

# ***GOLD D2 Fellow - Guidance for Referees writing a supporting statement***

IMPORTANT INFORMATION – Please read before using this guide

This Guidance document is only for referees that are providing supporting statements for candidates using the Professional Standards Framework (PSF) 2023 and who enrolled onto our GOLD scheme **after** 1<sup>st</sup> September 2024.

If they enrolled onto the GOLD scheme before 11.59pm 31st August 2024, they will be developing and submitting an application using the UKPSF 2011 version. There is a separate Guidance to use, which our team can send to you if you do not have a copy.

If you are or think the candidate you are supporting is to use UKPSF 2011 please **DO NOT** use this PSF 2023 version as it is different from UKPSF 2011. Please confirm with our GOLD team before going ahead via [gold@gre.ac.uk](mailto:gold@gre.ac.uk).

<b>1. Introduction .....</b>	<b>3</b>
1.1 Advance HE Professional Standards Framework (PSF) transition 2024/25.....	3
<b>2. The function of the supporting statement .....</b>	<b>4</b>
2.1 Requirements for referees.....	4
First supporting statement.....	4
<b>Candidate requirements for D2 Fellowship.....</b>	<b>6</b>
<b>3. The Professional Standards Framework 2023 (PSF 2023) .....</b>	<b>8</b>
<b>4. Preparing to write your supporting statement .....</b>	<b>12</b>
4.1 Format of the supporting statement .....	12
<b>5. After completing your supporting statement.....</b>	<b>13</b>
<b>6. Quality Assurance Process .....</b>	<b>13</b>
<b>7. Contacting our GOLD team.....</b>	<b>13</b>

# 1. Introduction

Thank you for agreeing to provide a Supporting Statement required to verify and endorse an application for Fellowship through the Greenwich GOLD scheme. An application for Fellowship requires **two Supporting Statements**; one of which must be provided by the candidate's approved GOLD Mentor.

This guidance and the associated GOLD D2 Fellow - Supporting Statement proforma PSF 2023 (separate Word document) have been designed to help you structure your Supporting Statement to provide the information required by Advance HE, as explained below. The Supporting Statement proforma is available on the GOLD website. Please read the proforma in conjunction with this referee guidance document before you complete your FHEA Supporting Statement.

## 1.1 Advance HE Professional Standards Framework (PSF) transition 2024/25

The GOLD scheme is in a period of transition in 2024/2025 as we move from using UKPSF 2011 to the new PSF 2023. This guidance is for those who are supporting a candidate **using PSF 2023 only**. If the candidate sent their Registration of Intent (RoI) form to the GOLD team and enrolled onto the GOLD scheme *before* 31<sup>st</sup> August 2024, they will be continuing to use UKPSF 2011 and will have their GOLD applications reviewed using UKPSF 2011. All candidates in this existing group have been contacted by the GOLD team to remind them that they should **only use UKPSF 2011** versions of the Mentee Development workshop resources, handbooks, application forms and supporting statements etc.

If you are supporting a candidate on UKPSF 2011 you need to email [GOLD@greenwich.ac.uk](mailto:GOLD@greenwich.ac.uk) and request a copy of the **FHEA Guidance for referees UKPSF 2011**. Please do not refer to this Handbook as the new PSF 2023 is different to the previous UKPSF 2011 version.

All candidates who register onto the GOLD scheme from **1<sup>st</sup> September 2024** onwards will all be working on PSF 2023 only and will have their applications reviewed using this new version. To avoid confusion and to maintain version control the GOLD website now (September 2024) only contains PSF 2023 versions of all documents and guides. If you have a UKPSF 2011 mentee please remind them that they should not be using the GOLD website (or any other resource bank/website e.g The Advance HE website) as they will have/are likely to have PSF 2023 versions only, which will not apply to them. If you or the candidate you are supporting have any queries, please email [GOLD@greenwich.ac.uk](mailto:GOLD@greenwich.ac.uk) ASAP and we can assist you.

