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

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| **Professional Development Opportunity** | **Purpose** | **When** | **Duration** | **Who For** | **HEA Fellowship** |
| **Initial Support:** |
| 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 PGTAsTo provide introductory guidance on delivering effective sessions and assessing students.**Session is compulsory for all PhD students who teach.** | Regularly through year on all campuses | 1 day | All PhD students who may be involved in tutoring and/or demonstrating |  |
| **Developmental Support: Taught Routes to Fellowship** |
| 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. **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 |
| Full PgCHEP: Comprises Modules 1-3 (see below) | The course is designed to support new staff in developing their practices in learning and teaching based on the following principles:* Distributed delivery pattern to facilitate application of theory, professional development of & reflection on effective practice;
* Minimal impact of staff extraction;
* All assignment & related tasks comprisee authentic work-based activities that support the development of professional practice;
* Aligned to 5&50;
* Delivery modes are interactive and participant-centred to ensure a sense of belonging.
 | 60 credits at Level 7January – December each year | In total:* 3 semesters (1 calendar year)-
* 9 days (equivalent) of workshop2
 | Staff involved in substantive L&T (20 hours min over duration of each module) | FHEA |
| Module 1: PHE705 Learning & Teaching in HE | The module is designed to underpin effective individual practice aligned to 5&50 - developing teaching excellence & a quality student experience. It focusses particularly on design & delivery of engaging sessions and assessment and feedback.  | 20 credits at Level 7September – January **or** January – May each year | * 1 semester
* 3 days of workshops
 | Staff involved in L&T (20 hours min over duration of module) | AFHEA |
| Module 2: PHE708 Shaping the Curriculum in HE | The module is designed to promote effective curriculum design aligned to 5&50 - scaffolding the student journey to optimise student achievement & outcomes. It focusses particularly on curriculum design and disciplinary approaches. | 20 credits at Level 7September -December each year | * 1 semesters
* 3 days of workshops
 | Staff involved in substantive L&T (20 hours min over duration of module) |  |
| Module 3: PHE707 Enhancing Learning & Teaching in HE | The curriculum is designed to promote enhanced professional practice aligned to 5&50 - enhancing teaching excellence and the student experience through targeted innovation. It involves a negotiated learning & teaching project agreed with line manager and module coordinator (aligned to local priorities). | 20 credits at Level 7December - May each year | * 1 semesters
* 3 days of workshops
 | Staff involved in substantive L&T (20 hours min over duration of module) |  |
| **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
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**Further Information:**

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|  | **Further Information** | **How to Apply** | **Key Contact (s)** |
| Orientation to Learning and Teaching at Ulster University  | <https://www.ulster.ac.uk/cherp/academic-development/orientation-to-learning-and-teaching-at-ulster-university>  | Application form available on website | Richard Beggsrtg.beggs@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>  | 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>  | 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.ukRichard Beggsrtg.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.ukNic Bartholomewn.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 Curranr.curran@ulster.ac.uk Colette Murphyc.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.ukVicky 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  |

Ulster

Routes to

HEA Fellowship