



Annual review of accredited continuing professional development (CPD) schemes 2016

Name of institution	Click here to enter text.
Name of scheme	Click here to enter text.
Name of CPD scheme leader	Click here to enter text.

Introduction

The Higher Education Academy (HEA) accredits initial and continuing professional development (CPD) provision delivered by higher education providers (including higher education (HE) delivered in further education (FE) colleges and private providers). HEA accreditation provides external confirmation that institutional CPD provision is aligned with the UK Professional Standards Framework (UKPSF) which outlines the characteristics and qualities that evidence shows are desirable in those involved in teaching and supporting learning in higher education. The UKPSF forms the basis of the concept of professional recognition, a process by which individuals can be awarded one of four categories of Fellowship of the HEA in acknowledgement that their practice evidences successful engagement with the dimensions of the UKPSF and the requirements of the category.

Accreditation is a process through which the HEA confirms that the provisions offered by an institution generate the necessary evidence for Fellowships to be awarded by the HEA.

The Annual CPD Reviews submitted by institutions in 2014-15 have been summarised into a final report by Ruth Pilkington (HEA Academic Lead CPD). The full report of the [Annual review of accredited continuing professional development \(CPD\) schemes](#) is available on the HEA website. The 2015-16 reviews will form the basis of a similar final report.

Purpose

From 2014-15 onwards, the HEA requires that by **1 September** each year, institutions with this kind of non-credit bearing provision must provide a brief annual review on the operation of their accredited scheme to ensure that the quality and standards of fellowship judgements reached through accredited institutional CPD schemes are formally considered and that the wider impacts of these schemes are identified and disseminated across the sector to enhance future practice.

The purpose of this template is to support completion of the annual review of the institution's HEA-accredited CPD scheme. It is hoped that submission of the annual review will serve several purposes:

- > it will encourage institutions to evaluate the strengths and areas for further development of their accredited provision to lead to future improvements in the next accreditation cycle;
- > it will provide a platform for celebrating the positive impact that developmental opportunities offered through accredited provision have made within the organisation;
- > it will promote an opportunity for institutions to evaluate whether a minor or major change to the accredited provision within the three-year accreditation cycle would be desirable/is required. Any requested change should then be progressed through the HEA minor/major change process;
- > it will be used to inform the opportunities for support and guidance material provided by the HEA;
- > it will inform the annual visit planning of the HEA as part of sector wide quality enhancement initiatives;
- > it will help to identify and facilitate the sharing of good practice across the sector.

The information supplied by the 90 institutions charged with completing the 2014-15 Annual CPD Review has been analysed and forms the basis of a full report written by Dr Ruth Pilkington (HEA Academic Lead CPD). The process of the inaugural 2014-15 Annual CPD Review exposed benefits and areas for support and development by both the HEA and scheme leaders. Overall, it appears that

the introduction of CPD schemes within institutions is having a significant impact on HE culture, in that,

- > It raises awareness of UKPSF and the role of teaching and learning across an institution;
- > It provides a focus for mechanisms of culture change, both hard and soft, that allow conversations about teaching and learning to be held and sharing facilitated;
- > It provides a clear stimulus and framework for recognition and reward to become part of institutional strategy, HR and quality systems and processes.

The finalised report will be made available on the accreditation area of the HEA website under the Annual Review tab. As well as providing a detailed analysis of the 2014-15 reviews, the report makes a series of recommendations which should support those leading or developing institutional schemes.

