and A5. (Associate Fellows may only submit one section, as appropriate to their chosen 2 Areas of Activity.)</li> <li>• That review may be through peer review with others in the group.</li> <li>• To provide guidance to the applicant about selecting appropriate evidence</li> <li>• To provide and discuss feedback to the applicant to help them prepare their application</li> <li>• To confirm the date and time of the next group</li> </ul>	<p><b>Written Applicants</b></p> <ul style="list-style-type: none"> <li>• Review A1 and A5 of the Reflective Account/A1- A5 listings against the criteria provided. (Section of Reflective Account may be different for Associate Fellows)</li> </ul> <p><b>Presentation applicants</b></p> <ul style="list-style-type: none"> <li>• Consider if the topic of the presentation is sufficient to demonstrate evidence against the assessment criteria</li> </ul> <p><b>All applicants</b></p> <ul style="list-style-type: none"> <li>• Pose questions such as: <ul style="list-style-type: none"> <li>○ Is the application/presentation appropriate for the category of Fellowship applied for?</li> <li>○ Is the applicant satisfied that they have met the assessment criteria for the relevant Fellowship category?</li> <li>○ Is there sufficient reference to the UK PSF in particular? Is the</li> </ul> </li> </ul>	<p><b>All Applicants</b></p> <ul style="list-style-type: none"> <li>• Review Bb module site for list of available mentors.</li> <li>• Contact your mentor to introduce yourself and confirm date and time of Meeting 1.</li> </ul> <p><b>Written Applicants</b></p> <ul style="list-style-type: none"> <li>• <b>Associate Fellow applicants</b> - Forward 1 completed Area of Activity section of your Reflective Account</li> <li>• <b>Fellow applicants</b> Forward completed A1 and A5 sections of the Reflective Account – to the mentor in advance of the meeting.</li> </ul> <p><b>Presentation applicants</b></p> <ul style="list-style-type: none"> <li>• Complete the listings of evidence for A1 through to A5 and identify the topic of their presentation</li> </ul>

**Table 1 Applying for HEA Professional Recognition – Associate/Fellow applicants  
Plan of Mentor/Applicant meetings (Note: Group Mentoring can occur)**

Meeting	When	Duration	Purpose	What the mentor does	What the applicant does in advance
			meeting	<p>application/presentation reflective? Does it demonstrate the impact on student learning?</p> <ul style="list-style-type: none"> <li>○ Does the length of application/duration of presentation meet application requirements?</li> <li>○ Are statements (written or verbal) made in the application/presentation clear and unambiguous?</li> </ul> <ul style="list-style-type: none"> <li>● Signpost relevant online resources on the Bb module site.</li> <li>● Mentor may circulate the draft sections/listings among the group of mentees for peer feedback.</li> <li>● Offer advice to help the applicant select and present evidence appropriately</li> <li>● <b>Fill in the mentor contact log with advice given</b></li> <li>● Contact SALT if the applicant does not attend this session.</li> </ul>	<p>to discuss</p> <ul style="list-style-type: none"> <li>● Discuss the ability to make an in-person presentation during the second meeting/alternate date.</li> </ul>

**Table 1 Applying for HEA Professional Recognition – Associate/Fellow applicants  
Plan of Mentor/Applicant meetings (Note: Group Mentoring can occur)**

