Reference Template: PGCert HE (September 2024)

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, working 0.4 FTE (or above), 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 a PG Cert in HE qualification at the University of Greenwich in the academic year (2024/2025).

I confirm that he/she/they will be teaching for at least 60 hours at Level 4 or above and is likely to engage in assessment and feedback, designing learning materials and student support (e.g. personal tutoring) in accordance with Areas A1-5 as well as Descriptor 2 of the [UK Professional Standards Framework](https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf), which includes quality enhancement and quality assurance activities.

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