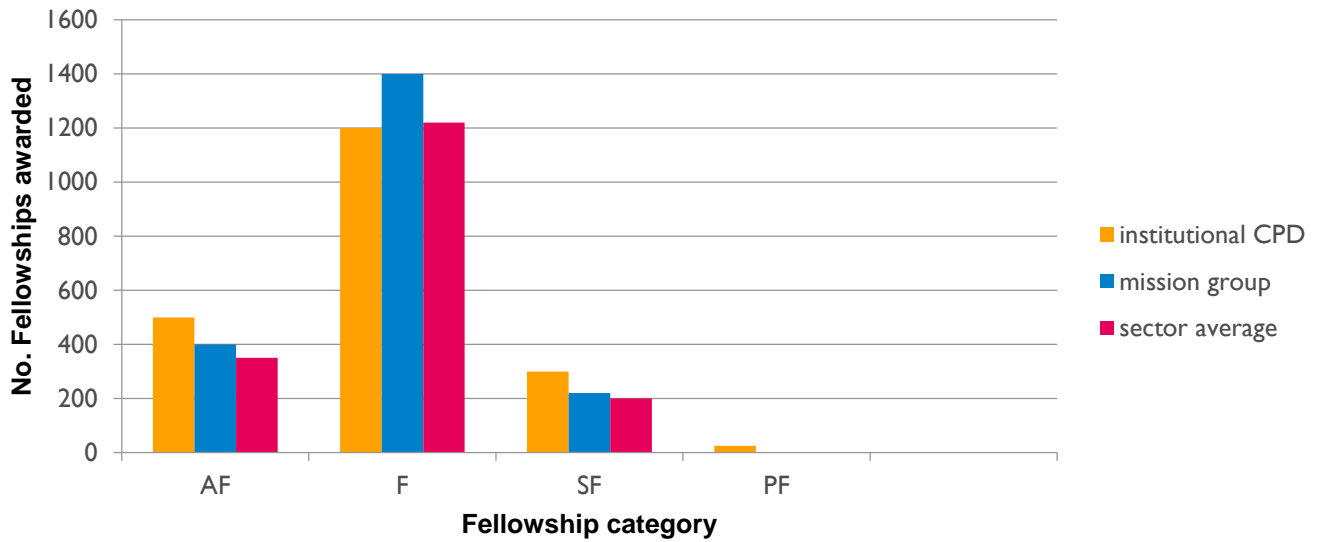
How to submit and complete the report

The HEA requires all institutions with accredited CPD schemes to provide an annual review using this template by **1 September** each year in order to maintain accredited status for their provision. Please complete each section of the review referring closely to the guidance notes provided and to the HEA 2015-16 accreditation policy (as necessary).

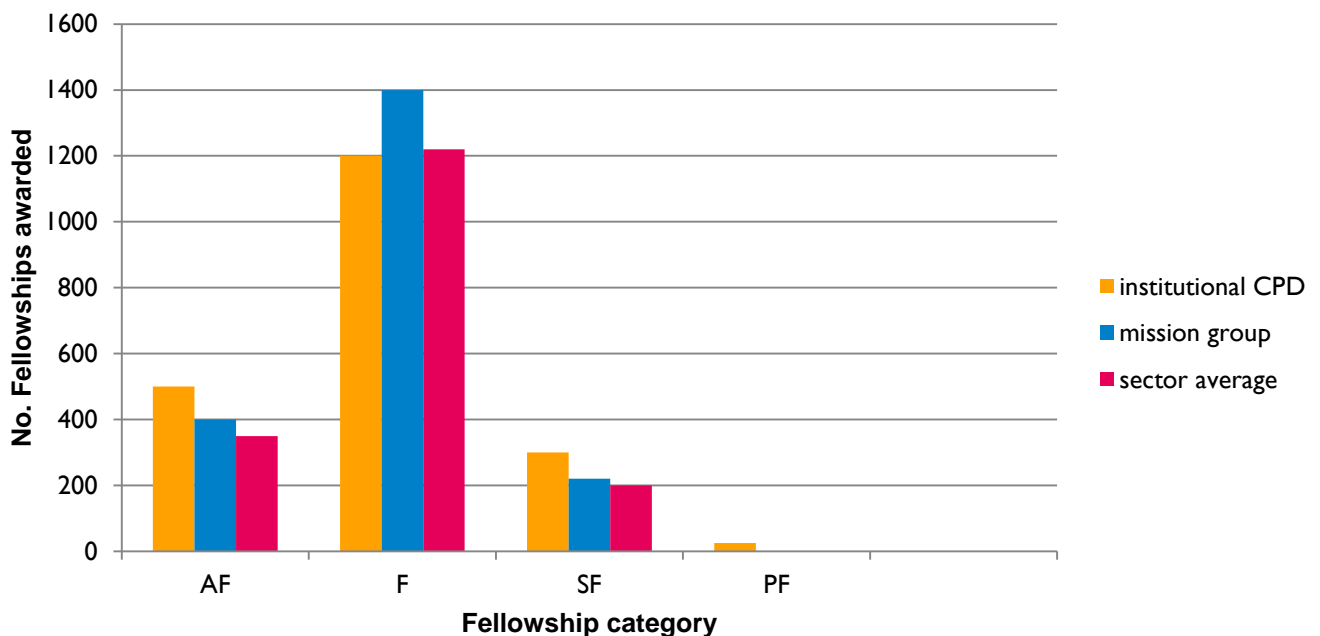
The completed review should be returned as a Microsoft Word document (to provide a consistent format for analysis) and emailed to cpdreview@heacademy.ac.uk by **1 September 2016**.