Meeting	When	Duration	Purpose	What the mentor does	What the applicant does in advance
2	Approximately 1 month after Meeting 1 and certainly at least 2 weeks prior to the submission deadline	2 hours	<ul style="list-style-type: none"> <li>To provide and discuss the relevance of the evidence presented in at least one other section of the application (written applicants)</li> <li>To review a draft of the presentation (presentation route applicants)</li> <li>To support the applicant to make sense of feedback and identify how they can use it to enhance their application as appropriate</li> </ul>	<p><b>Written Applicants</b></p> <ul style="list-style-type: none"> <li>Review 2 other Areas of Activity of the Reflective Account/A1- A5 listings against the criteria provided. (1 other AofA of Reflective Account for Associate Fellows).</li> <li>Mentor may circulate the draft sections/listings/presentation among the group of mentees for peer feedback.</li> </ul> <p><b>Presentation applicants</b></p> <ul style="list-style-type: none"> <li>Review the presentation (through delivery and/or discussion) to ensure reflection is apparent. (A separate meeting from other mentees may be desirable.)</li> </ul> <p><b>All applicants</b></p> <ul style="list-style-type: none"> <li>Signpost relevant online resources on the Bb module site</li> <li>Remind the applicant about the application requirements (i.e. line manager signoff and attainment of</li> </ul>	<p><b>All applicants</b></p> <ul style="list-style-type: none"> <li>Raise any questions you have about evidencing the practice requirements</li> </ul> <p><b>Written Applicants</b></p> <ul style="list-style-type: none"> <li><b>Associate Fellow applicants</b> - Forward the other completed Area of Activity section of your Reflective Account</li> <li><b>Fellow applicants:</b> Using feedback from your 1<sup>st</sup> mentoring session and on-line guidance, re-draft the sections and complete the remaining 3 sections of the Reflective Account.</li> <li>Forward 2 of the 3 remaining draft sections to the mentor.</li> </ul> <p><b>After this second meeting,</b></p> <ul style="list-style-type: none"> <li>Continue to redraft the</li> </ul>

**Table 1 Applying for HEA Professional Recognition – Associate/Fellow applicants  
Plan of Mentor/Applicant meetings (Note: Group Mentoring can occur)**

Meeting	When	Duration	Purpose	What the mentor does	What the applicant does in advance
				<p>references) and the deadlines.</p> <ul style="list-style-type: none"> <li>• <b>Keep a log of advice given at meeting</b></li> </ul>	<p>application, consider evidence and complete on Pebble+.</p> <ul style="list-style-type: none"> <li>• Don't forget to complete the Background and Teaching Philosophy section.</li> </ul> <p><b>Presentation applicants</b></p> <ul style="list-style-type: none"> <li>• Update the listings and evidence, complete the listings of what evidence meets the Core Knowledge and Professional Values.</li> <li>• Finalise the presentation</li> </ul> <p><b>After this second meeting,</b></p> <ul style="list-style-type: none"> <li>• Continue to redraft the application/presentation, consider evidence and complete on Pebble+.</li> </ul>
3 (OPTIONAL)	Following decisions by the Inspiring Teaching at Swansea Panel have been conveyed to the	1 hour	<ul style="list-style-type: none"> <li>• To assist, where necessary, in developing appropriate revisions to the</li> </ul>	Assist in reviewing the assessor feedback and the proposed revised application.	<ul style="list-style-type: none"> <li>• Provide the mentor with the feedback received on the application</li> </ul>

**Table 1 Applying for HEA Professional Recognition – Associate/Fellow applicants  
Plan of Mentor/Applicant meetings (Note: Group Mentoring can occur)**

<b>Meeting</b>	<b>When</b>	<b>Duration</b>	<b>Purpose</b>	<b>What the mentor does</b>	<b>What the applicant does in advance</b>
	application		application/presentation in response to the feedback provided.	<b>Keep a log of advice given at meeting</b>	<ul style="list-style-type: none"> <li>Proposed revisions to the application/presentation must be developed and clearly signposted and submitted in sufficient time for the mentor to read these through.</li> </ul>

MENTORING SUPPORT SUMMARY – ASSOCIATE FELLOWS/FELLOWS

**Applicant Preparation**

Attend Developing your Application Session. Draft Reflective Account/Listings against UKPSF

