

Guidance for completion of the Advance HE 2017-18 annual CPD review

Introduction

Advance HE, formerly the Higher Education Academy (HEA), accredits initial and continuing professional development (CPD) provision delivered by Higher Education Providers (HEPs), including higher education (HE) delivered in further education (FE) colleges and private providers. Advance HE accreditation provides external confirmation that institutional CPD provision is aligned with the UK Professional Standards Framework (UKPSF) which outlines the characteristics and qualities in those involved in teaching and supporting learning in higher education.

From 2014-15 onwards, Advance HE has required institutions with accredited continuing professional development schemes¹ (experiential routes to HEA Fellowship) to complete a brief annual review on the operation of their accredited scheme to ensure that institutional CPD schemes remain in good standing.

These guidance notes accompany an institutional annual CPD review 2017-18 template which is pre-populated with the institution's data. The guidance notes are provided to support completion of the institutional template, due for return by Thursday 24 January 2019.

The data provided by institutions in the 2017-18 annual CPD review will form the basis of two reports: a summary of the annual review of accredited CPD schemes and a report detailing the success rate data for first applications through institutional schemes. The success data report will include Advance HE success rates through direct application during the same time period for comparison. Within these published reports institutions are kept anonymous and cannot be identified in either the qualitative commentary or quantitative data. Previous reports (2014-15, 2015-16 and 2016-17) are available on our [website](#).

Purpose of the annual CPD review

The purpose of the review is to:

- provide a platform for celebrating the positive impact and strategic importance that developmental opportunities offered through accredited provision have made within the organisation;
- form the basis for institutions to evaluate the strengths and areas for further development of their accredited provision to lead to future improvements in the next accreditation cycle;
- promote an opportunity for institutions to evaluate whether a minor or major change to the accredited provision within the four-year accreditation cycle would be

¹ Institutions within the first 12 month period of operating an accredited CPD scheme are not required to complete this review

desirable/is required. Any requested change should then be progressed through the Advance HE minor/major change process;

- identify and facilitate sharing of good practice across the sector;
- inform opportunities for support and guidance material/events provided by Advance HE;
- inform the annual visit planning of Advance HE as part of sector wide quality enhancement initiatives.

Guidance Notes

Each section of the template has a word limit so sections should be completed to provide succinct information; please use bullet points or lists as appropriate. Specific examples (which will be anonymised) of the impact as a result of engagement in the programme/scheme either for the institution and or individual's is valuable to report.

The reporting period is 1 August 2017 to 31 July 2018. Please submit your completed review using the PDF template to cpdreview@advance-he.ac.uk by Thursday 24 January 2019.

Please note that we are requesting a review of the CPD programme/scheme only; in the case of a holistic scheme (where Fellowship judgements for both experiential and taught programmes are made by one central body) the data will demonstrate all individuals on the scheme but only focus your comments on the CPD non-credit bearing programme/scheme.

Each institution's personalised review template will also contain an appendix with a data sheet which will include all data which has been used to produce the figures relating to the CPD scheme contained within the review but will also provide the data for the institution's taught programmes (e.g. credit-bearing Postgraduate Certificates/individual modules) accredited by Advance HE.

Section 1 Analysis of institutional data

Section 1 Part a: Brief analysis of the data presented in Figures 1, 2 and 3

300 word limit

After Figures 1 – 3 there is a section to write a discussion and evaluation of the data, please consider the following points:

- reference to the number of participants registered at the start and end of the year;
- the numbers awarded each category of Fellowship through your scheme;
- comparisons between the institution, the sector and the mission group;
- reflection on each Descriptor and any emerging issues or trends.

The data has been taken from the Advance HE database, which reflects information received from the institution. We have provided the last two years' data as a point of comparison. All data presented has been compiled with confidentiality in mind and any trends that are shared will be anonymised. Examples of the graphs and specific details about how the data has been collated in Figures 1-3 is detailed in appendix 1; the data contained within these example graphs is illustrative only and does not reflect any institution's data.

Please note that where institutions have accredited an holistic (over-arching) CPD framework (i.e. only the CPD framework itself is accredited) which encompasses a variety of pathways that are credit bearing (for example PG Certificates) as well as non-credit bearing (such as an

experiential CPD scheme) Advance HE is not able to disaggregate data to provide data relating purely to the experiential pathways; i.e. Figures 1 and 2 will provide data for both credit bearing and non-credit bearing pathways. In this instance, institutions should provide a table displaying two years' data, drawn from the same twenty-four-month period, relating only to the award of each category of fellowship within the non-credit bearing routes within the framework.

