

TE ARAWAI AKO ASSOCIATE FELLOW

SUPPORTING STATEMENT REFEREE GUIDE

Thank you for agreeing to provide a Supporting Statement for a participant in Te Arawai Ako: Pathway to Learning and Teaching Fellowship. As a referee, your Supporting Statement serves to verify and endorse the applicant's claim for Associate Fellowship.

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

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, and we have been accredited to offer fellowships on behalf of Advance HE since 2022. Te Arawai Ako is the programme that participants complete to prepare their application for fellowship.

What is the function of the Supporting Statement?

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. As such, you are being asked to verify and endorse this application as a valued peer who has expertise in teaching and/or supporting learning in higher education (HE). During the Associate Fellowship review process, your Supporting Statement will be used to confirm that the application presents a fair and accurate reflection of the applicant's higher education teaching and/or support of learning.

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

- ☐ I have current or recent experience of working in higher education.
- ☐ I am familiar with the PSF 2023 (for example, as a holder of one of the four categories of Fellowship. NB: Fellowship status is *not* essential).
- ☐ I have worked closely with the applicant, have first-hand knowledge of their teaching and/or support of learning, and am in a position to verify and endorse the applicant's effective and inclusive practice.
- ☐ I am able to confirm that the applicant has represented their practice accurately and that their application demonstrates Descriptor 1 of the PSF 2023 (see overleaf).
- ☐ I have worked with the applicant recently and/or within the last three years, for a period of at least six months (preferably more).
- ☐ I am not a family member or close personal friend/flatmate.

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

First, the applicant should have already provided you with their written application. Please read it **before** you begin to write your Supporting Statement.

Second, the applicant will also provide you with the Supporting Statement template in Word, which you will then complete to verify the accuracy of the applicant's claims for Associate Fellowship. Please comment on the following in your Supporting Statement:

- your own personal experience of the applicant's recent HE practice relating to effective and inclusive teaching and/or supporting learning;
- relevant examples from observations you've conducted (if any) of the applicant's teaching and/or support of learning;
- your perspective on the practical examples provided within the application to illustrate the Associate Fellowship requirements, as listed in the Descriptor 1 criteria, overleaf.

Third, save your Supporting Statement as a PDF and return it **to the applicant** as a PDF. The applicant will then submit your Supporting Statement, along with another from a second referee, with their written application through Nuku.

Requirements for Descriptor 1 of the PSF 2023

The applicant is required to provide evidence of effective and inclusive practice in relation to teaching and/or support of learning in their particular HE context. This 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* of the 15 Dimensions. For the award of Associate Fellowship, the applicant must demonstrate evidence for **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.

Effectiveness 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.

D1 applicants must also demonstrate evidence of at least one of the University's values: manaakitanga, akoranga, whai mātauranga, kaitiakitanga, or whanaungatanga.

Quality assurance process

On the form, 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, or to verify the authenticity of the statement provided. Please email cad-contact@vuw.ac.nz if you have any questions about this process.