## ***2. The function of the supporting statement***

Please note that the referee statement supporting an application for Fellowship is not the same as a job application or promotion reference. The award of Fellowship is based on peer recognition of professional practice and as such you are being asked to verify and endorse this application as a valued peer who has expertise in teaching and learning in higher education (HE).

During the Fellowship review process, both the independent Supporting Statements will be used to confirm that the application presents a fair and accurate reflection of the applicant's higher education practice.

### ***2.1 Requirements for referees***

Two supporting statements are required for a D2 Fellowship Application. To be eligible to provide a supporting statement you must:

- Have current experience of working in higher education
- Be familiar with the PSF 2023
- Have current first-hand knowledge of the candidate's professional practice

Having worked closely with the candidate, you should have first-hand knowledge of their HE professional practice and be in a position to verify and endorse their effective and inclusive practice within the context in which they teach and support learning. You should be able to confirm that the applicant has represented their practice accurately and provide your opinion that they demonstrate the Descriptor 2 criteria of the **Professional Standards Framework for teaching and supporting learning in higher education** (PSF 2023).

The application for Fellowship is based on current and recent HE practice (within the last 3 years). Please note that the Supporting Statements for applications for Fellowship should reflect professional relationships; i.e. not be from family members or based on personal friendships. The statement will be your independent and authentic account to verify and endorse the application. If you no longer work with the applicant, it is important that you are familiar with their recent practice. You are required in the Fellowship supporting statement proforma to indicate how long you have worked together.

#### ***First supporting statement***

The first supporting statement must be provided by the approved GOLD mentor supporting the candidate. As part of your role as their GOLD mentor, you will be responsible for undertaking their teaching observation, which is required for D2 Fellowship Applications. This teaching observation undertaken must take place

within 12 months of your mentee submitting their application and must be mentioned in your supporting statement. The referee providing the second supporting statement is not required to undertake a teaching observation.

For further guidance about your role as a GOLD mentor, please read our GOLD D2 Fellow – Mentor Handbook PSF 2023, which is available via our webpage.

# ***Candidate requirements for D2 Fellowship***

The PSF 2023 sets out the **professional standards for higher education (HE)**. All the experience and evidence included in an application for Fellowship **must** relate to teaching and/or support for learning practice related to **higher education** provision, such as:

- level 4 or above within the Framework for Higher Education Qualifications (FHEQ) in England, Wales and Northern Ireland, or equivalent;
- level 7 or above within the Scottish Credit and Qualifications Framework (SCQF) in Scotland on the Framework for Qualifications of Higher Education Institutions (FQHEIS) or equivalent;
- level 5 or above of the European Qualifications Framework;
- first cycle or above of the Qualifications Framework in the European Higher Education Area (QF-EHEA);
- level 5 or above of the Australian Qualifications Framework (AQF) or equivalent;
- level 5 or above of the New Zealand Qualification Framework (NZQF) or equivalent;
- Other equivalent higher education frameworks;

Activity focused on supporting learners within a Higher Education context, providing the learner(s) are enrolled on a Higher Education Qualification may also be considered as evidence equivalent to the higher education frameworks above;

- Foundation Year programmes;
- Pre-sessional English courses for international degree students designed to develop academic skills;
- Professional CPD programmes that are designed to develop and extend existing graduate/postgraduate level skills, knowledge and understanding, e.g. GP training, etc.

Delivery of some **non-accredited continuing professional development** for academic and learning support staff may also be considered as evidence equivalent to the higher education frameworks.

The PSF 2023 acknowledges the wide variety of local and global contexts in which higher education operates, and the diverse practices and roles that contribute to high-quality learning.

In defining what constitutes higher education teaching and learning within different national contexts in order to determine eligibility for fellowship, Advance HE uses **UK ENIC** (UK National Information Centre) for information about global education frameworks and qualifications. Programmes will be defined as HE for the purposes of staff teaching and supporting learning on the programme being eligible for fellowship if they are an integral part of a programme defined as higher education within the context of the country of study. If the candidate you are supporting are a

UK/TNE partner where they are teaching UK levels 1 to 3 i.e. Further Education (FE), this is not appropriate in terms of applying for FHEA. All evidence and experience mentioned in an application must relate to higher education (foundation degree/degree etc.) in the terms specified above by Advance HE.