For institutions that have CPD schemes that were first accredited in the 2017-18 academic year there will not be the data to produce Figure 2.

Section 1 Part b: Success rates at first attempt

300 word limit

Please complete the questions in this section to report the number of successful applicants at first submission for each Descriptor within your scheme over the period 1 August 2017 – 31 July 2018. Please do not estimate numbers; if exact details are unknown but explain why the data is not available. The data will be used to produce the Success Rates data report. This allows institutions to benchmark against the returned data but all data is kept anonymous.

Please provide the following information for each category of Fellowship (raw data not %):

- total number of applications processed;
- number of successful applicants at first attempt;
- please complete all sections of the table. Please do not leave any blanks. If you are not accredited for all four categories of fellowship, please write N/A in the appropriate space for those that do not apply.

After the data input questions there is also an area where additional comments, evaluation and analysis can be made. This could include:

- Any specific trends you have seen in panels;
- Any institutional priorities which may affect the data;
- Any comments on the second submissions seen by the panel.

Section 2: Strategic Impact of CPD scheme within institution

1500 word limit

This section asks you to comment on any impact the CPD programme/scheme is having strategically and in practice on teaching and learning and the student experience within your institution. This should include strategy, outcomes, process and practices. Please consider and detail:

- key strategic drivers and institutional priorities – ongoing and new this last year and
- how the scheme contributes to institutional strategies and priorities for promoting and supporting excellence in teaching and learning;
- impacts as a result of the scheme on the student learning experience and outcomes;
- how impact is being measured/evaluated;
- any specific changes to organisational systems and processes in respect of teaching and learning as a result of the CPD scheme;
- whether it has promoted a cultural change;
- changes to learning and teaching practices of staff;

- how successful participants engage in CPD activities beyond the point of professional recognition, the mechanisms by which this is monitored internally and any resulting impacts identified including those linked to promotion;
- whether any additional/wider initiatives have arisen as a result of the scheme.

Section 3: Scheme operation and management

1500 word limit across parts a-c

Section 3 Part a: Scheme operation

The focus of this section is key features of the scheme that are operating particularly successfully, those that are operating less well and how you are responding.

Examples of information you could include:

- outline the particular strengths of the scheme: examples could include: innovative practice/resources, supporting participants to achieve successful engagement, building internal capacity;
- your ambitions for the scheme and the plans to achieve them;
- how your institution is supporting the sustainability of Fellowship.
- monitoring of quality assurance; organisation of panels;
- any developments resulting from your internal quality enhancement process;
- institutional approach to progressing staff from attendance at the first induction to submitting an application (retention and progression);
- the celebration of those achieving Fellowship;
- any specific issues/strengths relating to the operation or quality assurance of each mode of assessment;
- response to recommendations by the original Accreditation Panel when the programme was initially accredited;
- any further or planned changes which may occur within this accreditation cycle;
- challenging operational issues.

Section 3 Part b: CPD Scheme team

Please detail the relevant Professional development activities undertaken by the CPD scheme team, reviewers and mentors during 1 August 2017 – 31 July 2018;

Examples should be linked to the 2018-19 [Accreditation Policy](#), specifically criteria 3b, 3c & 4b, and could include:

- Development provided for the initial training and on-going support for reviewers to ensure that Fellowship judgements are reliable, valid and robust;
- Development provided for those supporting participants to ensure that these individuals develop and maintain the appropriate knowledge and understanding of the UKPSF;
- Selection and training for new team members/reviewers/panel members and mentors, e.g. shadowing opportunities, involvement with research and publications – please provide details;

- How the institutional team engage with relevant development provided by the Advance HE and across the wider sector;
- Staff changes – please note for this bullet point we do require the details of any staff changes or new staff engaged within your scheme; include fellowship status and brief details of any relevant previous experience and initial training undertaken as appropriate to their role.

