

PG Cert LTHE Policy in relation to University academic staff

Professional Recognition Requirements

1. The following job roles (standard academic or teaching focussed contracts) are regarded to be substantive teaching/lecturer contracts for the purposes of this policy:
 - Lecturer
 - Senior Lecturer
 - Principal Lecturer
2. All staff employed by the University on substantive teaching/lecturer contracts with less than three years' full-time experience of teaching in higher education are ordinarily expected to gain **Fellowship of the HEA (FHEA)*** within three years of commencing employment at the University, via successful completion of the PG Certificate in Learning and Teaching in Higher Education (PGCLTHE). This paragraph does not apply to staff engaged on Associate Lecturer contracts, in respect of whom please see paragraph 6.
3. All staff employed by the University on substantive teaching/lecturer contracts with more than three years' full-time experience of teaching in higher education, are expected to gain Fellowship of the HEA (FHEA)* via the Worcester Scheme. This paragraph does not apply to staff engaged on Associate Lecturer contracts, in respect of whom please see paragraph 6.
4. The University will offer a place on the PGCLTHE to staff employed by the University on substantive teaching/lecturer contracts at the Head of School's request and the member of staff meets the Eligibility Criteria, subject to places being available.
5. The University encourages all other staff (i.e. those not covered by paragraphs 2 and 3 above, including research students) who teach or provide learning support for students on University validated programmes of study to engage with professional development for their teaching and where appropriate, to gain professional recognition, usually at Associate Fellowship (AFHEA) level.
6. Associate Lecturers who meet the Eligibility Criteria will be offered places on the first module only of the PGCLTHE, subject to the availability of places and the written support of their Head of School, normally in their second contracted year with the University. Associate Lecturers complete the module in their own time: however as long as the Associate Lecturer meets the Eligibility Criteria, the Associate Lecturer will not be required to pay the module fees. If the Associate Lecturer continues to meet the Eligibility Criteria, after successful completion of the first module, Associate Lecturers can apply to complete the whole qualification, however this will be at their own expense, in their own time and provided that they continue to meet the Eligibility Criteria. All Associate Lecturers are also invited to attend the **New to Teaching in HE workshops** (see para 14 below).

7. Research students can work towards AFHEA (or FHEA if they have appropriate teaching experience) via either the Worcester Researcher's Teaching Award programme,ⁱ or for those who meet the Eligibility Criteria, via completion of the first module of the PGCLTHE. This would normally be in the student's second year of registration, and is subject to places being available and the written recommendation of the Supervisor and Head of School. If the research student continues to meet the Eligibility Criteria, after successful completion of the first module, and confirmation of successful completion of the RDB1 process, research students can apply to complete the whole qualification, at their own expense and in their own time, provided that they continue to meet the Eligibility Criteria, and provided that their Director of Studies is satisfied that this will not adversely impact on their research programme.
8. Organisations which offer courses which have been validated by the University are referred to in this policy as University Partner Organisations.
9. Registered Lecturers (i.e. staff employed by University Partner Organisations and who teach on University validated programmes) who meet the Eligibility Criteria will be accepted onto the first module or the PGCLTHE in full, subject to places being available. See paragraph 15 below for fee details.

Eligibility Criteria

10. In order to be accepted on to the PGCLTHE, applicants must meet the Eligibility Criteria. These are that the applicant should:
 - normally be engaged in a minimum of 4 hours per week of teaching and/or learning support in the semester in which they undertake the first module of the PGCLTHE, and
 - normally have a contract for at least 50 hours of teaching in the academic year if they are completing the whole PGCLTHE. Please also note that in order to gain FHEA status, this must include the applicant planning and delivering their own teaching sessions, rather than just delivering other people's teaching sessions.
11. This Eligibility Criteria remains in place for any period during which an individual is enrolled on the PGCLTHE. This teaching need not be undertaken at the University of Worcester. However, the University will require, to its satisfaction, evidence of contracted teaching and/or learning support time must be provided in relation to each module of the course.

Module/Course Fees

12. Staff will not be required to pay module/course fees for the PGCLTHE where:
 - a. they remain employed by the University on substantive teaching/lecturer contracts;
 - b. the requirement to complete the PGCLTHE is requested by the Head of School and
 - c. they meet the Eligibility Criteria.
13. All other staff (i.e. those not covered by paragraphs 2 and 3 above, including research students) who teach or provide learning support for students on University validated programmes of study will not be required to pay module fees for the first module of the

PGCLTHE, where:

- d. they remain employed by the University;
 - e. completion of the first module of the PGCLTHE is required by their Head of School and
 - f. they meet the Eligibility Criteria.
14. Associate Lecturers will not be required to pay module fees for the first module of the PGCLTHE, where:
- g. they remain employed by the University;
 - h. completion of the first module of the PGCLTHE is required by their Head of School; and
 - i. they meet the Eligibility Criteria.
15. Module/Course fees for Registered Lecturers (ie staff employed by University partner organisations who teach on University validated programmes) who meet the Eligibility Criteria are payable by the partner organisation or individual at 50% discount.
16. The University is mindful of the support and development needs of those staff (and research students) starting their careers in higher education and those for whom teaching and learning support on University validated programmes of study is not the primary focus of their responsibilities. "New to Teaching in HE" workshops, aimed specifically at staff who are commencing a career in higher education teaching, or who are simply new to teaching HE students, are offered as part of the University staff and professional development programme. These are open to any member of University staff and are also open to Registered Lecturers employed by partner organisations. There are no fees for the workshops and participation is subject to the agreement of the relevant Head of School. Associate Lecturers, sessional or other hourly paid staff employed by the University may be paid the Associate Lecturer flat rate pay at point 30, for attendance.

Staff who leave the employment of the University (or collaborative partner of the University)

17. A member of staff whose employment with the University (or University Partner Organisation) comes to an end (howsoever caused) but continues to meet the Eligibility Criteria may, at the discretion of the University, be permitted to complete the module which they are undertaking at the time that their employment comes to an end, save for in the circumstances listed in paragraph 18 below. If they wish to undertake further modules on the course, they must do so at their own cost and they must have the permission of the University to continue on the course.
18. A member of staff whose employment with the University (or University Partner Organisation) comes to an end (howsoever caused) after they have completed the first two modules of the PGCLTHE but before completion of the final module of the PGCLTHE may, at the discretion of the University, and subject to continuing to meet the eligibility criteria, be permitted to complete the award, subject to the individual (or employing organisation) paying the appropriate fee. Alternatively, credit for modules completed can be transferred, subject to recognition of prior learning by the receiving institution.

Applications

19. Applications to join the PGCLTHE or the first module, should be received by the date published on University webpages. <https://www.worc.ac.uk/courses/teaching-and-learning-in-higher-education-pg-cert.html>

**NB At the time of issuance of this policy, the HEA has recently moved into a new organisation, AdvanceHE. For the immediate future, fellowships are still being referred to as HEA Fellows.*

Primary Contact	Human Resources
Date of Commencement	September 2019
Amendment Dates	N/A
Date for Next Review	July 2022
Related Policies, Procedures, Guidance, Forms or Templates	Probation Policy
Policies/Rules Superseded by this Policy	N/A