## A Guide for Line Managers and New Staff: Initial Professional Development Opportunities for all staff involved in Learning and Teaching provided by CHERP

<table>
<thead>
<tr>
<th>Professional Development Opportunity</th>
<th>Purpose</th>
<th>When</th>
<th>Duration</th>
<th>Who For</th>
<th>HEA Fellowship</th>
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<tbody>
<tr>
<td>Initial Support:</td>
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<tr>
<td>Orientation to Learning and Teaching at Ulster University</td>
<td>Designed to give all new starts key information regarding L&amp;T policy and practice at Ulster and also to enable them to identify the best route for their initial development and achievement of FHEA.</td>
<td>Regularly through year on all campuses and online</td>
<td>2 hours</td>
<td>All new staff with L&amp;T role</td>
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<tr>
<td>Academic Mentor(education)</td>
<td>To provide local guidance and support throughout the staff member’s induction and probationary period in relation to L&amp;T. To act as Subject Adviser for mentees undertaking the PgCHEP – this involves participating in teaching observations and other work related tasks.</td>
<td>Allocated by HOS/HOD on appointment – mentor should hold FHEA as minimum</td>
<td>Throughout probation</td>
<td>All new academic staff</td>
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<tr>
<td>PGTA: Introduction to L&amp;T</td>
<td>To provide key information regarding the role of PGTA and the Code of Practice for PGTAs To provide introductory guidance on delivering effective sessions and assessing students. <strong>Session is compulsory for all PhD students who teach.</strong></td>
<td>Regularly through year on all campuses</td>
<td>1 day</td>
<td>All PhD students who may be involved in tutoring and/or demonstrating</td>
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</table>
| Developmental Support: Taught Routes to Fellowship | The Award provides an opportunity for hourly paid part-time tutors, staff with restricted learning and teaching roles and post-graduate teaching assistants to develop their understanding of and practice in effective learning, teaching, and assessment. It is offered as a stand-alone course and will be of particular benefit to those carrying out tutoring and demonstrating. **Pre-requisite: either PGTA: Introduction to L&T or Orientation to Learning and Teaching at Ulster University** | Three start dates each year: September, November & January | • 2 days of workshops  
• 3 submission deadlines/year | PhD students, p/t tutors and prof. staff with limited L&T roles (must complete 25 hours teaching/learning support in HE) | AFHEA |
Post-graduate Certificate in Higher Education Practice: available for:
- all new staff who have less than two years substantive L&T experience in HE (compulsory for all new academic staff with less than 2 years’ experience)
- other staff who are interested and who are involved in sufficient L&T activity

Module 1 may be taken as a stand-alone module

<table>
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<tr>
<th>Full PgCHEP: Comprises Modules 1-3 (see below)</th>
<th>The course is designed to support new staff in developing their practices in learning and teaching based on the following principles:</th>
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<tbody>
<tr>
<td>Module 1: PHE705 Learning &amp; Teaching in HE</td>
<td>- Distributed delivery pattern to facilitate application of theory, professional development of &amp; reflection on effective practice;</td>
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<td>- Minimal impact of staff extraction;</td>
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<td></td>
<td>- All assignment &amp; related tasks comprise authentic work-based activities that support the development of professional practice;</td>
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<td></td>
<td>- Aligned to 5&amp;50;</td>
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<td></td>
<td>- Delivery modes are interactive and participant-centred to ensure a sense of belonging.</td>
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<tr>
<td>Module 2: PHE708 Shaping the Curriculum in HE</td>
<td>The module is designed to underpin effective individual practice aligned to 5&amp;50 - developing teaching excellence &amp; a quality student experience. It focusses particularly on design &amp; delivery of engaging sessions and assessment and feedback.</td>
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<tr>
<td>Module 3: PHE707 Enhancing Learning &amp; Teaching in HE</td>
<td>The curriculum is designed to promote enhanced professional practice aligned to 5&amp;50 - enhancing teaching excellence and the student experience through targeted innovation. It involves a negotiated learning &amp; teaching project agreed with line manager and module coordinator (aligned to local priorities).</td>
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<tr>
<th>60 credits at Level 7 January – December each year</th>
<th>In total:</th>
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<tr>
<td>- 3 semesters (1 calendar year)-</td>
<td>- 9 days (equivalent) of workshop2</td>
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<tr>
<th>20 credits at Level 7 September – January or January – May each year</th>
<th>Staff involved in substantive L&amp;T (20 hours min over duration of module)</th>
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<td>- 1 semester</td>
<td>- 3 days of workshops</td>
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# Experiential Routes to Fellowship for more experienced staff

| ENHANCE PD&R Scheme | The ENHANCE PD&R Scheme provides, a nationally benchmarked, process for individual staff to demonstrate and gain recognition for their professionalism and commitment to developing and enhancing teaching and learning support practices. | Regular briefings & support through year on all campuses | 3 hour briefing and follow-up support  
3 submission deadlines/year  
normal time for submission min of 6 months | Experienced staff with a minimum of:  
1 year’s experience for AFHEA  
2-3 years’ experience for FHEA  
5 years’ + experience for SFHEA and PFHEA | AFHEA  
FHEA  
SFHEA  
PFHEA |
|---|---|---|---|---|---|

