

“AdvanceHE

# + My Advance HE Guidance:

Registering accredited course completers



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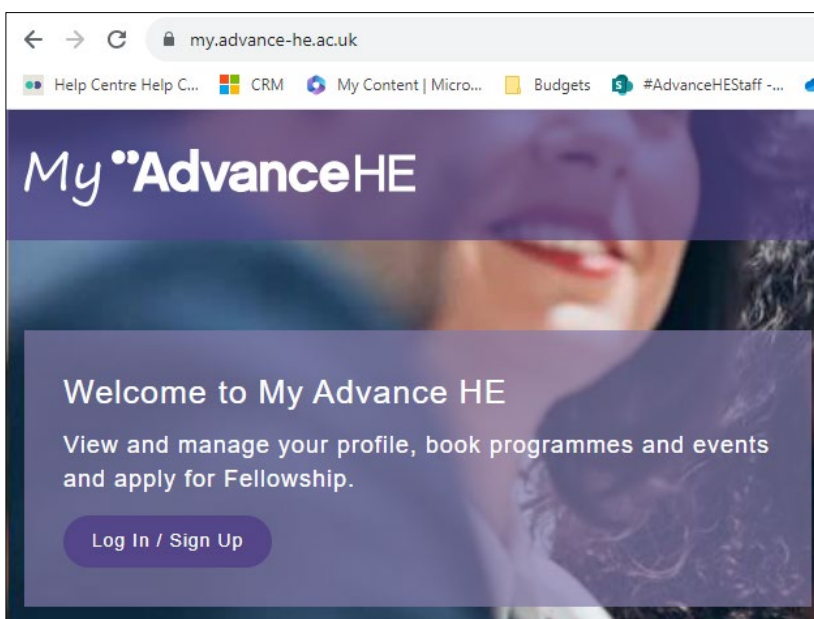
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# 1. The My Advance HE Portal

## 1.1 Create your account

If you have not already done so, you will need to register on the [My Advance HE portal](https://my.advance-he.ac.uk). Go to [my.advance-he.ac.uk](https://my.advance-he.ac.uk), click **Sign up** and follow the instructions on screen.



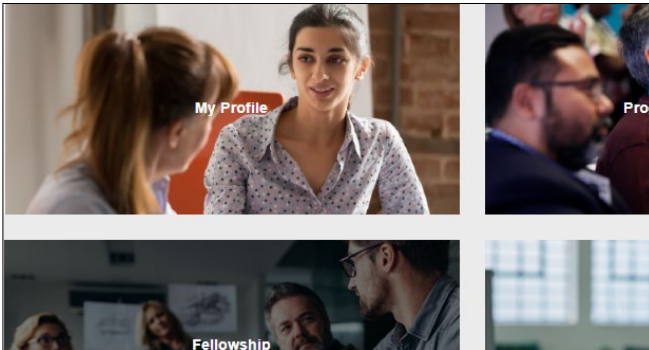
### IMPORTANT

You must use your own institutional email address and not a team, shared email, or personal email address.

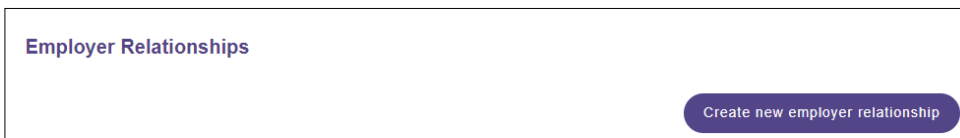
If you already have a My Advance HE account, **please do not set up a new one** as this will create a duplicate record. If you have lost access to your account, please see go to [the log-in page](#) and follow the instructions on screen for help.

## 1.2 Set up your profile

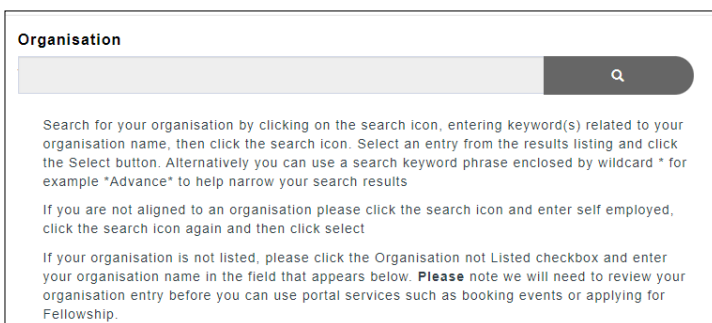
Click on the **My Profile** area.



