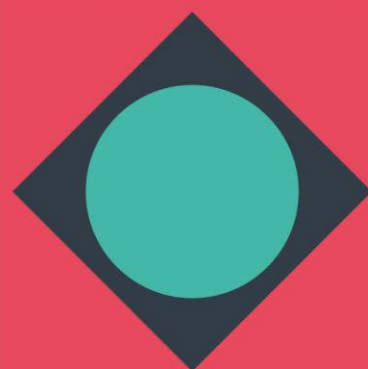
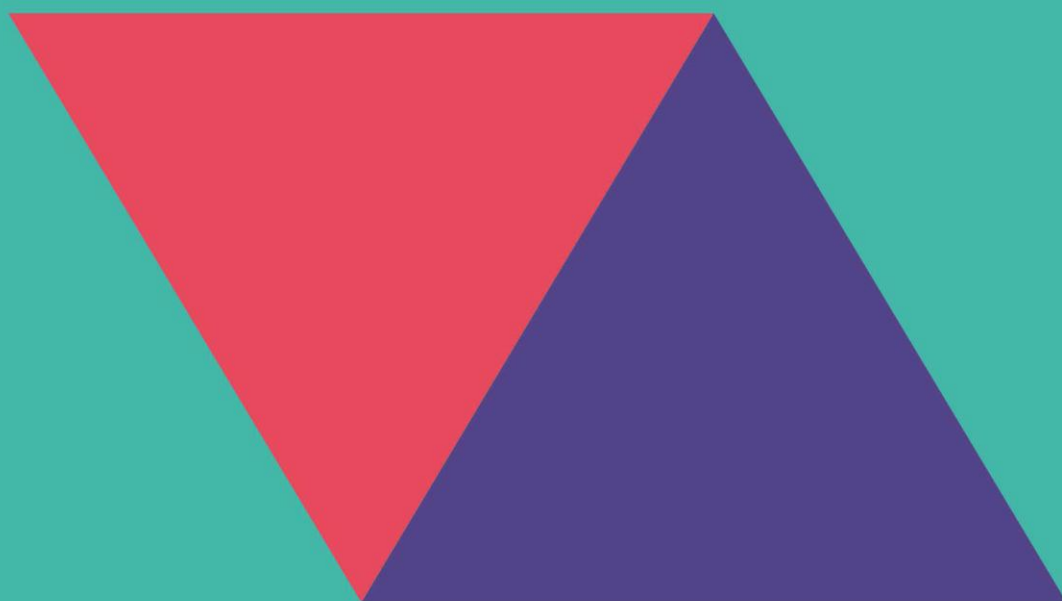


Principal Fellowship Advocate guidance



Principal Fellowship – Advocate Statement guidance

Thank you for agreeing to provide one of the three Advocate Statements required to verify and endorse an application for Principal Fellowship. This guidance and the associated template have been designed to help you structure your Advocate Statement to provide the information required by Advance HE, as explained below. The template is included at the end of this document for information but please **use the Word version of the template** that is included in the applicant information pack to write your Advocate Statement.

What is the function of the Advocate Statement?

Please note that an Advocate Statement for an application for Principal Fellowship is not the same as a reference for a job application or promotion. The award of Principal Fellowship is based on peer recognition of professional practice and as such you are being asked to support this application as a valued peer who has expertise in teaching and learning in higher education.

During the Principal Fellowship review process, the three independent Advocate Statements 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 an Advocate Statement for the applicant?

You will be expected to have current or recent experience of working in higher education and will normally hold 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 **sustained record of effectiveness in strategic leadership of high-quality learning** within their context. You should be able to confirm that the applicant has represented their practice accurately and provide your opinion that they demonstrate the requirements for Descriptor 4 criteria of the **Professional Standards Framework for teaching and supporting learning in higher education** (PSF 2023).

The application for Principal Fellow is based on current and recent HE practice (usually within the last 5-7 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 Advocate Statements for applications for Principal Fellowship should reflect professional relationships; ie not be from family members or based on personal friendships. The statement will be your independent and authentic account in support of the application.

If you consider, having read this guidance that you are not in a position to give an Advocate Statement then you should decline the request.

Requirements of Descriptor 4 of the Professional Standards Framework for teaching and supporting learning in higher education (PSF 2023)

Individuals are required to evidence a sustained record of effectiveness in strategic leadership of high-quality learning. Such individuals are likely to be highly experienced. Their impact is extensive.

All the applicant's experience and evidence included in the application must relate to HE provision such as:

- + level 4 or above within the **Framework for Higher Education Qualifications (FHEQ)** in England, Wales and Northern Ireland, or **equivalent**
- + level 7 or above within the **Scottish Credit and Qualifications Framework (SCQF)** in Scotland on the Framework for Qualifications of Higher Education Institutions (FQHEIS) or **equivalent**
- + level 5 or above of the **European Qualifications Framework;**
- + first cycle or above of **the Qualifications Framework in the European Higher Education Area (QF-EHEA)**
- + level 5 or above of the **Australian Qualifications Framework (AQF)** or **equivalent**
- + level 5 or above of the **New Zealand Qualification Framework (NZQF)** or **equivalent**
- + other equivalent higher education frameworks
- + activity focused on supporting learners within a Higher Education context, providing the learner(s) are enrolled on a Higher Education Qualification may also be considered as evidence equivalent to the higher education frameworks above
- + delivery of some **non-accredited continuing professional development** for academic and learning support staff may also be considered as evidence equivalent to the higher education frameworks.

