

Guidance notes for Advocates - Fellow

Thank you for agreeing to take on the role of advocate for a submission for Fellowship of the Higher Education Academy (HEA) via ENroute. ENroute is Edinburgh Napier University's Professional Recognition Framework designed to enable staff involved in teaching and supporting learning to submit for one of four categories of HEA Fellowship.

Your role as an advocate is to confirm that the practice detailed in the individual's submission is a true record. You need to have sight of their written claim (documentary option) or their Mahara collection of pages (dialogue option). In both cases, this contains their Record of Professional Activity (RPA), which is supplemented with Case Studies for the documentary submission or with a Discussion Page outlining their practice for the dialogic submission.

In providing the Advocate Statement you are confirming that you support the participant's claim for Fellowship in their chosen category.

The participant will provide you with the following information and documents:

- The category of Fellowship they are submitting for
- The date by which they need to submit your statement
- These Advocate Guidance Notes
- The Advocate Statement Form
- For documentary submissions: their written claim (RPA + Case Studies)
- For dialogue submissions: their collection of Mahara pages (RPA + Discussion Page)

To complete your reference:

- Examine the Record of Professional Activities and read the Case Studies or look at the
 Discussion Page does the claim provide an accurate picture of the participant's experience
 and achievements in teaching and supporting learning?
- Consider the UK Professional Standards Framework (UKPSF; attached), including the Dimensions of the Framework and the Descriptor relating to the category of Fellowship applied for (both copied here on page 2 for your convenience). Do the Dimensions underpin the individual's practice in teaching and supporting learning? Does the individual meet each clause of the Descriptor relating to the category of fellowship they are submitting for?
- Complete the Advocate Statement Form to offer your view on the above (up to approx. 500 words), providing practical examples to support your comments where possible.
- Email your completed form to the participant to include as part of their submission.

The ENroute reviewers may contact you to discuss your advocate statement.

The participant will have been advised to get in touch with you well ahead of time for this supporting statement. If you do not have time to take on the advocate role or do not feel in a position to comment upon the participant's work, please decline the request.

If you have any questions the participant is not able to answer, please contact us by emailing enroute@napier.ac.uk.

Descriptor 2: Fellow

Demonstrates a broad understanding

of effective approaches to teaching and learning support as key contributions to high quality student learning. Individuals should be able to provide evidence of:

- I. Successful engagement across all five Areas of Activity
- II. Appropriate knowledge and understanding across all aspects of Core Knowledge
- III. A commitment to all the Professional Values
- IV. Successful engagement in appropriate teaching practices related to the Areas of Activity
- V. Successful incorporation of subject and pedagogic research and/ or scholarship within the above activities, as part of an integrated approach to academic practice
- VI. Successful engagement in continuing professional development in relation to teaching, learning, assessment and, where appropriate, related professional practices

Dimensions of the Framework:

Core Knowledge

Areas of Activity ΑI Design and plan learning activities and/or programmes of study A2 Teach and/or support learning A3 Assess and give feedback to learners Α4 Develop effective learning environments and approaches to student support and guidance Α5 Engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices

The subject material
Appropriate methods for teaching, learning and assessing in the subject area and at the level of the academic programme
How students learn, both generally and within their subject/disciplinary area(s)
The use and value of appropriate learning technologies
Methods for evaluating the effectiveness of teaching
The implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on teaching