Enter your details, then scroll down the page to create an **'Employer Relationship'**.



Search for your organisation.



Select the institution where you work and which runs the accredited course, then save your profile information.

### IMPORTANT

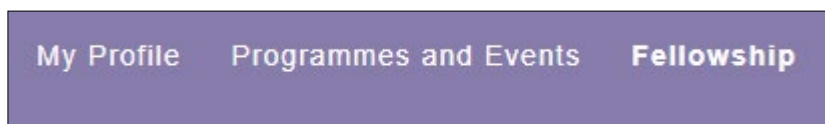
Do not use the option **'Organisation not listed'**.

As you are running an accredited course, your organisation will be listed. You will not need to create it. If you cannot find your organisation, please contact us for help.

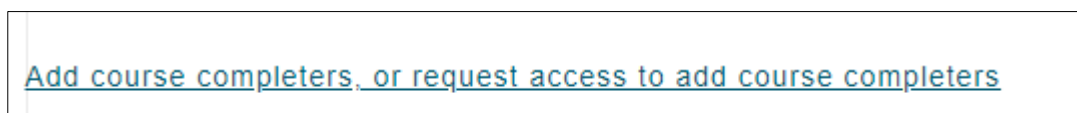
## 2. Requesting access to add completers to a course

### 2.1 Locate the course you require access to

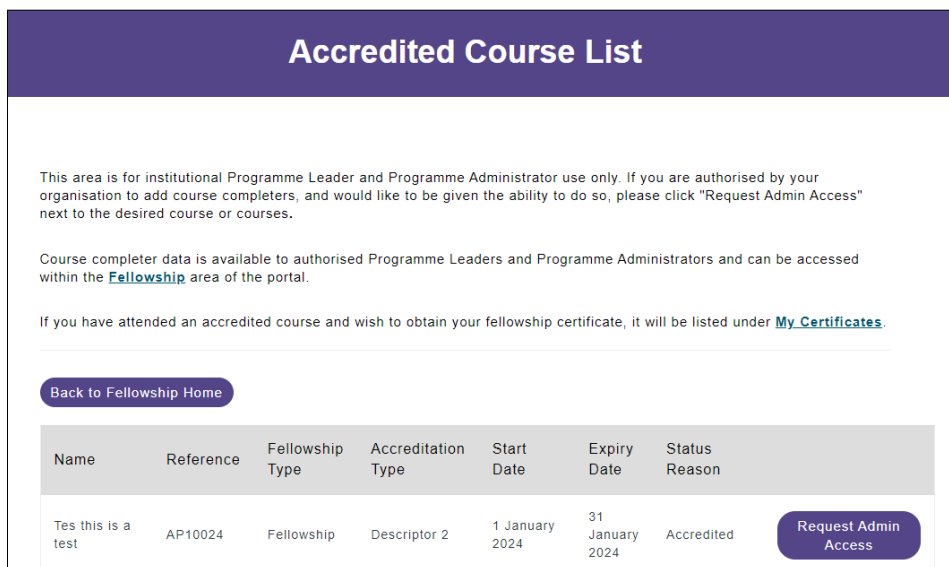
Log into [My Advance HE](#) and click on **Fellowship** in the top menu bar



Scroll down to the section **Information for Institutions Managing Accredited Provision**, then click on **Add course completers or request access to add course completers**.



The courses at your institution will be listed in the table. Locate the course you need access to.



**Accredited Course List**

This area is for institutional Programme Leader and Programme Administrator use only. If you are authorised by your organisation to add course completers, and would like to be given the ability to do so, please click "Request Admin Access" next to the desired course or courses.

Course completer data is available to authorised Programme Leaders and Programme Administrators and can be accessed within the [Fellowship](#) area of the portal.

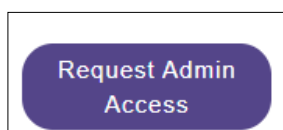
If you have attended an accredited course and wish to obtain your fellowship certificate, it will be listed under [My Certificates](#).

