



# Swansea Application Route – HEA Fellowship

## Guidance on Submitting a Claim for HEA Fellowship via the Presentation Route



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**Rev 1.0**

## Guidance on Submitting a Claim for HEA Fellowship<sup>1</sup> via the Presentation Route

### Purpose of the Presentation

Applicants for HEA Fellowship are able to make a presentation as an alternative method of demonstrating competency against the UK PSF if they feel that they are able to give a stronger oral rather than written reflection on their experience.

The presentation therefore replaces the need for a reflective account of the applicant's practice. The presentation is however supplemented by evidence as per a written application, but it is not required that the applicant reviews each piece of evidence within their presentation. He/she may wish to refer to key elements of their evidence in making a presentation.

For staff seeking recognition as a Senior Fellow through the presentation route, 2 written Case Studies are still required. Guidelines on Case Studies are available on the SALT website.

### Format/Scope of the Presentation

At Swansea University, the presentation is not a conversational or dialogic assessment. It is a formal presentation perhaps akin viva/oral examination.

It is suggested that if using slides to deliver a presentation, that on the slides, the relevant UK PSF Dimensions covered are clearly signposted to the assessors (e.g. use of K1, V2, A3, 'L' perhaps for leadership or appropriate combination thereof on the slide).

The presentation is timed and is also recorded visually for quality assurance purposes (and also in the case of Senior Fellow applicants, for review by the external assessor should he/she be unable to attend the presentation). The duration of the presentation varies according to the category of Fellowship sought.

There will be a number of core questions asked of all applicants, and some specific to Senior Fellows. During the post presentation dialogue, questioning will be restricted to issues arising from the presentation. Please see the relevant section below.

### For Associate Fellows (20 minute presentation plus previously submitted evidence)

Associate Fellow applicants must cover at least 2 issues in their presentation.

- A. AFHEA applicants must pick at least 1 of their 2 Areas of Activity that they have provided evidence on, presenting an exemplar of their practice in teaching/assessment/supporting learning.

This exemplar should demonstrate their application of, at minimum, their Core Knowledge (K1), understanding of appropriate methods for teaching, learning and assessing in their

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<sup>1</sup> Fellowship is used here as a generic term and covers all categories of Fellowship covered through the Swansea Application Route – Associate, Fellow and Senior Fellow.

subject area and at the level of the academic programme (K2) as well as engagement in appropriate professional values commensurate with an Associate Fellow.

This exemplar could be, for example:

- in developing a new module/tutorial session/induction activity/programme (A1),
- teaching or supporting learning to a particular module/group of students face to face, via distance/blended learning (A2),
- demonstrating varied assessment approaches and ways of delivering feedback and any new ways of doing so (A3),
- showcasing how additional resources/support was introduced to provide a supportive learning environment(A4)
- Demonstrating how they undertake CPD and give examples of how they have changed their practice and the impact on students as a consequence (A5)

(Due to the integrative nature of the UKPSF, it is likely of course that in picking a particular exemplar, there may be a combination of issues covered, e.g. overlap between A1 and A2.)

- B. Applicants must discuss the how their continuing professional development (e.g. relevant professional practices, subject and pedagogic research and/or scholarship) has informed their practice. This could be in relation to the other Area of Activity on which they have NOT presented or could be a broader range of examples of how their CPD activity informs their approaches to teaching, learning or student support.

### **For Fellows (30 minute presentation plus previously submitted evidence)**

Fellow applicants must cover at least 2 issues in their presentation:

1. They must demonstrate their experience and reflection in relation to A5 of the UKPSF and how it has informed their practice
2. They must present at least 2 exemplars of their practice which demonstrate how they meet the remaining 4 Areas of Activity (or combination thereof) and the issues and reflection resulting from this. Applicants must ensure that they demonstrate how they have applied all Core Knowledge aspects and all Professional Values at a standard commensurate with a Fellow.

(Possible exemplars are listed above under the Associate Fellow requirement, but Fellow applicants must demonstrate a broader understanding of learning and teaching matters. Note: Further possible activities are included in the HEA's Resources on the UKPSF for those supporting doctoral students or Swansea University's Indicative Activities available on the SALT website/ via the Blackboard module.)

### **For Senior Fellows (45 minute presentation plus previously submitted evidence)**

Senior Fellow applicants' presentations must cover 4 issues.

