Reference Template: Award in HE (ALTHE)

Please send this as an email or headed signed letter to: [ltheprog@greenwich.ac.uk](mailto:ltheprog@greenwich.ac.uk), copying in [sdu@greenwich.ac.uk](mailto:sdu@greenwich.ac.uk) . If you have any queries regarding this template, please email [ltheprog@greenwich.ac.uk](mailto:ltheprog@greenwich.ac.uk) .

**RE: Name of Staff Member, Staff Number, Banner ID**

I can confirm that (name of Staff Member) is a University of Greenwich employee and that he/she/they do[es] not have a formal teaching qualification.

I support his/her/their application as their line manager to study for an Award of Institutional Credit in Learning and Teaching (delete as necessary) qualification at the University of Greenwich in the academic year 2024-25.

I confirm that he/she/they will be teaching for at least 25 hours at Level 4 or above and will be working at Descriptor 1 of the [UK Professional Standards Framework](https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf).

I will ensure they are given the time and support to do this, including a mentor in their discipline who can complete at least one observation of their teaching.

Yours sincerely,

Line manager name

Line manager contact details