[Back to Fellowship Home](#)

Name	Reference	Fellowship Type	Accreditation Type	Start Date	Expiry Date	Status Reason	
Tes this is a test	AP10024	Fellowship	Descriptor 2	1 January 2024	31 January 2024	Accredited	<a href="#">Request Admin Access</a>

### 2.2 Request access

Click **Request Admin Access**.



A pop-up will appear asking whether you need access as a **Course Leader** or **Administrator**. Choose the role most appropriate for you.

You are requesting administration access to manage this course's data. Please select the administration level you wish to have associated with this course ✕

Course Leader

Administrator

Close Confirm

The button will change to **Awaiting Admin Approval**.



The request will be sent by email to your Accreditation Key Contact (AKC) for approval. They will need to log-in to their My Advance HE account to approve your request.

You will receive an email to confirm whether or not you have been granted permission. When your request has been approved you will be able to add completers to your courses.

### IMPORTANT

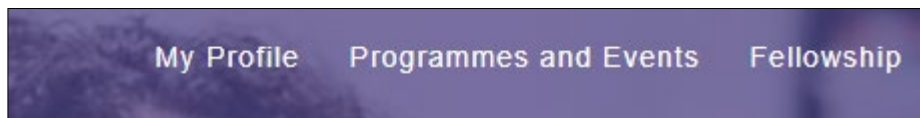
1. Your AKC will be sent a separate email for each request you make.
2. Approval is subject to the Advance HE policy that there should be no more than two course leaders and two administrators with access to add completers to any one course at any one time.

## 3. Check your details on your My Advance HE account

Before adding any course completers, make sure that your personal details are up to date in your account. If your **Employer Relationship** is not up to date, you will not be able to see your institution's courses.

Log into [My Advance HE](#)

Click on **My Profile** in the top menu



Check the following fields:

- **Email address:** This must be your current institutional email address
- **Employer Relationship:** 1) Enter an end date for any ER with an institution that you are not currently working at. 2) Make sure you have an active ER with the institution where you are currently employed.

### IMPORTANT

1. You must not use anyone else's login credentials to access the portal.
2. You must not use a team email address such as 'eddev@clu.ac.uk'
3. You must not use a personal (e.g. gmail) email address.

## 4. View Existing Completers

### 4.1 Check the completers have not already been added to the course

Click on **Fellowship** in the top menu bar



Scroll down to the section **Information for Institutions Managing Accredited Provision**.

Click [View all completers for the programmes you have access to](#)

[View all completers for the programmes you have access to](#)

## 4.2 Read and accept the Data Protection and Terms & Conditions of Use

When viewing or adding completers to courses, you must agree to the **Terms and Conditions of Use** below. You are responsible for safeguarding the data that you access.

By accessing this area of the My Advance HE portal it is understood that you continue to agree to our terms and conditions of use.

- I am authorised on behalf of my organisation to access personal data of staff at my institution, relating to their use of Advance HE services.
- If I experience a change of circumstance which affects my permission to access this area (e.g. no longer being employed by the organisation, or change in role where I do not need access to this data) I will desist from using the secure area and notify Advance HE immediately.
- I understand that any data extracted from the secure area is to be handled strictly in accordance with the data protection laws applicable in the territory in which my institution is located.
- I understand that I am prohibited from sharing any data found within this area with any unauthorised person or persons.
- I will notify Advance HE immediately of any instances of data inaccuracy.

## 4.3 View / export completers data

The table contains the full list of accredited courses for your institution. They appear in reverse-chronological order, based on the Expiry Date.

The table gives an overview of course details, current number of Completers and a list of all Course Leaders/Administrators associated with the course.

Click **View Completers**.

Name	Reference	Fellowship Type	Accreditation Type	Start Date	Expiry Date	Completers Count	Course Leaders / Administrators
Tes this is a test	AP10024	Fellowship	Descriptor 2	01/01/2024	31/01/2024	1	<a href="#">View Completers</a>

Make sure that the individuals you are going to register have not already been added as completers for the course.

You can:

- view the full list of all completers
- search for individuals by Name or Reference No (including partial name/number)
- export all the data by clicking **Request Download**

Course: Tes this is a test [Back to Course List](#)

Fellowship Type: Fellowship

Completers per Academic Year (1 Aug - 31 Jul)	No. of Completers
2024-2025	0

Search by Name

Search by Reference No.

[Request Download](#)

## 5. Adding completers to a course

### IMPORTANT

If you add completers that have already been added by a colleague, you will need to contact us to remove them.

