**HEA Fellowship CPD Route Registration Form**

Welcome to Keele’s Continuing Professional Development (CPD) route leading to Fellowship of the Higher Education Academy (HEA). This registration form must be completed, signed by your Line Manager, Head of School or PhD Supervisor, submitted to [kiite@keele.ac.uk](mailto:kiite@keele.ac.uk) and approved by the HEA Fellowship CPD Route Programme Lead (who will assess your professional experience in relation to the category of Fellowship being sought), before you are sent the induction videos.

The purpose of this form is to allow you to provide a brief overview of your higher education career and your teaching and/or supporting learning roles and responsibilities to date. Before you submit this registration form you should thoroughly consult the HEA Fellowship CPD Route Webpages (<https://www.keele.ac.uk/kiite/workingwithstaff/staffdevelopment/heacpdroute/>) to familiarise yourself with the programme and the different categories of Fellowship. You may also wish to talk to your Line Manager, Head of School or PhD Supervisor to gain advice and/or contact the HEA Fellowship CPD Route Programme Lead if you have any questions.

**Staff Contact Details**

**HEA Fellowship CPD Route Programme Lead:** Catherine Chambers

**HEA Fellowship CPD Route Administrator:** ([kiite@keele.ac.uk](mailto:kiite@keele.ac.uk))

**Section A – Personal and Factual Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| **Name** |  | | |
| **School/Department/Institute** |  | | |
| **Job Position/Role** |  | | |
| **Line Manager, Head of School or PhD Supervisor** |  | | |
| **Fellowship Details** | | | |
| **Intended Submission Date for Application** | | **Fellowship Category** | |
| 19 January 2024 |  | Associate Fellow |  |
| 17 May 2024 |  | Fellow |  |
| 13 September 2024 |  | Senior Fellow |  |
|  |  | Principal Fellow |  |
| Later (please specify Jan, May, or Sept 2025 |  |  |  |

**Section B – Method of Submission**

Please visit the webpages to read about the two different submission routes for SFHEA and PFHEA.

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| --- | --- | --- |
| **Fellowship Category** | **Written application** | **Written application with professional discussion\*** |
| **Associate Fellow** |  | Not an option for AFHEA |
| **Fellow** |  | Not an option for FHEA |
| **Senior Fellow** |  |  |
| **Principal Fellow** |  |  |

**\* Please note: We strongly encourage all Principal Fellow applicants to opt for the Professional Discussion**

**Section C – Your HEA Fellowship CPD Route Mentor**

Applicants working towards Fellowship, Senior Fellowship and Principal Fellowship will work with a HEA Fellowship CPD Route Mentor whilst writing their application, who will provide specific and bespoke support in relation to the application writing process. The mentor will not support or coach applicants in any other areas of their professional practice. **Associate Fellowship applicants are supported directly by the programme lead and will not have an individual HEA Fellowship CPD Route mentor**.

Some applicants will identify a local mentor (i.e. within their own department/school/institute) in discussion with their Line Manager/Head of School/PhD Supervisor and/or the HEA CPD Route programme lead, before attending a HEA CPD Route induction workshop. Alternatively, applicants may have a mentor allocated (from a pool of trained mentors) by the programme lead after attending an induction workshop. Individuals should not be mentored by their line manager or Head of School, i.e. the relationship will be non-hierarchical and outside of the normal line management relationship.

The most important factor for applicants when considering choice of mentor, is that the mentor has a good understanding of the UKPSF and familiarity with the HEA Fellowship CPD Route application processes and procedures. All of the HEA Fellowship CPD Route trained mentors have expert knowledge of the UKPSF and HEA Fellowship CPD Route; most are Senior Fellows (as well as some Fellows and Principal Fellows) of the HEA that have previously completed the HEA CPD Route programme.

If you have identified a mentor before submitting this form please indicate the name of your mentor below. If you would like to be allocated a mentor after the induction workshop, please leave this section of the form blank for now.

**Name of Mentor:**

**Mentor Job Position/Role:**

**Section D – Teaching and/or Supporting Learning Roles and Responsibilities**

In this section please briefly outline your principal teaching and/or supporting learning roles and responsibilities within your current job role at Keele, and then more broadly over the last,

* 1-3 years for Associate Fellow and Fellow
* 3-5 years for Senior Fellow
* 5-10 years for Principal Fellow.

Roles and responsibilities listed need to be relevant to the category of fellowship you are applying for, please consult the ‘Which category of fellowship?’ Matrix on the webpages to ensure that you are including activities relevant to the category of fellowship being sought.

**Please note:** applicants for Associate Fellowship must indicate their **total number of hours experience** of front-line delivery to learners, e.g. lecturing, facilitating seminars/tutorials/ workshops, 1:1 supervision, lab demonstration that involves teaching activities, online tutoring/distance learning, etc.

|  |  |  |
| --- | --- | --- |
| **Current Teaching and/or Supporting Learning Roles and Responsibilities at Keele**  \*please add rows as needed\* | **From** | **To** |
|  |  |  |
|  |  |  |
| **Teaching and/or Supporting Learning Roles and Responsibilities over last 5 – 10 Years**  \*please add rows as needed\* | **From** | **To** |
|  |  |  |
|  |  |  |

**Section E – Professional Development Activities**

Please briefly outline the principal CPD activities you have engaged in over the last five years in relation to the development of your teaching, learning, assessment, scholarship, academic and professional practice. Include details of any relevant pedagogic research, publications, presentations and awards. Please limit your entries to what is most relevant to your application.

|  |  |  |
| --- | --- | --- |
| **Professional Development Activities**  \*please add rows as needed\* | **From** | **To** |
|  |  |  |
|  |  |  |

**Section F – Referees and Advocates**

Please provide the names of your two referees for Associate Fellow, Fellow and Senior Fellow or three advocates for Principal Fellow (visit the webpages for information about choosing referees/advocates).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Referee 1/Advocate 1** | **Referee 2/Advocate 2** | **Advocate 3 (PFHEA only)** |
| **Name** |  |  |  |
| **Job Position** |  |  |  |
| **Email Address** |  |  |  |

**Section G – Sign and Date**

Please complete, sign and date your registration form and forward it to your Line Manager, Head of School or PhD Supervisor for endorsing and signing. Please then send your completed form to [kiite@keele.ac.uk](mailto:kiite@keele.ac.uk); you will receive notice of its receipt. Once your registration has been approved by the HEA CPD Route Programme Lead, you will be sent an email with the induction workshop resource and further instructions.

**Date:**

**Signed by Applicant:**

**Date:**

**Signed by Line Manager/Head of School/PhD Supervisor:**