Section 3 Part c: External reviewers/assessors/mentors involved in the scheme in 2017-18

Please provide details of all individuals actively involved with the CPD scheme in 2017-18 who are external to your institution;

- in the table please provide their name, current institution and category of Fellowship held, where appropriate and their role within the scheme;
- provide brief details of any activities that they have undertaken as part of their involvement with your scheme; for example, acting as an independent reviewer, providing external moderation and QA, providing mentoring support for Senior or Principal Fellowship, etc. (Please refer to the [Advance HE accreditation policy 2018-19](#) Section 4.6 for the requirements relating to externality within CPD schemes);
- please also evaluate the impact the external individuals have had on the scheme.

Section 4: Engagement with Advance HE and wider collaborations

350 word limit

This section could include commentary around the following points:

- any comments on Advance HE or your institution's global perspectives and wider collaborations with institutions;
- use of the annual UKPSF Member Institution's Accreditation Support day;
- any further support provided by the Advance HE which supported the development of Fellowship within the institution;
- any queries relating to accreditation;
- any suggestions for future Advance HE developments/events, etc.;
- any opportunities Advance HE could provide for support and guidance including examples of documentation that would be beneficial to the organisation.

Report Sign Off

Once you have completed your report and it has been agreed by internal institutional quality assurance mechanisms then an electronic signature should be added to the Report Sign Off page.

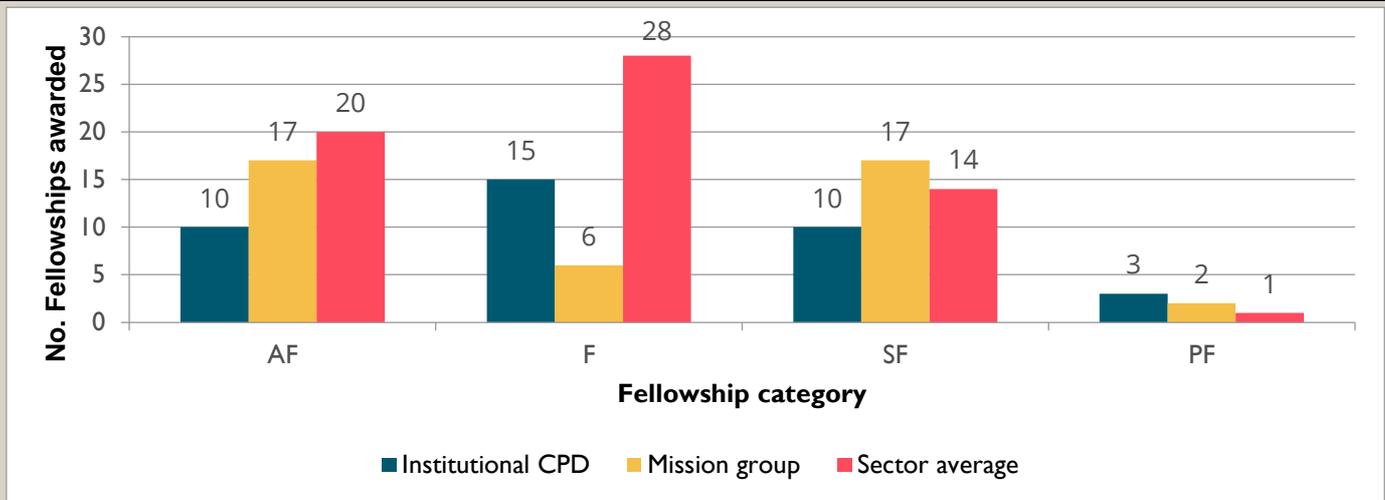
Submitting your Report

Advance HE requires all institutions with accredited CPD schemes to provide an annual review using this template by Thursday 24 January in order to maintain accredited status for their provision. Please complete each section of the review referring closely to these guidance notes and to the [Advance HE accreditation policy 2018-19](#) (as necessary).