Your Institutional Fellowship Statistics will be inaccurate until the error has been corrected, and will impact on data reports.

To avoid this, please check that completers have not already been registered before proceeding.

### 5.1 Information you will need before you start

To add completers to a course you will need the information below. We recommend that you collect this directly from the individuals you will be registering, to ensure that the name, email address and name to appear on the certificate are exactly as the individual wishes to see them. If you make a mistake, you will need to contact us to ask for changes to be made.

- **Forename and Name**
- **Email address:** if the completer already has a My Advance HE account, this must be the email address they currently use to access their account.
- **Name on certificate:** This will auto-populate from the Forename and Name fields, but you can amend it if required, e.g. to include middle names and titles. You should check with the completer how they wish their name to appear.
- **Date Started Course:** the date the individual started a taught course, or the Panel date if this is a CPD Scheme. If you are entering multiple completers, this date will remain the same but can be altered if you need to.
- **Completer's Current Primary Employer:** This will default to your institution. If a completer was employed at your institution when they completed the course, please ask them not to end their ER until you have registered them. Ending the ER prior to registration will result in them being charged for the award.

Please see the 'Definition of Employment' in Appendix 1 below.

### IMPORTANT

If a completer already has a My Advance HE account, you must use the email address for that account to register them as a completer. If you register them

with a different email address, they will not be able to see their new fellowship record or access their certificate.

Email aliases:

Our database does not recognise email aliases as being the same address. E.g: 'fred.bloggs@liv.ac.uk' and 'fred.bloggs@liverpool.ac.uk' are treated as two entirely different email addresses.

If your completer already has an account on My Advance HE with the email address '@liverpool' and you add them as a completer using '@liv', they will not see their new fellowship record or be able to access their certificate.

## 5.2 Data Protection and Terms & Conditions of Use

When viewing or adding completers to courses, you must agree to the **Terms and Conditions of Use** below:

**In entering data relating to award of fellowship on the Advance HE web portal I confirm the following:**

- I am authorised by Advance HE to enter data relating to the award of fellowship to the accredited programme specified.
- All individuals (data subjects) whose data I am entering have given their consent for the sharing of their personal data with Advance HE for the purpose of registering them for the award of the relevant category of fellowship.
- The data is accurate and is supported by official institutional records of successful completion, which must be held in line with accreditation policy requirements.
- The individuals' employment status is accurately represented in the data uploaded.

## 5.3 Adding a single completer

Click on **Fellowship** in the top menu bar, then scroll down to the section **Information for Institutions Managing Accredited Provision**.

## My Advance HE Guidance: Registering Accredited Course Completers

Click on **Add course completers** or **request access** to add course completers.

### Information for Institutions Managing Accredited Provision

If you are managing accredited provision and need to add and view course completers, you will need to request access from your Accreditation Key Contact using the link below.

[Add course completers, or request access to add course completers](#)

Find the course you are administering. To add a single completer, click **Add Completer**.

Postgraduate Certificate in Academic Practice (PGCAP)	AP03112	Fellowship	Descriptor 2	1 September 2019	31 August 2023	Active	<a href="#">Add Completer</a>	<a href="#">Add Multiple Completers</a>
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Check the course details to ensure you are adding completers to the correct course

**Course Name:** Postgraduate Certificate in Academic Practice (PGCAP)

**Course Number:** AP03112

**Fellowship Category:** Fellowship

**Descriptor:** Descriptor 2

**Start Date:** 1 September 2019

**End Date:** 31 August 2023

## IMPORTANT

If you get an error message when trying to enter the start date, check that the date falls within the period of accreditation shown in the course details.

Forename *	<input type="text"/>
Surname *	<input type="text"/>
Email Address *	<input type="text"/>
Name on Certificate *	<input type="text"/>
Date Started Course *	<input type="text" value="DD/MM/YYYY"/>
Completer's Current Primary Employer	<input type="text" value="Advance HE"/>
<input type="checkbox"/> Organisation Not Listed	

Complete the form fields. If you are unable to locate the organisation listed in our database, please tick the **Organisation Not Listed** box at the bottom of the form. A new field will appear. Add in the organisation's name in full. Please note all UK Universities are listed in our database. If you cannot find a UK university, you should contact us. **Please do not use Organisation not listed for UK universities.**

**5.3.1** Adding completers who are not directly employed at your institution: Workplace educators working directly with your institution's HE students should be added as being employed by your institution. This includes:

- Clinical educators
- Industry-based professionals
- Students with a role in teaching and supporting learning should be added as being employed by your institution.
- Individuals other than workplace educators, who have undertaken the course at your institution but are not employed there, should be added with the name of their primary employer. If that employer is a member of Advance HE there will be no charge to them for their fellowship.