1. They must present an example of how they demonstrate how they meet the Senior Fellowship category requirements through their **leading of others in learning and teaching**,

**demonstrating the impact that they have had.** This may be, but does not necessarily have to be, an oral presentation of one of their 2 written Case Studies.

2. They must demonstrate their experience and reflection in relation to A5 of the UKPSF and give specific examples of how it has informed their practice.
3. They must present at least 2 exemplars of their practice which demonstrate how they meet the remaining 4 Areas of Activity (or combination thereof) and the issues and reflection resulting from this. Applicants must ensure that they demonstrate how they have applied all Core Knowledge aspects and all Professional Values at a standard commensurate with a Senior Fellow. Through the exemplars, or a separate discussion about A5, it should be clear how pedagogical/practice literature has informed their practice.

(Possible exemplars are listed above under the Associate Fellow requirement, but Senior Fellow applicants must demonstrate a thorough understanding of learning and teaching matters. Note: Further possible activities are included in the HEA's Resources on the UKPSF for those supporting doctoral students or Swansea University's Indicative Activities available on the SALT website/ via the Blackboard module.)

## Tips in Making the Presentation

In developing the presentation, ensure that you deliver a reflective approach:

- Provide the rationale for your selection of the example(s)
- Indicate what pedagogic literature/research/practice influenced the example
- Outline the impact of your example (refer to e.g. NSS scores, external examiner feedback, student feedback or quotes from colleagues)
- Senior Fellows need to ensure that there is sufficient evidence of sustained leadership of peers in the presentation.

The exemplar does not necessarily have to be a 'successful' example of your learning and teaching experience.

Don't forget to practice your presentation to keep to the time limits outlined for the Fellowship category you are seeking recognition for. This includes if, for example, you want to demonstrate any interactive materials. Be prepared for technological issues!

Note: Further possible activities are included in the HEA's Resources on the UKPSF for those supporting learning or Swansea University's Indicative Activities available on the SALT website/ via the Blackboard module.

## Submitting the Presentation

The presentation must be uploaded to the relevant section of the Pebble+ application Workbook and submitted by the deadline specified, as per written applications. A brief, 1 -2 sentence description of the topic of the presentation must be supplied at the time of submission.

## Duration of the Presentation

The duration of the presentation varies according to the category of Fellowship applied for.

Associate Fellows – 20 minutes  
Fellows – 30 minutes  
Senior Fellows – 45 minutes

The timings for the presentation for each category of Fellowship are fixed according to the terms of the accreditation of this programme with the Higher Education Academy.

## Evidence to Support Application

In addition to the presentation, applicants must **List the relevant learning and teaching CPD that they have undertaken** and map this to the UKPSF (no evidence to be attached).

You must also list and attach evidence to verify practice against the UKPSF:

**Areas of Activity** (all areas must be met for Fellows or Senior Fellows. Associate Fellows choose 2 of the 5 areas).

**Core Knowledge** (all core knowledge elements must be met for Fellows or Senior Fellows. Associate Fellows have to demonstrate at minimum K1 and K2)

**Professional Values** (all values to be demonstrated)

For **Senior Fellows**, the evidence supplied must demonstrate the leading of others and the impact/influence you have had, e.g. through testimonials from others.

There should also be a reference list to indicate what pedagogical/practice literature has informed your practice.

### Do I need to supply separate evidence for each element?

No. Evidence does not need to be unique to each of the UKPSF dimensions. It is likely that the same piece of evidence can be used to demonstrate, e.g. effective learning environments (A4) as well as the use and value of appropriate learning technologies (K4).

### How much evidence to provide?

There is no minimum or maximum, but ensure though that the breadth and amount of evidence supplied reflects the diversity of your experience as is relevant for the Fellowship category.

It is generally likely that Associate Fellow applicants will not have the range and amount of experience as a Fellow, for example. It is expected that the activities that Senior Fellows provide would demonstrate a thorough understanding of learning and teaching issues.

Evidence is submitted with the presentation as part of the application.

## Arrangements for making the Presentation

After the submission deadline, the application will be reviewed to undertake administrative checks. If all appears satisfactory, the applicant will be contacted by SALT staff to identify dates when he/she is available to deliver the presentation. SALT staff will then liaise with relevant assessors to

determine a mutually agreeable date to review the presentation. This will be prior to the date of the SAR Panel, so that outcomes can be reported there.

