GOLD D1 Associate Fellow - Application Form

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| **IMPORTANT INFORMATION – Please read before using this form**  This application form is only for candidates using the Professional Standards Framework (PSF) 2023 and who enrolled onto our GOLD scheme **after** 1 September 2024.  If you enrolled onto the GOLD scheme before 11.59pm 31 August 2024 you will be developing and submitting your claim using the UKPSF 2011 version. There is a separate application form for you to use, which our team can send to you if you do not have a copy.  If you are or think you are eligible to use UKPSF 2011 please **DO NOT** use this PSF2023 version as it is different from UKPSF 2011. Please confirm with our team before going ahead. Contact us via [GOLD@greenwich.ac.uk](mailto:GOLD@greenwich.ac.uk) |

**Please note we will only accept applications from mentees’ who have enrolled onto our GOLD scheme and are being supported by an approved GOLD mentor.**

**Before you start to use this application form** you will need to refer to the following documents/guidance:

* The [Advance HE Fellowship Category Tool](https://www.advance-he.ac.uk/form/fellowship-decision-tool-2023) will help you to determine whether Associate Fellowship is the most appropriate category of Fellowship for you at this point;
* The [Professional Standards Framework for teaching and supporting learning in higher education (PSF 2023)](https://s3.eu-west-2.amazonaws.com/assets.creode.advancehe-document-manager/documents/advance-he/PSF%202023%20-%20Screen%20Reader%20Compatible%20-%20final_1675089549.pdf) – the award of Associate Fellowship is based on the criteria of Descriptor 1 (PSF 2023, p.7) being evidenced;
* GOLD D1 Associate Fellow – Mentee Handbook PSF 2023
* GOLD D1 Associate Fellow - Mentee Guide to the PSF 2023 Dimension (both of which are available on our GOLD webpage).

Your application for Associate Fellowship consists of 6 sections;

**Section 1 – Personal Information**. This includes confirmation of your teaching observation if you have selected to evidence A2;

**Section 2 – Outlining your professional context**. This is a 300-word factual overview of your roles, activities and responsibilities in relation to supporting Higher Education Learning. This is not assessed as part of your application, but it must be included. You should not include any mapping to the Dimensions of PSF 2023 within this section;

**Section 3 – Reflective Account of Professional Practice**. For written submissions, this is a 1,400-word reflective narrative shared across two Areas of Activity (recommended 700 words for each Area of Activity). For Screencast submissions, this is a 15-minute recording (recommend 6-7 minutes for each Area of Activity), where you must provide a working link to it;

**Section 4 – Professional Development Action Plan**. This is a 350-word action plan of your professional development around learning and teaching for the next year. This is not assessed as part of your application, but it must be included;

**Section 5 – Bibliographic reference list**. All citations mentioned in your application (including those used in screencast recordings) must be listed here. There is no word limit for this;

**Section 6 – Pre-submission Checklist**. This is a list of prompts that you are required to acknowledge to ensure that you have fulfilled all the requirements for this application.

You should be referring to the GOLD D1 Associate Fellow – Mentee Handbook PSF 2023, the GOLD D1 Associate Fellow - Mentee Guide to the PSF 2023 Dimensions and Descriptor 1 of the PSF 2023 throughout as you develop and draft your application to ensure that you are writing to meet the requirements. Remember that your GOLD application will be reviewed against Descriptor 1 of the PSF 2023.

You must structure your Reflective Account of Professional Practice (RAPP) around **two** of the five Areas of Activity. Please write your reflective narratives in each of the boxes below and change the heading to indicate which Area of Activity you have chosen to evidence.

When you have finalised your application, you must send it to your GOLD mentor so that they can write their Supporting Statement. Please direct your GOLD mentor to the **GOLD D1 Associate Fellow - Guidance for Referees PSF 2023** guidance document for more information on writing a Supporting Statement. They must use the **GOLD D1 Associate Fellow - Supporting Statement Proforma PSF 2023** and return a completed copy to you. Both these documents can be found and downloaded from our GOLD website.

[Your completed application form and supporting statement from your GOLD mentor must be uploaded and submitted via our online route here](https://forms.office.com/Pages/ResponsePage.aspx?id=CvQWNelaVkm7qzlRYuWJzrS60bcrwlBPg3nLWVm6ZJNURUQ2QlgwMkk5U1E3OTZEQTJBR1hOVzg3NCQlQCN0PWcu).

There are four submission points a year; September, November, March and May. [You can find all our application submission review dates on our webpage here](https://www.gre.ac.uk/learning-teaching/gold/application).

# SECTION 1: Personal Information

This section must be completed for written and screencast submissions.

