Guidance Notes for Referees

**D1 Associate Fellow of the HEA (AFHEA)**

Who is this guidance for?

What is the function of the reference?

What information do I need to provide?

Is there a standard reference format?

*Thank you for agreeing to provide a reference.*
### HEA Descriptor 1 for Information

**Note to referee:**

**Applicants should be able to provide evidence of:**

I. Successful engagement with at least two of the five Areas of Activity  
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
1. Who is this guidance for?

The guidance given in point 3 below is designed to help you prepare your reference. If you have any questions, please do not hesitate to contact a member of the CLT team at CPDScheme@edgehill.ac.uk.

http://www.edgehill.ac.uk/clt/professional-development/edge-hill-university-cpd-scheme-ukpsf/

2. What is the function of the reference?

The function of the reference is to provide a peer review of the applicant’s experience and to support and supplement the information given in their application. If possible, please comment on the applicant’s most recent role and responsibilities. Please take time to read the applicant’s account before composing your reference.

3. What information do I need to provide?

Your reference should primarily refer to the applicant’s experience and achievements in teaching and learning and should refer to his/her research record only insofar as this directly informs their teaching. Base your reference on how the applicant meets the dimensions of the UK Professional Standards Framework for Descriptor 1 using your knowledge of his/her work, professional practice in teaching and supporting learning and the context within which the applicant works.

Provide practical examples on the template against the Descriptor Clauses indicating the areas of activity, core knowledge and professional values to support your comments wherever possible. If you have been involved in peer observation of the applicant’s teaching or support of learners, please draw on the evidence this provides. Similarly, please comment on any innovative practice, contribution to developments in teaching and learning at institutional level, or contribution to national initiatives in developing approaches to teaching and learning within the discipline in which the applicant is involved.

The Academy expects the core knowledge and professional values of the UK Professional Standards Framework for teaching and supporting learning in higher education (UKPSF) to underpin the practice of those recognised by the Academy. Please provide examples, where appropriate, of ways in which this underpinning is apparent in the account.
4. Is there a standard reference format?

Yes we have provided reference templates for each of the four descriptors D1-D4.

It is the applicant’s responsibility to collect the reference from you. 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.

5. Returning your references to your applicant.

Please ensure that the applicants have access to your references in good time to meet the submission deadline so they can complete their application as fully as possible and remember that you are corroborating THEIR claim for Fellowship Status. They should, therefore, be in a position to read your references and check that they support what they have presented in their application. It may well be that you have included something they may have overlooked and therefore they may wish to add this to their application. They should not be in a position where referees are citing new information that has not been originally detailed by them in their original submission.