A full list of Advance HE members is available on the [Advance HE website](#).

Click either **Save and add another** if you are adding multiple individuals or **Save and exit** to close the form.

### IMPORTANT

Please see **Appendix 1** for full details of Definition of Employment. It is essential that the employer information is accurate. Our system will use this to determine whether or not the individual needs to pay a fee.

This field also determines which employer the fellow is listed under and is used for HESA/CPD reporting.

## 5.4 Adding multiple completers

To add several completers at once, click **Add Multiple Completers**. You will be able to add up to 20 completers in one go.

Please indicate that you accept the terms and conditions \*

No  Yes

Forename	Surname	Email Address	Name on Certificate
Date Started Course	University of York	<input type="checkbox"/> Organisation Not Listed	

**Add Row** **Submit**

Enter the completer's data into the row. Click **Add Row** to enter further completers and click **Submit** when you have finished.

### IMPORTANT

7 days after you register your completers they will receive an email congratulating them on their award of fellowship and advising them to either register with or log in to My Advance HE to retrieve their certificate. If a fee is due for their fellowship details of how to pay are also included.

**You cannot make any amendments once you have submitted the form.** If you have made a mistake, please contact [accreditation@advance-he.ac.uk](mailto:accreditation@advance-he.ac.uk) with full details of what needs to be amended as soon as possible, and we will make the changes.

If you do this within 7 days, we should be able to rectify the mistake before the completer is sent their congratulatory email, although this cannot be guaranteed.

## 6. Appendix 1- Definition of Employment

### 6.1 Definition of employment for fellowship purposes

The employment status of staff at an institution is important as their institution's Advance HE membership covers fellowship fees for all employees that teach and support learning and successfully complete an accredited programme.

HE Providers may operate a range of different contracts of employment e.g. permanent, fixed term, part time, fractional, Associate Lecturer, etc.

Workplace educators (e.g. **clinical educators, industry-based professionals**), working directly with an accredited member institution's HE students, whether paid or unpaid, may be classed as 'employed' by the institution for the purposes of fellowship.

Workplace educators, who complete an accredited programme, but who do not work directly with the HE students of a member institution, are eligible to gain fellowship but will not be classed as 'employed' by the institution and will therefore be liable for an additional fee to Advance HE at the point of recognition. The individual will be contacted by Advance HE to request the additional fee. On payment of the fee fellowship will be awarded.

Postgraduates may have a role in teaching and supporting learning as part of their PhD studentship/bursary; these individuals are deemed to be employed by the institution as they are contracted to deliver teaching but may not necessarily be paid for their work. Any undergraduate students able to make a successful claim for fellowship are also covered by the institution's Advance HE membership when accreditation services are part of this membership.

If you are unsure about the employment status of any staff/participants on Advance HE accredited provision within your institution, Advance HE recommends that that the HR Department at your institution should be consulted before seeking further guidance from the Advance HE Accreditation Team ([accreditation@advance-he.ac.uk](mailto:accreditation@advance-he.ac.uk)).

# Contact us

## All enquiries

Email: [communications@advance-he.ac.uk](mailto:communications@advance-he.ac.uk)

**Advance HE helps HE institutions be the best they can be, by unlocking the potential of their people.**

We are a member-led, sector-owned charity that works with institutions and higher education across the world to improve higher education for staff, students and society. We are experts in higher education with a particular focus on enhancing teaching and learning, effective governance, leadership development and tackling inequalities through our equality, diversity and inclusion (EDI) work.

Our strategic goals to enhance confidence and trust in HE, address inequalities, promote inclusion and advance education to meet the evolving needs of students and society, support the work of our members and the HE sector.

We deliver our support through professional development programmes and events, Fellowships, awards, student surveys and research, providing strategic change and consultancy services and through membership (including accreditation of teaching and learning, equality charters, knowledge and resources).

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