Institutional data

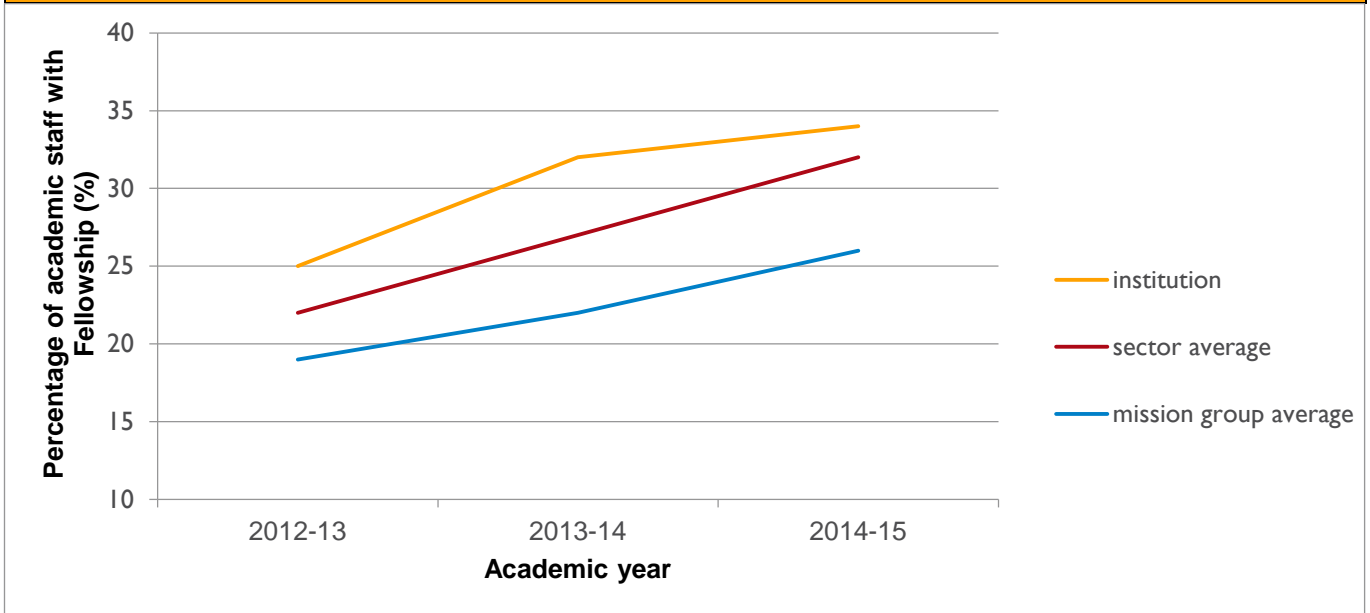
Graph 1: HEA Fellowship awarded by category through accredited CPD scheme at <institution> between 1 May 2015 – 30 April 2016



Graph 2: HEA Fellowship awarded by category through accredited CPD scheme at <institution> between 1 May 2014 – 30 April 2015



Graph 3: Percentage of academic staff at <institution> with Fellowship of the HEA by year



Section 1

Drawing on the data presented, please provide a brief analysis of each graph

[Click here to enter text \(max 3000 characters\)](#)

Section 2

Please identify key features of the scheme that are operating particularly successfully and those that are operating less well and how you are responding

[Click here to enter text \(max 4000 characters\)](#)

Section 3

Please outline the impact that the CPD programme/scheme is having within your institution

[Click here to enter text \(max 4000 characters\)](#)

Section 4

Please provide and reflect on examples of how your CPD programme/scheme is impacting on teaching and learning and the student experience

Click here to enter text (max 3000 characters)

Section 5

Where participants are able to choose between different modes of assessment, please evaluate how these are working in practice

Click here to enter text (max 3000 characters)

Section 6

Please complete the table below to report the referral rate at each Descriptor within your scheme over the last twelve months – please estimate if exact details are unknown and indicate on the table where this has been the case

Descriptor	Total number of applications processed	Number of referrals at first attempt	Number of applications successful at second attempt	Number of applications unsuccessful at second attempt
D1	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
D2	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
D3	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
D4	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Please make additional comments where appropriate.

Click here to enter text (max 2000 characters)

Section 7

Please outline the professional development activities undertaken by the CPD scheme team/reviewers/mentors during 2015-16 which have ensured that these individuals have current knowledge and understanding of the UKPSF as appropriate to their role

Click here to enter text (max 4000 characters)

Section 8

Briefly reflect on any developments to your scheme implemented in 2015-16 such as the use of your annual UKPSF Subscriber Consultancy, recommendations from the original Accreditation Panel or developments resulting from the internal quality enhancement process

Click here to enter text (max 4000 characters)

Section 9

Please complete the table to list the name/s of any external reviewers/assessors/mentors involved in the scheme in 2015-16

Name	Institution/ independent	Category of Fellowship held
Click here to enter text.	Click here to enter text.	Click here to enter text.

Please give brief details of the role and activities each external has undertaken in relation to the scheme in 2015-16 and any additional comments as appropriate

Click here to enter text (max 1000 characters)

Section 10

Please provide any other comments relevant to the HEA accreditation of the CPD programme/scheme

Click here to enter text (max 4000 characters)

Thank you for completing this review.

**Please return the completed document, as a Microsoft Word document, to
cpdreview@heacademy.ac.uk**

by 1 September 2016

Signature:

CPD scheme leader

Date:

Further guidance:

- Annual review of accredited continuing professional development (CPD) schemes 2016 guidance notes;
- HEA Accreditation Policy January 2016 to 1 August 2016 can be accessed through the following link [here](#)

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