**Referee statement and guidance – D1, Associate Fellowship**

A single page statement will normally be sufficient for this category of Fellowship.

This statement is in support of the following applicant:

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| **Applicant name** |  |

|  |  |
| --- | --- |
| **Referee details** | |
| Name |  |
| Job Title |  |
| Department |  |
| Email Address |  |
| Capacity in which offering statement |  |
| Fellowship category (AFHEA, FHEA, SFHEA, PFHEA) |  |

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| Please comment on the validity of the evidence claimed by the applicant, in relation to evidence of their commitment to teaching and/or supporting learning. |
|  |
| Please refer to the following, providing practical examples to support your comments   * applicant's experience and achievements in teaching, learning and assessment practice * contribution the applicant makes to the student experience within their area of practice (refer to research only if this directly informs their teaching) * applicant’s contribution to faculty or school objectives in teaching and learning and engagement in processes that support the enhancement of learning and teaching |
|  |
| *Any further comments* |

Signature: (electronic acceptable)

Date:

**Writing the supporting statement - advice for referees**

Thank you for agreeing to act as a referee and offering to provide a statement for an applicant seeking a claim for Associate Fellow through BCU’s Professional Standards Framework (PSF). The aim of the statement is to provide a review of the applicant’s experience and to support and supplement the applicant’s information. If possible, please comment on the applicant’s most recent role and responsibilities. When the applicant has sent you their completed application, please review this and provide your statement on this form. It is the applicant’s responsibility to collect the statement from you and advise you of the expected return date, to ensure this is submitted by the applicant on time. You should send this as an electronic copy to the applicant.

Your statement should primarily refer to the applicant's experience and achievements in teaching and learning and to the applicant’s research record only where this directly informs their teaching. Base your statement on how the applicant meets the dimensions of the [UK Professional Standards Framework (UKPSF)](http://www.heacademy.ac.uk/ukpsf) at the relevant descriptor, using your knowledge of their work, their professional practice in teaching and supporting learning, and the context in which the applicant works. We recognise that this is a different kind of reference from one that is normally required for promotion or job appointment, as we are looking for evidence of commitment to and effectiveness of teaching and/or supporting learning rather than general academic achievement. We may wish to contact you to clarify points in your reference.

Please provide practical examples to support your comments, for example, peer observation evidence of the applicant, innovative practices, and contribution to developments in teaching and learning and/or within the discipline. It is expected that the core knowledge and professional valuesof the UKPSF underpin the practice of those seeking recognition, so please provide examples of these, where appropriate.

**Descriptor 1: Associate Fellow**

Individuals for D1 should be able to provide evidence of:

I. Successful engagement with at least two of the five Areas of Activity (these should be identified in the applicants Evidence of Activity Grid and in the presentation)

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

III. Appropriate Core Knowledge and understanding of at least K1 and K2

IV. A commitment to appropriate Professional Values in facilitating others’ learning

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

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

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| **Areas of Activity** | **Core Knowledge** | **Professional Values** |
| A1. Design and plan of learning activities and/or programmes of study  A2. Teach and/or support learning  A3. Assess and give feedback to learners  A4. Develop effective learning environments and approached to student support and guidance  A5. Engage in continuing professional development in subjects / disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practice | K1. The subject material  K2. Appropriate methods for teaching and learning in the subject / disciplinary areas  K3. How students learn, both generally and within their subject / discipline  K4. The use and values of appropriate learning technologies  K5. Methods for evaluating the effectiveness of teaching  K6. The implications of quality assurance / enhancement for academic and professional practice with a specific focus on teaching | V1. Respect for individual learners and diverse learning communities  V2. Promote participation in higher education and equality of opportunity for learners  V3. Use evidence-informed approaches and the outcomes of research, scholarship and continuing professional development.  V4. Acknowledge the wider context in which higher education operates recognising the implications for professional practice |