

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

Professional Development Opportunity	Purpose	When	Duration	Who For	HEA Fellowship
<b>Initial Support:</b>					
Orientation to Learning and Teaching at Ulster University	Designed to give all new starts key information regarding L&T policy and practice at Ulster and also to enable them to identify the best route for their initial development and achievement of FHEA.	Regularly through year on all campuses and online	2 hours	All new staff with L&T role	
Academic Mentor(education)	To provide local guidance and support throughout the staff member's induction and probationary period in relation to L&T.  To act as Subject Adviser for mentees undertaking the PgCHEP – this involves participating in teaching observations and other work related tasks.	Allocated by HOS/HOD on appointment – mentor should hold FHEA as minimum	Throughout probation	All new academic staff	
PGTA: Introduction to L&T	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. <b>Session is compulsory for all PhD students who teach.</b>	Regularly through year on all campuses	1 day	All PhD students who may be involved in tutoring and/or demonstrating	
<b>Developmental Support: Taught Routes to Fellowship</b>					
First Steps to Supporting L&T in HE Award	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. <b>Pre-requisite: either PGTA: Introduction to L&amp;T or Orientation to Learning and Teaching at Ulster University</b>	Three start dates each year: September. November & January	<ul style="list-style-type: none"> <li>• 2 days of workshops</li> <li>• 3 submission deadlines/ year</li> </ul>	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

<p>Full PgCHEP: Comprises Modules 1-3 (see below)</p>	<p>The course is designed to support new staff in developing their practices in learning and teaching based on the following principles:</p> <ul style="list-style-type: none"> <li>• Distributed delivery pattern to facilitate application of theory, professional development of &amp; reflection on effective practice;</li> <li>• Minimal impact of staff extraction;</li> <li>• All assignment &amp; related tasks comprise authentic work-based activities that support the development of professional practice;</li> <li>• Aligned to 5&amp;50;</li> <li>• Delivery modes are interactive and participant-centred to ensure a sense of belonging.</li> </ul>	<p>60 credits at Level 7 January – December each year</p>	<p>In total:</p> <ul style="list-style-type: none"> <li>• 3 semesters (1 calendar year)-</li> <li>• 9 days (equivalent) of workshop2</li> </ul>	<p>Staff involved in substantive L&amp;T (20 hours min over duration of each module)</p>	<p>FHEA</p>
<p>Module 1: PHE705 Learning &amp; Teaching in HE</p>	<p>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.</p>	<p>20 credits at Level 7 September – January <b>or</b> January – May each year</p>	<ul style="list-style-type: none"> <li>• 1 semester</li> <li>• 3 days of workshops</li> </ul>	<p>Staff involved in L&amp;T (20 hours min over duration of module)</p>	<p>AFHEA</p>
<p>Module 2: PHE708 Shaping the Curriculum in HE</p>	<p>The module is designed to promote effective curriculum design aligned to 5&amp;50 - scaffolding the student journey to optimise student achievement &amp; outcomes. It focusses particularly on curriculum design and disciplinary approaches.</p>	<p>20 credits at Level 7 September - December each year</p>	<ul style="list-style-type: none"> <li>• 1 semesters</li> <li>• 3 days of workshops</li> </ul>	<p>Staff involved in substantive L&amp;T (20 hours min over duration of module)</p>	
<p>Module 3: PHE707 Enhancing Learning &amp; Teaching in HE</p>	<p>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).</p>	<p>20 credits at Level 7 December - May each year</p>	<ul style="list-style-type: none"> <li>• 1 semesters</li> <li>• 3 days of workshops</li> </ul>	<p>Staff involved in substantive L&amp;T (20 hours min over duration of module)</p>	

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	<ul style="list-style-type: none"> <li>• 3 hour briefing and follow-up support</li> <li>• 3 submission deadlines/ year</li> <li>• normal time for submission min of 6 months</li> </ul>	Experienced staff with a minimum of: <ul style="list-style-type: none"> <li>• 1 year's experience for AFHEA</li> <li>• 2-3 years' experience for FHEA</li> <li>• 5 years' + experience for SFHEA and PFHEA</li> </ul>	AFHEA FHEA SFHEA PFHEA