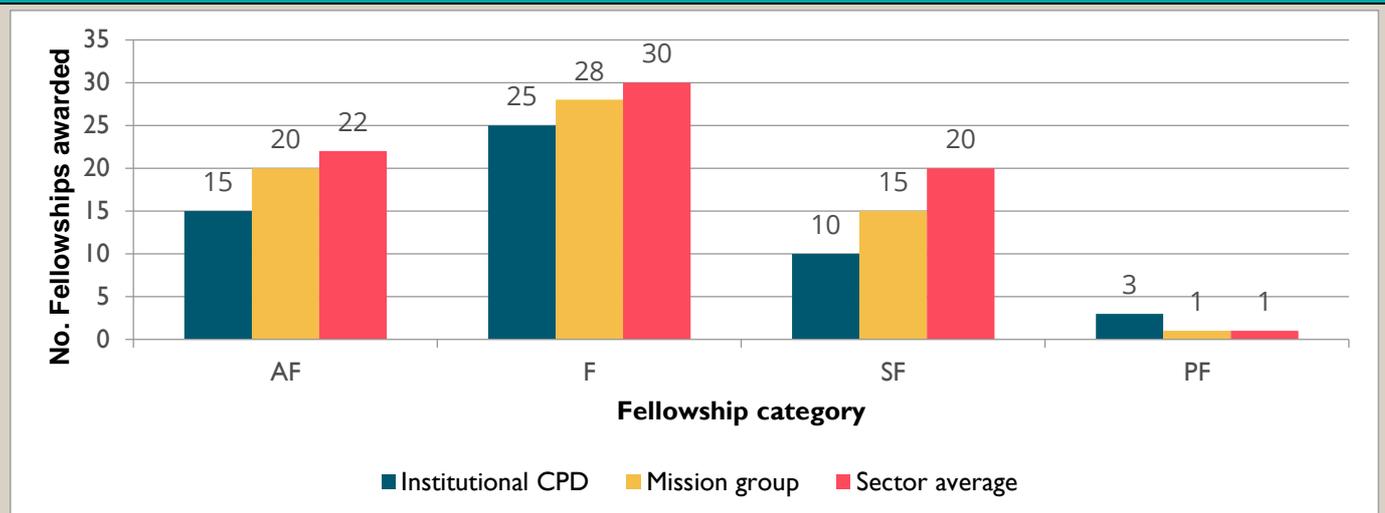
The completed review should be returned as a Microsoft Word document (to provide ease of access for the information to enable analysis – please do not send as a pdf file) and emailed to cpdreview@advance-he.ac.uk

Appendix 1

Example Figure 1: HEA Fellowship awarded by category through accredited CPD scheme at <institution> between 1 August 2017 – 31 July 2018



Example Figure 2: HEA Fellowship awarded by category through accredited CPD scheme at <institution> between 1 August 2016 – 31 July 2017