**Mentor Session 1**

**Written route applicants:** Review of draft section(s) plus evidence

**Presentation route applicants:** listings against A1 - A5, including evidence. Topic of presentation

**Mentor Session 2**

**Written route applicants:** Review of draft of remaining section(s) plus evidence

**Presentation route applicants:** deliver draft presentation

**Applicant Preparation**

Further work to refine application

**Submission deadline**

**Mentor Session 3 (if necessary)**

Assist applicant in revising their submission following a Clarify decision

## Schedule for Application Process – Associate Fellows/Fellows

### Associate/Fellows Schedule of Mandatory Components

Application Deadline	Pass Quiz at the latest	Developing your application	Mentoring
April	End November OR End January	December OR February	Late February and <u>mid March</u>
July	End January OR End April	February OR May	Late May and early June
October	End April OR End June	May OR July	Mid July and September
January	End June OR Early October	July OR October	November and early January

**Table 2 Applying for HEA Professional Recognition – Senior Fellow applicants  
Plan of Mentor/Applicant meetings**

Meeting	When	Duration	Purpose	What the mentor does	What the applicant does in advance
1	<p>After applicant has attended the first <b>“Developing the Application”</b> session.</p> <p>Prior to attending the Case Studies session</p> <p>Approximately 4 months prior to your submission deadline</p>	2 hours	<ul style="list-style-type: none"> <li>• To confirm that the applicant will be drawing on evidence of leadership of other staff in HE in relation to learning and teaching.</li> <li>• To explore the examples of leadership, in particular the Case Study Topics</li> <li>• To provide guidance to the applicant about selecting appropriate evidence</li> <li>• To provide and discuss feedback to the applicant to help them prepare their application</li> <li>• To confirm the date and time of the next mentoring meeting</li> </ul>	<p><b>All Applicants</b></p> <ul style="list-style-type: none"> <li>• Help the applicant review their experience against the application requirements and assessment criteria – in particular to the key criteria for SF – <b>leadership and engagement in pedagogy.</b></li> <li>• Mentor should review and provide feedback to applicant on the Case Study topics</li> <li>• Offer advice to help the applicant select and present evidence appropriately</li> <li>• Pose questions such as: <ul style="list-style-type: none"> <li>○ Is the application/presentation appropriate for the category of Fellowship applied for?</li> <li>○ Is the applicant satisfied that they have met the assessment criteria for the Senior Fellowship category?</li> <li>○ Does it demonstrate the impact on staff and thereon student learning?</li> <li>○ Is the applicant clear on the Case Study</li> </ul> </li> </ul>	<p><b>All Applicants</b></p> <ul style="list-style-type: none"> <li>• Review Bb module site for list of available mentors.</li> <li>• Contact your mentor to introduce yourself and confirm date and time of Meeting 1.</li> <li>• Identify the examples of leadership in relation to the UKSPF.</li> <li>• Identify 2 possible Case Study topics (ideally 4).</li> <li>• Discuss the ability to make an in-person presentation during the third meeting/alternate date.</li> </ul>

**Table 2 Applying for HEA Professional Recognition – Senior Fellow applicants  
Plan of Mentor/Applicant meetings**

Meeting	When	Duration	Purpose	What the mentor does	What the applicant does in advance
				assessment rubric?  <ul style="list-style-type: none"> <li>• <b>Fill in the mentor contact log with advice given</b></li> <li>• Contact SALT if the applicant does not attend this session.</li> </ul>	
2	Approximately 2 months prior to your submission deadline		<ul style="list-style-type: none"> <li>• To review the applicant’s draft sections A1 and A5 of their Reflective Account/listings against A1 and A5.</li> <li>• To provide guidance to the applicant about selecting appropriate evidence</li> <li>• To provide and discuss feedback to the applicant to help them prepare their application</li> <li>• To confirm the date and time of the final mentoring meeting</li> </ul>	<p><b>All Applicants</b></p> <ul style="list-style-type: none"> <li>• Help the applicant review their evidence against the application requirements and assessment criteria</li> <li>• Signpost relevant online resources on the Bb module site</li> <li>• Offer advice to help the applicant select and present evidence appropriately</li> <li>• Pose questions such as:                             <ul style="list-style-type: none"> <li>○ Is the applicant satisfied that they have met the assessment criteria for the relevant Fellowship category?</li> <li>○ Is there sufficient reference to the UK PSF in particular? Is the application reflective? Does it demonstrate the impact on student learning?</li> </ul> </li> </ul>	<p><b>Written Applicants</b></p> <ul style="list-style-type: none"> <li>• Complete A1 and A5 sections of the Reflective Account</li> <li>• Complete draft of 1 Case Study</li> <li>• <b>Submit/Share</b> application with mentor in advance</li> </ul> <p><b>Presentation applicants</b></p> <ul style="list-style-type: none"> <li>• Complete the listings of evidence for A1 through to A5 and identify the topic of their presentation to discuss</li> <li>• Complete draft of 1 Case Study</li> <li>• <b>Submit/Share</b> application with mentor in advance</li> </ul>