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| **Name** |  |
| **Job Title/Role** |  |
| **Faculty/Directorate** |  |
| **School/Department** |  |
| **Length of employment at University of Greenwich** |  |
| **Full or part time**  Please specify fractional equivalent if you are hourly paid |  |
| **Total years of employment in Higher Education** |  |

## Approved GOLD Mentor supporting your claim

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| **Name** |  |
| **Email address** |  |

## Qualifications & Awards

Please list any relevant qualifications or awards you already hold below that relate to learning and teaching

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| --- | --- |
| Qualification | Date of attainment |
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## Important Notice

The word limits stated in this application are the maximum. You must state the total number of words of each section where requested. Any applications that exceed these limits will be returned (including screencasts if they are over the time allowance). Any applications with missing items e.g. bibliographic reference list, supporting statements etc., will be returned and will not be reviewed.

## Privacy Statement

For the purposes of the GOLD Professional Development Framework, the University of Greenwich processes the following personal data about you, as provided in your application form:

* Name
* Contact details
* Qualifications
* Experience and skills
* Personal reflections.

The retention period for this data is the current annual year + 1. Retention periods are based on our retention schedule. This data is used in order to take a decision on your GOLD application and is shared with the GOLD Administrator and a small number of GOLD Reviewers. Your application may also be selected for review by our External Examiner. Our GOLD Reviewers and External Examiner are bound by confidentiality obligations. We rely on the following legal basis for processing the data: Contract with the individual; this is in order to comply with our employment contractual obligations in relation to continuing professional development.

If your application is successful, we will share your name and email address with Advance HE for the purposes of registering you as an Associate Fellow of Advance HE. For more information about how Advance HE will collect, generate and use personal information about you please see <https://www.advance-he.ac.uk/privacy/my-advance-he>

You have rights as a Data Subject. You can see more information about those rights on our website.

To contact the University of Greenwich Data Protection Officer and University Secretary, email: [compliance@gre.ac.uk](mailto:compliance@gre.ac.uk)

To support the University in meeting the aims and commitments set out in its equality policy, we seek to collect EDI information from all GOLD candidates. Completion of the EDI monitoring form is voluntary, and data collected is treated confidentially and in accordance with GDPR regulations.

## Selected Areas of Activity and Teaching Observation

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| **Please selected which two Areas of Activity you are claiming for below:**  For Associate Fellowship you need to demonstrate two of the five areas of activity. |
| A1  A2  A3  A4  A5 |
| **Please state below the date of your teaching observation:**  This only needs to be completed if you are claiming for A2 in your application. Your teaching observation needs to be completed by your GOLD mentor and must have taken place within the past 12 months from the date that you submit your application. |
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# SECTION 2: Outlining your professional context

This section must be completed for written **and** screencast submissions.

Please give a succinct factual overview (300 words maximum) of your roles, activities and responsibilities in relation to supporting HE learning, and those you have held over the last three years, at University of Greenwich or elsewhere in the HE sector. Where appropriate, include (year) dates of the activities and experience you include.

This context statement is not assessed by the GOLD reviewers, but you must include it. Its purpose is to briefly introduce you and to outline your roles and responsibilities and your context to the reviewers. You must not map the context statement to Dimensions of PSF 2023.

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| **Professional Context**  300 words maximum |
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# SECTION 3a: Reflective Account of Professional Practice (RAPP) (Written submission only)

This section must be completed for written submissions.

This is the heart of your application, where you present your reflections on, and explanation of, your professional practice in your various roles, linked to scholarship of teaching and learning, and including evidence of your effectiveness from third parties (students, colleagues, externals).

You should organise this section under your **TWO** chosen Areas of Activity. Please do NOT use bullet or numbered points. Please do NOT include any links or appendices; reviewers will only look at your application form, screencast recording (if applicable) and your supporting statement.

Within the RAPP you should not only share *what* you do, but also *how* you do it, *why* you do it that way, and *how* you know it is effective. It is a personal account but should include short quotations/evidence from third parties and citations from authors on learning and teaching as appropriate. Because it is a personal account, it should be original and unique to you, and the GOLD team reserves the right to make checks that this is so.

Please refer to the **GOLD D1 Associate Fellow - Mentee Handbook PSF 2023** and **GOLD D1 Associate Fellow - Mentee Guide to the PSF 2023 Dimensions** for further guidance.

Your RAPP should be no longer than 1400 words – We recommend about 700 words for each area. This includes all in text citations, all mapping and all quotes/testimonials/tables etc. The words limits are final and do not allow for a “10% over” rule. Any applications that exceed the word count will be rejected.

Do not list your bibliographic references in Section 3, please collate them into one place in Section 5.

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| **First Area of Activity**  Recommended 700 words |
| Please specify the selected Area of Activity:  A1  A2  A3  A4  A5 |
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| Please state the word count of your first Area of Activity below: |
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| **Second Area of Activity**  Recommended 700 words |
| Please specify the selected Area of Activity:  A1  A2  A3  A4  A5 |
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| Please state the word count of your second Area of Activity below: |
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| Please stated the total word count for both parts below:  1400 words maximum  This includes all in text citations, all mapping and all quotes/testimonials/tables etc. The words limits are final and do not allow for a “10% over” rule. Any applications that exceed the word count will be rejected. |
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# SECTION 3b: Reflective Account of Professional Practice (Screencast Submission only)

This section must be completed for Screencast submissions.