### 3. The Professional Standards Framework 2023 (PSF 2023)

The Professional Standards Framework 2023 (PSF 2023) for teaching and supporting learning in higher education provides a comprehensive set of professional standards and guidelines for all those who are involved in teaching and supporting learning in higher education. The PSF 2023 can be used by individuals to plan their development and evidence their practice to achieve professional recognition, by institutions as a basis for initial and continuing professional development and recognition programmes, and at a national level to improve teaching quality and celebrate success.

The PSF 2023 acknowledges the wide variety of local and global contexts in which higher education operates, and the diverse practices and roles that contribute to high-quality learning.

The Professional Standards Framework (PSF) 2023 consists of two components: **Descriptors and Dimensions**.

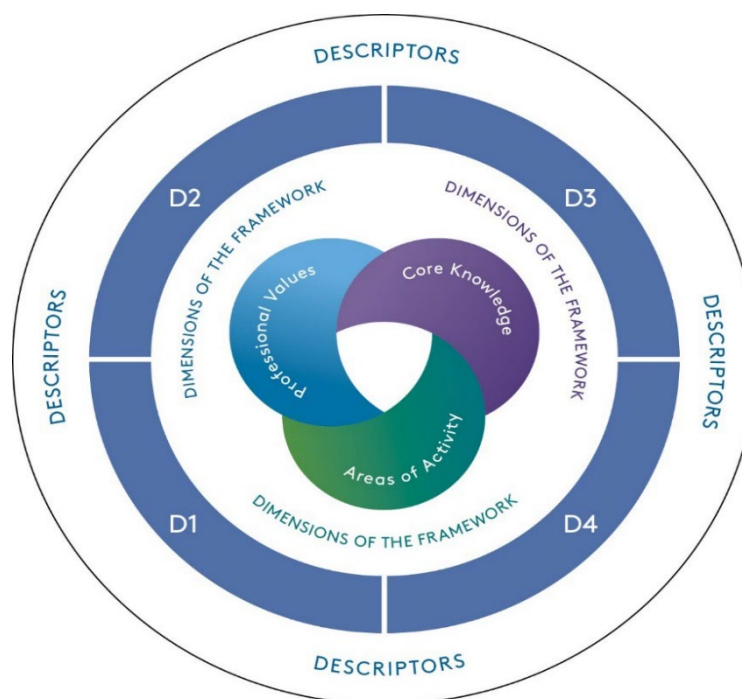


Figure 1: Professional Standards Framework (PSF) 2023



This GOLD Mentor handbook provides guidance related to **Descriptor 2** which is the basis for the award of **Fellowship**.

Descriptor 2 (D2) is suitable for individuals whose practice enables them to evidence **all Dimensions**.

Effectiveness of practice in teaching and/or support of learning is demonstrated through evidence to meet the **three Descriptor 2 criteria statements, D2.1, D2.2 and D2.3**, which are the basis for the award of Fellowship. These criteria statements incorporate all 15 Dimensions as shown in Figure 2 below.

**Descriptor 2** is suitable for individuals whose practice enables them to evidence all Dimensions. Effectiveness of practice in teaching and/or support of learning is demonstrated through evidence of:



Figure 2: PSF 2023 Descriptor 2 showing the three Descriptor 2 criteria statements D2.1, D2.2 and D2.3

The **PSF 2023 Dimensions are 15 statements** which inform and describe practice. Essential to professional practice, these Dimensions identify what professionals do to enable high-quality teaching and/or support of learning in higher education.

The Dimensions of the Framework (PSF 2023) are arranged as **three related sets** of five **Professional Values**, five forms of **Core Knowledge** and five **Areas of Activity**.

**Professional Values (V1-5):** underpin all forms of Core Knowledge and Areas of Activity. They are the foundation of professional practice.

**Core Knowledge (K1-5):** informed by the Professional Values, representing key forms of knowledge required to undertake the Areas of Activity. There are multiple and diverse forms of knowledge which are connected to and shaped by communities and contexts.

