

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.

Associate Fellow (D1) HEA Descriptor 1 for Information

Please use the relevant D1 descriptor when completing your summary of evidence. You might indicate these using the clause number or the words as headings.

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

Dimensions of Practice

Areas of Activity	Core Knowledge	Professional Values
A1 - Design and plan 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 approaches to student support and guidance A5 - Engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research,	K1 - The subject material K2 - Appropriate methods for teaching and learning in the subject area and at the level of the academic programme K3 - How students learn, both generally and within their subject/disciplinary area(s) K4 - The use and value of appropriate learning technologies K5 - Methods of evaluating the effectiveness of teaching	V1 - Respect 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 from research, scholarship and continuing professional development

Dimensions of Practice

scholarship and the evaluation of professional practices.

K6 - The implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on teaching.

V4 - Acknowledge the wider context in which higher education operates recognising the implications for professional practice.

Guidance Notes

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.

Guidance Notes

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.