For your information, the Descriptor 4 criteria of the PSF 2023 are set out below:

Descriptor 4 is suitable for highly experienced individuals whose practice involves a sustained record of effectiveness in strategic leadership of high-quality learning. Their impact is extensive. Individuals are able to evidence:

D4.1: Sustained and effective strategic leadership of higher education practice, with extensive impact on high-quality learning: within or beyond an institution, or across a discipline or profession

D4.2: Development and implementation of effective and inclusive: strategies, or policies, or procedures, or initiatives, to enhance practice and outcomes for learners

D4.3: Active commitment to, and integration of, all Dimensions in the strategic leadership of academic or professional practices

For the award of Principal Fellow, the applicant must demonstrate that their HE practice evidences all three PSF 2023 Descriptor 4 criteria statements; D4.1, D4.2 and D4.3.

D4.3 requires an applicant to demonstrate their 'Active commitment to, and integration of, **all Dimensions**'. The PSF 2023 Dimensions are as follows:

Professional Values

- + 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

Core Knowledge

- + 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

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

Preparing to write your Advocate Statement

The applicant needs to first provide you with their Account of Professional Practice (APP). Please read this account **before** you begin to write your Advocate Statement to verify its accuracy. You may also wish to refer to the Advance HE [website](#) for more information about Advance HE and/or specifically about becoming a [Principal Fellow](#).

Format of the Advocate Statement

A template is provided for you to complete your Advocate Statement. A copy of the template is included in this guidance for your information. The template is available as a Word document and should be completed in this format. Scanned documents or those with a scanned image cannot be accepted.

In association with the Descriptor 4 criteria, as a guide, it is important that you have first-hand knowledge of the applicant's practice so that you are in a position to comment on and endorse their application. Please note that their choice of you as Advocate should reflect a professional relationship; i.e. you should not be a family member or a personal friend.

Advocates 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. The external Advocate should be in a position to provide a statement that corroborates the applicant's strategic practice from an external perspective and should not be from when you previously worked together in the same institution.

You have been chosen by the applicant because you are able to comment from **at least one** of the following three perspectives:

- + you are able to comment on the ways in which you have been directly influenced by their own practice
- + you are external to their institution (if they are employed rather than self-employed)
- + you are from a higher education provider.

If English is not your first language and you are not able to provide the Advocate statement in English, Advance HE will accept a certified English translation of your statement. It is your responsibility to provide the certified translation for the applicant and you will be required to agree and accept the Declaration in the Advocate Statement Template upon completion.

What information do I need to provide?

You are required to comment on the applicant's evidence of commitment to, and effectiveness of their sustained leadership and impact at strategic level.

There is no fixed word limit for your comments but we would suggest around 1 to 2 pages of A4 as a typical length

After completing your Advocate statement

Once you have completed the Advocate Statement template, please return it to the **applicant** in PDF format. The applicant will upload the three Advocate Statements from each of their chosen referees through [MyAdvanceHE](#).

Quality Assurance Process

As part of the process you will be asked to confirm that you have written the Advocate Statement yourself and that the information you have provided has been written specifically for this applicant.

As part of Advance HE's ongoing quality assurance process, Advance HE routinely checks Advocate statements for individual authenticity by means of textual review in Turnitin.com. In addition to the use of anti-plagiarism software, some individuals will be contacted to confirm that the Advocate statement submitted by the applicant through [MyAdvanceHE](#) is the statement that they have prepared and completed.

If the professional integrity of the Advocate statement is in question, the statement will not be accepted.

Principal Fellowship

Advocate Statement Template

Your Name	
Applicant Name	
Your Institution/organisation/other	
Your current role	
Email address	
Your Fellowship status (if appropriate)	
Relationship to Applicant	
How long have you worked with the applicant (insert dates)	
Have you read this applicant's application? (enter yes or no)	
Declaration <i>Any changes to this declaration will result in the Supporting Statement being null and void</i>	In submitting your Advocate Statement, you are confirming that the applicant's submission relates to their higher education professional practice and that your statement is your own work and has been written specifically for this applicant. If the professional integrity of the Advocate Statement is in question it will not be accepted. I confirm that I have read and agree with the declaration above: Date: (sign)

Advocate Statement

Please provide your Advocate Statement to verify and endorse the applicant's submission for Principal Fellow in the following section. You are required to comment on the applicant's higher education practice within the last five to seven years, providing examples to support your statement wherever possible.

In completing this Advocate Statement you are confirming that you have read [the Advance HE Principal Fellow Guidance for Advocates](#). In association with [the Descriptor 4 criteria of the PSF 2023](#), as a guide, it is important that you comment on the following in your Advocate Statement:

- + your own personal experience and knowledge of the applicant's strategic leadership in HE
- + your perspective on the examples of strategic leadership provided within the application to illustrate the requirements of Principal Fellow, focusing on the way(s) in which the applicant has had demonstrable strategic impact.

Two sides of A4 will normally be sufficient for this category of Fellowship.



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   @AdvanceHE

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We are a member-led, sector-owned charity that works with institutions and higher education across the world to improve higher education for staff, students and society. We are experts in higher education with a particular focus on enhancing teaching and learning, effective governance, leadership development and tackling inequalities through our equality, diversity and inclusion (EDI) work.

Our strategic goals to enhance confidence and trust in HE, address inequalities, promote inclusion and advance education to meet the evolving needs of students and society, support the work of our members and the HE sector.

We deliver our support through professional development programmes and events, Fellowships, awards, student surveys and research, providing strategic change and consultancy services and through membership (including accreditation of teaching and learning, equality charters, knowledge and resources).

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