### Further Information:

	Further Information	How to Apply	Key Contact (s)
Orientation to Learning and Teaching at Ulster University	<a href="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</a>	Application form available on website	Richard Beggs <a href="mailto:rtg.beggs@ulster.ac.uk">rtg.beggs@ulster.ac.uk</a>
PGTA: Introduction to L&T	<a href="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</a>	Booking via: <ul style="list-style-type: none"> <li>• The Doctoral College for PhD students</li> <li>• Online application form available on website for p/t tutors</li> </ul> <b>requires supervisor/ line manager support</b>	Vicky Davies <a href="mailto:v.davies@ulster.ac.uk">v.davies@ulster.ac.uk</a>
First Steps to Supporting L&T in HE Award	<a href="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</a>	Booking via: <ul style="list-style-type: none"> <li>• The Doctoral College for PhD students</li> <li>• Online application form available on website for p/t tutors</li> </ul> <b>requires supervisor/ line manager support</b>	Vicky Davies <a href="mailto:v.davies@ulster.ac.uk">v.davies@ulster.ac.uk</a> Richard Beggs <a href="mailto:rtg.beggs@ulster.ac.uk">rtg.beggs@ulster.ac.uk</a>

Full PgCHEP: Modules 1-3	<a href="https://www.ulster.ac.uk/cherp/academic-development/pgchep">https://www.ulster.ac.uk/cherp/academic-development/pgchep</a>	Application form available on website – requires line manager support	Vicky Davies <a href="mailto:v.davies@ulster.ac.uk">v.davies@ulster.ac.uk</a>
Module 1: Learning & Teaching in HE	<a href="https://www.ulster.ac.uk/cherp/academic-development/pgchep">https://www.ulster.ac.uk/cherp/academic-development/pgchep</a>	Application form available on website – requires line manager support	Vicky Davies <a href="mailto:v.davies@ulster.ac.uk">v.davies@ulster.ac.uk</a> Nic Bartholomew <a href="mailto:n.bartholomew@ulster.ac.uk">n.bartholomew@ulster.ac.uk</a>
Module 2: Shaping the Curriculum in HE	<a href="https://www.ulster.ac.uk/cherp/academic-development/pgchep">https://www.ulster.ac.uk/cherp/academic-development/pgchep</a>	Only available to those on full PgCHEP	Dr Roisin Curran <a href="mailto:r.curran@ulster.ac.uk">r.curran@ulster.ac.uk</a> Colette Murphy <a href="mailto:c.murphy1@ulster.ac.uk">c.murphy1@ulster.ac.uk</a>
Module 3: Enhancing Learning in HE	<a href="https://www.ulster.ac.uk/cherp/academic-development/pgchep">https://www.ulster.ac.uk/cherp/academic-development/pgchep</a>	Only available to those on full PgCHEP	Dr Sarah Floyd <a href="mailto:s.floyd@ulster.ac.uk">s.floyd@ulster.ac.uk</a> Vicky Davies <a href="mailto:v.davies@ulster.ac.uk">v.davies@ulster.ac.uk</a>
ENHANCE PD&R Scheme	<a href="https://www.ulster.ac.uk/cherp/academic-development/professional-development-scheme">https://www.ulster.ac.uk/cherp/academic-development/professional-development-scheme</a>	Sign up for a briefing – dates on website	Dr Sarah Floyd <a href="mailto:s.floyd@ulster.ac.uk">s.floyd@ulster.ac.uk</a>

**Ulster  
Routes to  
HEA  
Fellowship**

How many years experience of teaching and learning in HE do you have?

Less than 3 years

More than 3 years

What is your role/remit in teaching & learning?

Would you prefer to undertake a taught programme?

Yes

No

Post-graduate teaching assistant/demonstrator  
Researcher with a partial teaching & learning role  
Learning support  
Part-time hourly paid teaching & learning role

Member of a learning support team with a substantive teaching & learning role (option 1)  
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)

ENHANCE Professional Development & Recognition Scheme leading to the category of Fellowship commensurate with your role (AFHEA/FHEA/SFHEA/PFHEA)

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

PHE705 – Learning & Teaching as a stand-alone module, leading to AFHEA (normal duration 1 semester p/t; 2 hours/week teaching required)

Post-graduate Certificate in Higher Education Practice leading to FHEA (normal duration 1 years p/t; 2 hours/week teaching required)