This is the heart of your application, where you present your reflections on, and explanation of, your professional practice in your various roles, linked to scholarship of teaching and learning, and including evidence of your effectiveness from third parties (students, colleagues, externals).

Within the RAPP you should not only share *what* you do, but also *how* you do it, *why* you do it that way, and *how* you know it is effective. It is a personal account but should include short quotations/evidence from third parties and citations from authors on learning and teaching as appropriate. Because it is a personal account, it should be original and unique to you, and the GOLD team reserves the right to make checks that this is so.

Please refer to the **GOLD D1 Associate Fellow - Mentee Handbook PSF 2023** and **GOLD D1 Associate Fellow - Mentee Guide to the PSF 2023 Dimensions** for further guidance.

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| **Please provide the link to your screencast recording below**  Maximum time length 15 minutes (Recommend 6-7 minutes for each Area of Activity). The time limit is final and does not allow for a “10% over” rule. Any screencasts that exceed this time limit will be rejected.  Please ensure that the access permissions on your video are open for our central GOLD team and GOLD reviewers to be able to access. If you need assistance with this please contact our team via GOLD@gre.ac.uk. |
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# SECTION 4: Professional Development Action Plan

This section must be completed for written **and** screencast submissions. This is not assessed by reviewers, but you must complete it to demonstrate your commitment to maintaining good standing with Advance HE.

Part of Associate Fellowship recognition includes your commitment to remaining in good standing. To demonstrate this commitment please give a succinct action plan of your professional development around learning and teaching for the next 12-months. Please detail any conferences, CPD etc. that you plan to attend. You may also include private professional development (reading, online research, observing colleagues teach, one-to-one on-the-job learning).

Please refer to the **GOLD D1 Associate Fellow - Mentee Handbook PSF 2023** for further guidance and talk to your GOLD Mentor about this.

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| **Professional Development Action Plan (next 12 months)**  350 words maximum | |
| Details of plan of action | Associated PSF 2023 Dimensions |
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# SECTION 5: Bibliographic reference list

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| Please provide a reference list for all the citations that you have mentioned in your application here:  This list is not included in the 1400-word limit of your RAPP |
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# Section 6 – Pre-submission Checklist

Before submitting your AFHEA application, please complete this checklist to ensure that you have fulfilled all the requirements. We recommend going through this with your GOLD Mentor. If you have not completed one of the parts to this checklist, we **strongly recommend** that you do not submit your application and discuss this further with your Mentor to devise an action plan.

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| **To check** | **Completed** |
| Enrolled onto the GOLD scheme and have submitted a Registration of Intent (ROI) form |  |
| Supported by an approved GOLD Mentor |  |
| Used the PSF 2023 and all the up-to-date PSF 2023 guidance and forms issued by the GOLD team |  |
| Completed all relevant sections of the Application form |  |
| Have kept within all stated word/time limits (10% over rule is not accepted) |  |
| Application meets all the PSF 2023 Descriptor (D1) requirements and includes these mandatory Dimensions:   * At least V1 and V3 of Professional Values * At least K1, K2 and K3 of Core Knowledge * At least two of the five Areas of Activity |  |
| All required Dimensions mapped in the RAPP in Section 3a/b |  |
| Application is a personal account and individual   * Written in the first person * Contains examples of personal practices and experiences * Explicitly emphasises what the individual has achieved/contributed (particularly in collaborative activities) |  |
| Refers to an evidence base (e.g. scholarship, research, or professional learning) to demonstrate what informs and underpins your practice |  |
| Uses evidence from current practice within the last 3 years to show impact and effectiveness |  |
| No hyperlinks, appendices, or attachments have been included for Section 3a/b (RAPP) |  |
| Teaching observation occurred within the last 12 months (for A2 only) |  |
| GOLD Mentor has read final version of this application, prior to completing their supporting statement |  |
| GOLD Mentor completed supporting statement using the GOLD D1 Associate Fellow - Supporting Statement Proforma PSF 2023 |  |

## GOLD candidate declaration

I declare that all written work in this application is my own and I grant permission for this application to be processed through plagiarism detection software and for any other checks to be made regarding the accuracy of the information included in my submission.

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| **Signature** |  |
| **Date** |  |

Please convert this completed GOLD AFHEA application form and the GOLD D1 Associate Fellow - Supporting Statement Proforma PSF 2023 into PDF format before submitting.

[**Your completed application form and supporting statement from your GOLD mentor must be uploaded and submitted via our online route here**](https://forms.office.com/Pages/ResponsePage.aspx?id=CvQWNelaVkm7qzlRYuWJzrS60bcrwlBPg3nLWVm6ZJNURUQ2QlgwMkk5U1E3OTZEQTJBR1hOVzg3NCQlQCN0PWcu)**.**

You will receive an email confirmation when your application has been accepted.