## **Assessment of the presentation application**

### **Who Assesses?**

There shall be at minimum 2 assessors (internal staff of the University) who have been trained in assessing claims for Fellowship at the relevant category.

Senior Fellows may have a third external assessor present.

There will also be at least one member of SALT present to record the deliberations and take notes of the questions and responses.

Consequently, assessors are not anonymous for the purposes of presentation applications.

### **How are the presentations assessed?**

Applicants are assessed according to the same assessment criteria as written route applicants.

Assessors are guided to first review the evidence attached to the application to determine if there are any gaps and also if the assessor would like the applicant to expand on the rationale and impact of that evidence.

### **For applicants at all categories**

Assessors are looking for applicants to demonstrate in their presentation, a reflection on their practice to indicate why they have developed/delivered the teaching, learning, assessment and student support in the way that they have and how the applicant knows it has had impact on students.

In particular, one focus will be on how continuing professional development activities undertaken have informed their practice.

### **For Senior Fellows**

The focus for assessors is also on the applicant's:

- awareness of how the pedagogical/practice literature has influenced their practice
- Examples of leading/developing others (in relation to the SFHEA category descriptor) and the influence this had had on their peers.

Applicants are NOT assessed according to their presentation capabilities and/or competency on the use of technology to deliver the presentation. Those choosing to present using technology should ensure that they are confident in doing so and prepared for technological issues.

### **Sources of Information for the Assessors**

Assessors will have access to the applicant's application via the Pebble+ software. Applicants are also advised to have this and either party can refer to any piece of evidence to supplement the presentation.

The applicant will deliver the presentation as submitted with their online application (if they choose to use presentation software), and will be timed according to the category of Fellowship applied for.

## **Opportunities for Questions/clarification following the Presentation**

After the presentation, applicants will be asked to temporarily leave the room while the assessors formulate any specific questions arising from the presentation. If it is not apparent during the presentation, the core questions will be explored.

There can then be up to a further 10 minute period for questions and answers with regard to checking alignment of the person's presentation with the relevant Fellowship category's assessment criteria. This is meant to be a conversational exploration of any issues that the assessors felt was not fully explained in the presentation or that the applicant wishes to highlight to the assessors.

No leading questions are possible. Assessors can only ask questions based on the evidence previously submitted or the presentation made. If the applicant doesn't mention it, the assessors can't ask about it.

If the external assessor for a Senior Fellow application is unable to attend the presentation, he/she will be asked to supply questions to the panel of assessors present to raise following the presentation.

## **Standard Questions/Issues to cover in the presentation**

### **For all Categories of Fellowship**

Tell us about one element of CPD related to your teaching that has influenced your practice. What was its impact on students?

### **For Senior Fellows**

How has your leadership influenced the teaching, teaching and learning or student support of your peers?

Outline in what way has the pedagogical or practice literature influenced the way in which you teach, assess or support student learning?

## **Communication of Outcomes**

The assessors will be asked to finalise their feedback template on the Pebble+ system within a few days of the presentation and in advance of the SAR Panel.

If the external assessor is not present, he/she is provided with the recording and must complete the Feedback template.

Assessors are requested to discuss with one another, any variations in final outcomes and to agree the specific feedback on those with a Clarify or Return recommendation.

The recommendation is then considered by the SAR Panel and ratified by IT@S as per a written application.

Applicants will then be informed following the IT@S Panel.

## Re-Assessment

### Clarify Recommendations

Feedback is provided for applicants to revise their presentation and/or evidence submitted to:

- Record a video/audio response OR
- Meet in person/via video conference with the Chair of the SAR Panel to discuss the specific matters.

No more than 10 minutes will be provided for this further meeting/further oral clarification.

For Senior Fellow applicants, this might also include amendments to the written Case Studies.

The revisions are to be submitted/discussed within a specific timeframe following notification of the Clarify decision.

### Return recommendations

Feedback is provided for applicants to undertake a major revision of their presentation and/or evidence submitted. For Senior Fellow applicants, this might also include major amendments to the Case Studies/submission of new Case Studies.

Applicants would have to apply to a future application deadline in consultation with the staff of SALT.

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SALT

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