**Table 2 Applying for HEA Professional Recognition – Senior Fellow applicants  
Plan of Mentor/Applicant meetings**

Meeting	When	Duration	Purpose	What the mentor does	What the applicant does in advance
				<ul style="list-style-type: none"> <li>○ Does the length of application/duration of presentation meet application requirements?</li> <li>○ Are statements (written or verbal) made in the application/presentation clear and unambiguous?</li> </ul> <p><b>Written Applicants</b></p> <ul style="list-style-type: none"> <li>• Mentor should review and provide feedback to applicant on one section of the Reflective Account and 1 Case Study</li> </ul> <p><b>Presentation Applicants</b></p> <ul style="list-style-type: none"> <li>• Mentor should review the listings and evidence and provide feedback to the applicant on one dimension of the UKPSF – Areas of Activity/Core Knowledge or Professional Values and 1 Case Study.</li> <li>• <b>Fill in the mentor contact log with advice given</b></li> </ul>	<ul style="list-style-type: none"> <li>• Discuss the ability to make an in-person presentation during the third meeting/alternate date.</li> </ul>
3	Approximately 1 month after Meeting 2 and certainly at least 2 weeks prior to the	2 hours	<ul style="list-style-type: none"> <li>• To provide and discuss the relevance of the evidence presented in at least one other section</li> </ul>	<p><b>All applicants</b></p> <ul style="list-style-type: none"> <li>• Prepare constructive feedback to highlight strengths and any aspects to</li> </ul>	<p><b>All applicants</b></p> <ul style="list-style-type: none"> <li>• Raise any questions you have about evidencing the</li> </ul>

**Table 2 Applying for HEA Professional Recognition – Senior Fellow applicants  
Plan of Mentor/Applicant meetings**

Meeting	When	Duration	Purpose	What the mentor does	What the applicant does in advance
	submission deadline		<p>of the application (written applicants)</p> <ul style="list-style-type: none"> <li>To review a draft of the presentation (presentation route applicants)</li> <li>Review of 1 of the Case Studies</li> </ul>	<p>amend further</p> <ul style="list-style-type: none"> <li>Remind the applicant about the application requirements (i.e. line manager signoff and attainment of references) and the deadlines.</li> </ul> <p><b>Written Applicants</b></p> <ul style="list-style-type: none"> <li>Mentor should review and provide feedback to applicant on a second section of the Reflective Account and the other Case Study</li> </ul> <p><b>Presentation Applicants</b></p> <ul style="list-style-type: none"> <li>Mentor should review the listings and evidence and provide feedback to the applicant on one other dimension of the UKPSF – Areas of Activity/Core Knowledge or Professional Values and the other Case Study.</li> <li><b>Keep a log of advice given at meeting</b></li> </ul>	<p>practice requirements</p> <p><b>Written Applicants</b></p> <ul style="list-style-type: none"> <li>Using feedback from your previous mentoring session and on-line guidance, re-draft the sections and complete the remaining 4 of the Reflective Account.</li> <li>Provide the draft of the 2<sup>nd</sup> Case Study</li> <li><b>Submit/Share</b> application with mentor in advance</li> </ul> <p><b>Presentation applicants</b></p> <ul style="list-style-type: none"> <li>Update the listings and evidence, complete the listings of what evidence meets the Core Knowledge and Professional Values.</li> <li>Redraft the 1<sup>st</sup> Case Study</li> <li>Provide the draft of the 2<sup>nd</sup> Case Study</li> </ul>