## Further Information:

<table>
<thead>
<tr>
<th>Further Information</th>
<th>How to Apply</th>
<th>Key Contact (s)</th>
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</table>
| Orientation to Learning and Teaching at Ulster University | Application form available on website | Richard Beggs  
rtg.beggs@ulster.ac.uk |
| [https://www.ulster.ac.uk/cherp/academic-development/orientation-to-learning-and-teaching-at-ulster-university](https://www.ulster.ac.uk/cherp/academic-development/orientation-to-learning-and-teaching-at-ulster-university) | Booking via:  
The Doctoral College for PhD students  
Online application form available on website for p/t tutors  
requires supervisor/ line manager support | Vicky Davies  
v.davies@ulster.ac.uk |
| PGTA: Introduction to L&T | [https://www.ulster.ac.uk/cherp/academic-development/first-steps-to-l-and-t-in-higher-education](https://www.ulster.ac.uk/cherp/academic-development/first-steps-to-l-and-t-in-higher-education) | Booking via:  
The Doctoral College for PhD students  
Online application form available on website for p/t tutors  
requires supervisor/ line manager support | Vicky Davies  
v.davies@ulster.ac.uk |
| First Steps to Supporting L&T in HE Award | [https://www.ulster.ac.uk/cherp/academic-development/first-steps-to-l-and-t-in-higher-education](https://www.ulster.ac.uk/cherp/academic-development/first-steps-to-l-and-t-in-higher-education) | Booking via:  
The Doctoral College for PhD students  
Online application form available on website for p/t tutors  
requires supervisor/ line manager support | Vicky Davies  
v.davies@ulster.ac.uk  
Richard Beggs  
rtg.beggs@ulster.ac.uk |
| Full PgCHEP: Modules 1-3 | https://www.ulster.ac.uk/cherp/academic-development/pgchep | Application form available on website – requires line manager support | Vicky Davies 
v.davies@ulster.ac.uk |
|-------------------------|------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| Module 1: Learning & Teaching in HE | https://www.ulster.ac.uk/cherp/academic-development/pgchep | Application form available on website – requires line manager support | Vicky Davies 
v.davies@ulster.ac.uk  
Nic Bartholomew  
n.bartholomew@ulster.ac.uk |
| Module 2: Shaping the Curriculum in HE | https://www.ulster.ac.uk/cherp/academic-development/pgchep | Only available to those on full PgCHEP | Dr Roisin Curran  
r.curran@ulster.ac.uk  
Colette Murphy  
c.murphy1@ulster.ac.uk |
| Module 3: Enhancing Learning in HE | https://www.ulster.ac.uk/cherp/academic-development/pgchep | Only available to those on full PgCHEP | Dr Sarah Floyd  
s.floyd@ulster.ac.uk  
Vicky Davies  
v.davies@ulster.ac.uk |
| ENHANCE PD&R Scheme | https://www.ulster.ac.uk/cherp/academic-development/professional-development-scheme | Sign up for a briefing – dates on website | Dr Sarah Floyd  
s.floyd@ulster.ac.uk |
How many years experience of teaching and learning in HE do you have?

Less than 3 years

What is your role/remit in teaching & learning?
- Post-graduate teaching assistant/demonstrator
- Researcher with a partial teaching & learning role
- Learning support
- Part-time hourly paid teaching & learning role

First Steps to Teaching in L&T in HE Award, leading to AFHEA

More than 3 years

Would you prefer to undertake a taught programme?
- Yes
  - ENHANCE Professional Development & Recognition Scheme leading to the category of Fellowship commensurate with your role (AFHEA/FHEA/SFHEA/PFHEA)
- No
  - Post-graduate Certificate in Higher Education Practice leading to FHEA (normal duration 1 years p/t; 2 hours/week teaching required)
  - PHE705 – Learning & Teaching as a stand-alone module, leading to AFHEA (normal duration 1 semester p/t; 2 hours/week teaching required)
  - Member of a learning support team with a substantive teaching & learning role
  - Fixed term academic with a substantive teaching & learning role

Full time/associate member of academic staff with a substantive teaching & learning role
  - Member of a learning support team with a substantive teaching & learning role (option 2)
  - Post-graduate Certificate in Higher Education Practice leading to FHEA (normal duration 1 years p/t; 2 hours/week teaching required)

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