**Areas of Activity (A1-5):** bring together the Professional Values and forms of Core Knowledge, showing the essential activities that support delivery of effective practice.

Descriptor 2 requires evidence of effective practice for all PSF 2023 Dimensions, **all** 15 Dimensions as shown below (and Figure 2 above):

Descriptor 2 is suitable for individuals whose practice enables them to evidence all Dimensions. Effectiveness of practice in teaching and/or support of learning is demonstrated through evidence of:

- **D2.1:** use of all five Professional Values
- **D2.2:** application of all Core Knowledge
- **D2.3:** effective and inclusive practice in all five Areas of Activity

For your information, the Descriptor 2 criteria of the PSF 2023 are set out below:

D2 is suitable for individuals whose practice with learners has breadth and depth, enabling them to evidence all Dimensions. Effectiveness of practice in teaching and/or support of high-quality learning is demonstrated through evidence of:

### **D2.1. Use of all five Professional Values**

V1: respect individual learners and diverse groups of learners

V2: promote engagement in learning and equity of opportunity for all to reach their potential

V3: use scholarship, or research, or professional learning, or other evidence-informed approaches as a basis for effective practice

V4: respond to the wider context in which higher education operates, recognising implications for practice

V5: collaborate with others to enhance practice.

## **D2.2. Application of all five forms of Core Knowledge**

K1: how learners learn, generally and within specific subjects

K2: approaches to teaching and/or supporting learning, appropriate for subjects and level of study

K3: critical evaluation as a basis for effective practice

K4: appropriate use of digital and/or other technologies, and resources for learning

K5: requirements for quality assurance and enhancement, and their implications for practice.

## **D2.3. Effective and inclusive practice in all five Areas of Activity**

A1: design and plan learning activities and/or programmes

A2: teach and/or support learning through appropriate approaches and environments

A3: assess and give feedback for learning

A4: support and guide learners

A5: enhance practice through own continuing professional development.

Therefore, for the award of Fellow, the applicant must demonstrate that their HE practice evidences all Professional Values, Core Knowledge and Areas of Activity of the PSF 2023.

## 4. *Preparing to write your supporting statement*

The GOLD candidate needs to first provide you with their GOLD application form, which will include their Reflective Account of Professional Practice (RAPP). The word limit for this is 3000-words. This should be shared across all five Areas of Activity in the RAPP.

Please read this account **before** you begin to write your Supporting Statement to verify its accuracy.

### 4.1 *Format of the supporting statement*

A GOLD Supporting Statement proforma specifically for FHEA GOLD PSF 2023 candidates is available on the GOLD website.

In association with the Descriptor 2 criteria of the PSF 2023, as a guide, you should comment on the following in your Supporting Statement:

- your own personal experience of the applicant's recent and effective HE practice;
- any inclusive practice and/or contribution to developments by the applicant in teaching and/or supporting learning within their context as appropriate;
- your perspective on the practical examples provided within the application to illustrate the Fellowship requirements;
- **For the first referee only (approved GOLD mentor)** - comment about the teaching observation that you undertook, making sure to reference the date that this took place.

## ***5. After completing your supporting statement***

Once you have completed the Supporting Statement Template, please return it to your GOLD mentee as a PDF. Your GOLD mentee will include the Supporting Statement in their application and will send it to GOLD with their FHEA application form.

## ***6. Quality Assurance Process***

As part of the process, you will be asked to confirm that you have written the Supporting Statement yourself and that the information you have provided has been written specifically for this particular GOLD candidate.

As part of GOLD's ongoing quality assurance process GOLD does reserve the right to check Supporting Statements for individual authenticity by means of textual review using plagiarism detection software. If there are any concerns regarding the professional integrity of the Supporting Statement, the statement will not be accepted.

## ***7. Contacting our GOLD team***

If you have any queries or questions relating to GOLD Supporting Statements please email [GOLD@greenwich.ac.uk](mailto:GOLD@greenwich.ac.uk) and we will be happy to assist you.