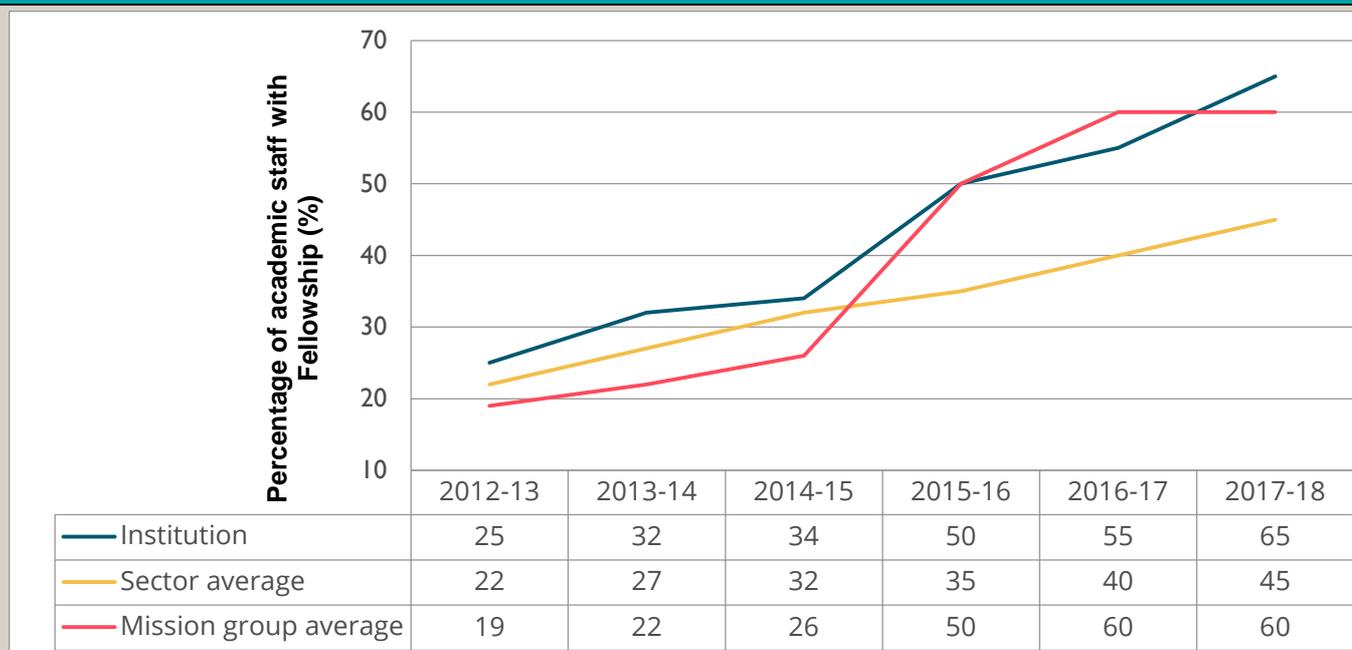
Calculation of institutional data

- Figures 1 and 2 are generated from Advance HE data held for each institution relating to the number of individuals who have successfully completed an accredited CPD scheme (i.e. non-credit bearing) and then been entered onto the Advance HE's portal between 1 August 2015 – 31 July 2017.
- The figures include any individual recorded on the Advance HE's records as employed at your institution, i.e. Figures 1 and 2 reflect individuals who have successfully achieved a category of Fellowship and have identified your institution as their employer on their individual 'My Academy' record.
- This means that the data on Figures 1 and 2 will not exactly match the numbers that have completed your CPD scheme.

Calculation of averages

- The average figures displayed in Figures 1 and 2 reflect the mean for each group. For example, the mission group average reflects the mean from institutions with CPD schemes within that mission group. For institutions outside the UK the mission group data is made up of the other international institutions with CPD schemes. Equally, the sector average is produced by taking the mean of all institutions with a CPD scheme.

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



5. For institutions outside the UK this graph will only have the Sector based data and your commentary should reflect this. In the UK the data used to produce this graph is collected through a national data collection by Higher Education Standards Agency (HESA). If institutions can provide data on the percentage of staff with fellowship using the information provided below the template can be reissued to demonstrate this.

Calculation of institutional data

6. The percentage of staff is calculated by dividing the number of individuals holding any category of Fellowship by the total number of academic staff reported from your HESA return.

7. The HESA return is made up of four categories of staff:

1. Teaching Only
2. Research Only
3. Teaching and Research
4. Neither teaching nor research.

8. To find the percentage of academic staff with fellowship at the institution, the number of staff returned in categories one and three with Fellowship is divided by the Total academic staff figure which is taken from:

- HESA's staff (excluding atypical) Full Person Equivalent
- Covers those with an Academic Employment Function including "teaching only", "teaching & research", "research only", and "neither teaching nor research", but excluding "not applicable / not known".
- Data for 2016-17 is not yet available and so this report reflects 2015-16 HESA data

The number of staff holding Fellowship reflects those that have individually declared any active employment relationship at any point within the reporting period at your institution.

Calculation of averages

9. The mission group average is calculated by dividing the total number of Fellows for that mission group by the total number of academic staff within that mission group, this includes all institutions not just those with CPD schemes. The sector group average is calculated by dividing the total number of Fellows for that sector group by the total number of academic staff within that sector group.



Contact us

+44 (0) 3300 416201

cpdreview@advance-he.ac.uk

www.advance-he.ac.uk

[!\[\]\(e10773081adcaeab632f9dd4c8931cd5_img.jpg\) in f @AdvanceHE](#)

© 2018 Advance HE. All rights reserved.

The views expressed in this publication are those of the author and not necessarily those of Advance HE. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any storage and retrieval system without the written permission of the copyright owner. Such permission will normally be granted for non-commercial, educational purposes provided that due acknowledgement is given.

To request copies of this report in large print or in a different format, please contact the Marketing and Communications Team at Advance HE:
+44 (0) 3300 416201 or communications@advance-he.ac.uk

Advance HE is a company limited by guarantee registered in England and Wales no. 04931031. Registered as a charity in England and Wales no. 1101607. Registered as a charity in Scotland no. SC043946. Advance HE words and logo should not be used without our permission. VAT registered no. GB 152 1219 50.