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Advance HE Approval submission template 2020-22

This Approval submission template has been created to support institutions/ organisations in structuring their approval submission to fully address the relevant criteria for Approval. These criteria are a sub-set of those required for full accreditation.

The requirements for approval are set out in the [Advance HE Approval Process](https://www.advance-he.ac.uk/membership/teaching-and-learning-accreditation/advance-he-approvals). This submission template should be completed with close reference to this and relevant sections of the [Advance HE accreditation policy](https://www.advance-he.ac.uk/sites/default/files/2020-10/Advance%20HE%20Accreditation%20Policy%202020-21.pdf) and the associated guidance document - Guide to addressing the criteria for Advance HE Approval 2020-22**.**

The approvals submission template consists of five parts:

1. Part A: Details of resources/ products included in the submission.
2. Part B: Provider responsibilities and sign off.
3. Part C: Approval criterion 1; Setting the provider context for the resources/ product.
4. Part D: Approval criteria 2-3; discussion about each individual resource/ product in turn.
5. Part E: Participant-facing guidance and appendices.

This template has been designed so that you add text under the blue headings and sub-headings provided in Parts A-E. Information should not be duplicated; cross reference where appropriate. Please use diagrams/tables/flowcharts, etc. if/where appropriate.

Participant guidance (such as handbooks) must be included as separate appendices to accompany this template. Each appendix should be clearly titled and listed in the table in Part E. Any other guidance e.g. for tutors/ facilitators (as appropriate) may also be included as separate appendices – see Part E. **Please refer closely to the Guide for Addressing the Criteria for Approval 2020-22 when determining the level of information to be included in appendices and to avoid providing information that is not required.**

Before submitting the narrative, please delete the instructions and guidance notes underneath the sub-heading for each section. Please ensure that page numbers are added throughout and that any tracked changes/comments are deleted prior to submission.

|  |  |
| --- | --- |
| **Name of Provider** |  |
| **Name first point of contact for this submission** |  |
| **Email** |  |
| **Phone** |  |

Part A: Details of Resources/ Products included in submission

In this section please set out the resources/ products you would like to be approved by Advance HE.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Seeking Approval against these UKPSF Descriptors  (mark with 'x' as applicable) | | | |
| Title of resource/ product | D1 | D2 | D3 | D4 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Insert additional lines if required

## Resource contact(s)

Please add contact details for the lead member of staff for each resource\*.

|  |  |  |
| --- | --- | --- |
| Title of resource | Resource contact/leader | Contact details (email/phone) |
|  |  |  |
|  |  |  |

\*Insert additional lines if required

## Part B: Provider sign off

This section is to be completed and signed off by the manager at the Provider with responsibility as the main Advance HE Contact

I hereby confirm that:

* the resource/ product submitted has undergone the Advance HE pre-Approval suitability review;
* this submission has been guided by the current Advance HE Approval process and Accreditation policy;
* all internal sign-off procedures have been completed for this submission and the information contained within it.

|  |  |
| --- | --- |
| **Name of Provider contact** |  |
| **Electronic signature** |  |
| **Position** |  |
| **Contact email address** |  |

## Part C: Criterion 1 – Provider context

The purpose of this section is to provide the provider context which underpins all the resources/ products submitted for Approval (Approval Criterion 1). Please only include extracts of relevant policy/strategy documents to provide pertinent information/evidence. Full policy/strategy documents are not required.

### Brief outline of the Provider context

### The alignment of Provider strategies and approaches to the development of those that teach and support learning with the U**K**PSF (Criterion 1a)

### The clear rationale for the resources/ products proposed consistent with the Provider’s approach to developing learning and teaching (Criterion 1b)

### The mechanisms in place for monitoring and managing the quality assurance and enhancement of approved resources/ products at a provider level (Criterion 1c)

### Where relevant:

### The resources in place at the point of delivery that ensure effective and sustainable operation of the resources/ products appropriate to provider strategy (Criterion 1d)

## Part D: Criteria 2-3 - individual resources/ products

**For each resource/ product please complete a Part D in full** (copy and paste this section before completing to create a template for each resource/product submitted)**.** Please cross reference to previous sections to avoid repetition and signpost to the attached participant guidance and other supporting documents to avoid duplication of information (as appropriate). Use of tables/flow charts/diagrams is encouraged.

In addition to participant guidance you should also include key documents (where these are not already embedded within the participant guidance). You may also wish to include any handbooks or guidance for other stakeholders such as tutors, facilitators etc. within one of the appendices (see Part E).

Attach all relevant supporting documents to your submission as clearly labelled separate appendices (see Part E) and refer to them as sources of evidence within Part D. Please also delete the guidance/accreditation criteria included below the blue heading/subheadings in this template prior to submission.

Please complete the following for each resource/product.

|  |  |
| --- | --- |
| **Resource/ product name** | **Seeking approval against these Descriptors** |
|  |  |

### The resource/ product is designed to ensure participants utilise the UKPSF to both develop their practice and evidence their success (Criterion 2)

Use this section to provide information/evidence to address the following points of criterion 2:

1. the design of the resource/product provides explicit opportunities for participants to make clear associations between the resource/product, their practice and the relevant UKPSF Descriptor;
2. the resource/product accurately reflects the relevant category of HEA Fellowship;

### The support and guidance provided will enable participants to utilise the UKPSF to develop and evidence their practice (Criterion 3)

Use this section to provide information/evidence to address the following points of criterion 3:

1. participants are supported to make clear associations between their professional development opportunities, their practice and the appropriate category of HEA Fellowship;
2. guidance relating to future fellowship claims supports participants to evidence their professional HE practice in line with the requirements of the relevant UKPSF Descriptor;

***Where the resource/ product is a delivered/ taught programme also complete:***

1. those with responsibility for leading the programme and supporting participants can demonstrate current knowledge and understanding of the requirements of the relevant UKPSF Descriptor and application for HEA fellowship.

Part E – Appendices

To assist the approval process in locating evidence, please include a full list of appendices in the table below, identifying the resource/product and title of each appendix. Contents should be carefully considered to ensure that only relevant information is submitted in addition to the guidance for participants. Please ensure that each appendix includes page numbers.

**Table of appendices:**

|  |  |  |
| --- | --- | --- |
| **Appendix Number** | **Resource/product** | **Content of appendix** |
| E1 |  |  |
| E2 |  |  |
| E3 |  |  |
| E4 |  |  |
| E5 |  |  |

\*Insert/delete rows as appropriate.

\*\* Appendices must include participant handbooks/guidance for each resource/product submitted.