**Table 2 Applying for HEA Professional Recognition – Senior Fellow applicants  
Plan of Mentor/Applicant meetings**

Meeting	When	Duration	Purpose	What the mentor does	What the applicant does in advance
					<ul style="list-style-type: none"> <li>• <b>Submit/Share</b> application with mentor in advance</li> </ul>
4 (OPTIONAL)	Following decisions by the Inspiring Teaching at Swansea Panel have been conveyed to the application	1 hour	<ul style="list-style-type: none"> <li>• To assist, where necessary, in developing appropriate revisions to the application/presentation in response to the feedback provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Help the applicant review the feedback</li> <li>• <b>Keep a log of advice given at meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Proposed revisions to the application/presentation must be developed and clearly signposted and submitted in sufficient time for the mentor to read these through.</li> </ul>

MENTORING SUPPORT SUMMARY – SENIOR FELLOWS

**Applicant Preparation**

Attend Developing your Application Session. Draft Reflective Account/Listings against UKPSF

**Mentor Session 1**

Consider evidence against key D3 criteria - leadership in L&T in HE and pedagogical knowledge. Identify Case Study topics

**Mentor Session 2**

**Written route applicants:** Review of draft sections A1 and A5 plus evidence. 1 Case Study

**Presentation route applicants:** listings against A1 - A5, including evidence. Topic of presentation. 1 Case Study

**Mentor Session 3**

**Written route applicants:** Review draft sections any of the remaining A2, A3 or A4 plus evidence. 2nd Case Study

**Presentation route applicants:** review presentation. 2nd Case Study

**Applicant Preparation**

Further work to refine application

**Submission deadline**

**Mentor Session 4 (if necessary)**

Assist applicant in revising their submission following a Clarify decision

## Senior Fellows Schedule of Mandatory Components

Application Deadline	Pass Quiz at the latest	Developing your application	Review of Alignment with SFHEA criteria	Case Studies	Mentoring
April	Early Oct OR End Nov	October OR December	December	February OR March	Mid- February & mid March
	End Nov OR End Jan	December OR February	February	February OR March	May & mid June
October	End Jan OR End March	February OR May	May	March OR June	July & September
	End May OR early Oct	May OR July	June	June OR October	mid October & Mid December



## WHO CAN BE A MENTOR?

Mentors will require the following experience, skills, knowledge, attributes and qualifications/professional development shown in Table 2:

<b>Table 2 Person Specification for Mentors</b>		<b>Essential</b>	<b>Desirable</b>	<b>Not required</b>
<b>Experience</b>	• Teaching and/or supporting learning in higher education	✓	Minimum of 3 years	
	• Currently employed by Swansea University	✓		
<b>Knowledge</b>	• How to apply for HEA professional recognition via the SAR accredited route	✓		
	• UK PSF Professional Standards	✓		
	• Evidence requirements for the level of HEA professional recognition being applied for, and how these can be evidenced	✓		
	• Applicant's subject area			✓
<b>Skills</b>	• Critically evaluate an applicant's application against requirements for professional recognition	✓		
	• Provide constructive and developmental feedback	✓		
	• Help applicant(s) engage constructively with feedback to enable them to more effectively evaluate their practice evidence	✓		
<b>Qualifications &amp; Professional Development</b>	• Holds a minimum of HEA Fellow professional recognition	✓	✓	
	• Demonstrate active engagement in appropriate professional development to	✓		

	maintain the currency and quality of their own professional teaching practice in higher education			
	<ul style="list-style-type: none"> <li>PGCHE or an equivalent HE teaching qualification</li> </ul>			✓
	<ul style="list-style-type: none"> <li>Completion of the mentor training provided by SALT</li> </ul>	✓		