



TE ARAWAI AKO ASSOCIATE FELLOW SUPPORTING STATEMENT REFEREE GUIDE

Thank you for agreeing to provide a Supporting Statement required to verify and endorse an application for Associate Fellowship.

Applicants must provide evidence of successful engagement with the Professional Standards Framework 2023. These standards are described overleaf. The Professional Standards Framework (PSF 2023) sets out the knowledge, skills and behaviours demonstrated by those teaching and/or supporting higher education learning.

Originating in the UK in 2003, the PSF is now recognised globally. Te Herenga Waka—Victoria University of Wellington became an institutional member of Advance HE (the body that awards the Fellowships based on the PSF) in late 2021.

What is the function of the Supporting Statement?

Please note that the referee statement supporting an application for Associate Fellowship is not the same as a job application or promotion reference. The award of Associate 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 Associate Fellowship review process, the independent Supporting Statement provided by the referee will be used to confirm that the application presents a fair and accurate reflection of the applicant's higher education practice.

Am I the right person to provide a Supporting Statement for the applicant?

- You need to have current or recent experience of working in higher education and to be familiar with the PSF 2023; for example, as a holder of one of the four categories of Fellowship, although this is not essential.
- You will have worked closely with the applicant, have first-hand knowledge of their HE professional practice and will be in a position to verify and endorse the applicant's 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 1 criteria of the **Professional Standards Framework for teaching and supporting learning in higher education** (PSF 2023), as outlined on page 3.
- The application for Associate Fellowship is based on current and recent HE practice (usually within the last three years). If you no longer work with the applicant, it is important that you are familiar with their recent practice. You are required in the template to indicate how long you have worked together.
- Please note that the Supporting Statement for applications for Associate 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 consider, having read this guidance that you are not in a position to give a Supporting Statement then you should decline the request.

Preparing to write your Supporting Statement

The applicant needs to first provide you with their written application. Please read it **before** you begin to write your Supporting Statement to verify its accuracy. They will also provide you with the Supporting Statement template in Word, which you must edit in Word. Scanned documents or those with a scanned image cannot be accepted. Once you have completed the Supporting Statement, please save it as a PDF and return it to the applicant in this format. The applicant will submit the two supporting statements from each of their chosen referees with their written application.

In association with the Descriptor 1 criteria of the PSF 2023 (overleaf), 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;
- if you have been involved in peer observation of the applicant's teaching and/or support of learning, please draw on relevant examples from this;
- 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 Associate Fellowship requirements.



Requirements of Descriptor 1 of the Professional Standards Framework for Teaching and Supporting Learning in Higher Education (PSF 2023)

The applicant is required to provide evidence of effectiveness in relation to their HE professional responsibilities and experience, which will include some teaching and/or learning support responsibilities. This teaching and/or learning support practice may sometimes be undertaken with the assistance of more experienced teachers or mentors.

For your information, the Descriptor 1 criteria of the PSF 2023 are set out below.

D1 is suitable for individuals whose practice enables them to evidence some Dimensions. Effectiveness of practice in teaching and/or support of learning is demonstrated through evidence of:

D1.1. Use of appropriate Professional Values, including at least V1 and V3

- **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.

D1.2. Application of appropriate Core Knowledge, including at least K1, K2 and K3

- **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.

D1.3. Effective and inclusive practice in two of the 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 Associate Fellowship, the applicant must demonstrate that their HE practice evidences **two of the five** Areas of Activity, appropriate Professional Values (which must include **V1 and V3**) and application of appropriate Core Knowledge (which must include **K1, K2 and K3**) of the PSF 2023.

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 applicant. Te Arawai Ako programme leaders may also contact statement writers for further information if it is required.

Please contact Te Arawai Ako programme team if you have any questions about this process at CAD-contact@vuw.ac.nz