

“AdvanceHE

# Fellowship External Resource

2026



# About this Resource

The role of the Fellowship External is a key element of quality assurance within accredited provision. This resource is intended to support both accredited institutions and individuals working as Fellowship Externals. The resource is divided into the following sections:

Section 1: Advance HE accreditation requirements for Fellowship Externals

Section 2: recruiting a new Fellowship External

Section 3: inducting a new Fellowship External

Section 4: sampling and moderation

Section 5: formal reporting mechanisms

Section 6: maximising the strategic value of the Fellowship External

These resources draw on the Accreditation Policy, submission templates and Guide to addressing the criteria for accreditation available on the Advance HE website on the **Accreditation Resources** area.

# Section 1: Advance HE accreditation requirements for Fellowship Externals

# Definition of Fellowship External

Guide to addressing the criteria for accreditation (glossary, p4):

*“Individual independent of the institution responsible for providing reassurance to Advance HE that the programme(s) continues to comply with the criteria set out in the accreditation policy and that fellowships are awarded on the basis of robust and appropriate judgements taken against the relevant PSF 2023 Descriptor”.*

# Dual aspects of role

## Quality assurance

To evaluate/confirm that fellowship judgements are robustly made in line with Advance HE requirements via external moderation and formal reporting through institutional quality mechanisms.

## Quality enhancement

To identify strengths in how the accredited provision is operating and any areas for potential enhancement, providing advice and support on how this might be achieved.



# Key documents - available on the [website](#)



## Advance HE Accreditation Policy 20XX

Advance HE accredits programmes for the initial and continuing professional development (CPD) of staff that teach and support learning in higher education providers globally. [Advance HE accreditation](#) provides external and independent confirmation that professional development is aligned with the Professional Standards Framework for Teaching and Supporting Learning in Higher Education 2023 ([PSF 2023](#)) and provides participants with the opportunity to be professionally recognised for their effective higher education practice through the [Fellowship](#) scheme.

Each category of fellowship requires a commitment to continuing professional development (Advance HE Fellowship Code of Practice), and accredited institutions should provide ongoing developmental opportunities for all staff that teach and/or support learning.

Accreditation does not cover programmes or resources that are developed for commercial sale by the member institution. Advance HE offers a separate [Approvals service](#) for programmes of this nature.



## Guide to addressing the criteria for accreditation 20XX

This guidance document is to support institutions submitting for accreditation in 2026 and is to be read in conjunction with the [Advance HE accreditation policy 20XX](#)

Submissions for Advance HE accreditation in 2026 should use [accreditation submission templates 20XX](#). These submission templates support institutions in structuring their submission narrative to present relevant information required to meet the four criteria for accreditation.

The accreditation process takes a **participant-facing viewpoint**, so the information provided for participants is a key part of the accreditation submission (submitted as Appendices – Part E). **This Guide to addressing the criteria for accreditation 2026 document focuses on the information required in Appendices (Part E)** that accompany the institutional narrative for programme-level Parts D of the submission. These appendices must include full participant-facing guidance and other relevant stakeholder guidance documents (e.g. reviewer and mentor guidance).

All accreditation submissions must use Professional Standards Framework for teaching and supporting learning in higher education 2023 ([PSF 2023](#)). Members of the Advance HE Accredited Programme Leader Network (APLN) have access to the Advance HE PSF 2023 guidance and images in the resource area of the Advance HE Connect APLN site, including Word.doc versions of all the guidance documents. Please email [accreditation@advance-he.ac.uk](mailto:accreditation@advance-he.ac.uk) if you are unable to access this information.



## Submission for Advance HE accreditation 20XX

This accreditation submission template is for institutional accreditation submissions that are in cycle to submit for (re)accreditation during **2026**. Submissions must use the **Professional Standards Framework for teaching and supporting learning in higher education 2023** ([PSF 2023](#))

In completing this 2026 submission template, **please refer closely to the requirements for accreditation set out in the [Advance HE accreditation policy 20XX](#)** and the associated guidance document - [Guide to addressing the criteria for accreditation 20XX](#)

The accreditation submission consists of four elements:

1. Part A: Details of programmes included in the submission
2. Part B: Institutional responsibilities and sign off.
3. Part C: Institutional narrative for accreditation criterion 1; setting the institutional context for the programmes.
4. Part D: Accreditation criteria 2-4; narrative template and appendices for each individual programme/scheme submitted

Parts A-C are to be completed within this template; Part D – each programme in a separate template with associated appendices.

# Accreditation Policy Requirements for the role

- + Section 4.6 sets out the role and requirements of the Fellowship External which includes:
  - + Acting as an independent reviewer at Descriptor 4 and at Descriptor 3 when this is new to an institution (sections 4.6.1 and 4.6.2)
  - + External moderation by sampling at Descriptors 1-3 during the active fellowship decision-making process (section 4.6.3)
  - + Formal reporting on the quality of fellowship judgements in line with Advance HE requirements (section 4.6.4)
  - + The Fellowship External Terms of Reference - individuals must be Senior or Principal Fellows with current experience in making fellowship judgements, independent from the accredited institution and appointed for a fixed term (section 4.6.5)



## Section 2: recruiting a new Fellowship External

# What type of Fellowship External do I need – CPD/experiential schemes?

Established scheme offering D1-D4

- Moderator role at D1, D2 and D3
- Independent Reviewer at D4
- External must hold PFHEA

Established scheme offering D1-D3

- Moderator role at D1, D2 and D3
- External must hold SFHEA or PFHEA

New scheme offering D1-D3

- Moderator role at D1 and D2
- Independent Reviewer at D3 (for the first year of operation)
- External must hold SFHEA or PFHEA

New scheme offering D1-D4

- Moderator role at D1 and D2
- Independent Reviewer at D3 (for the first year of operation)
- Independent Reviewer at D4
- External must hold PFHEA

## What type of Fellowship External do I need – taught programmes?

Taught programme offering D1 or D2

- Moderator role at D1 / D2
- External must hold SFHEA or PFHEA

Taught programme offering both D1 and D2

- Moderator role for each award made i.e. if Associate Fellowship & Fellowship are awarded, both judgements must be moderated
- External must hold SFHEA or PFHEA



# What might suit our context?

- + Will they have relevant experience to best suit the nature of your accredited scheme/programme/institution and institutional maturity in working with fellowship and accreditation?
  - + Consider the formats of assessment you are using – have they experience of these?
  - + Do they approach their review of applications in the way that aligns with your institutional approach?
  - + Would any specific disciplinary specialism best suit this role e.g. for medical education programmes, an understanding of the pedagogic and clinical context will be needed?
  - + Will they understand the cultural/ geographical context your staff are working in?
  - + Will they have experience of reviewing applications/ assessment work produced by the types of staff groups you target (e.g. professional staff, graduates that teach, etc.)?
- 

## Checking the person meets the Advance HE requirements (1)

| Advance HE requirements                                                                                              | Things to think about                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Fellowship External holds a minimum of SFHEA (or PFHEA if awarding Descriptor 4).                                | Request a copy of their certificate as part of the application process.                                                                                                                                                                                                                                    |
| The Fellowship External is suitably experienced in making Fellowship Judgements.                                     | Check their experience of running similar schemes/taught provision, whether they have already acted as a Fellowship External, or whether they are an Advance HE Fellowship Reviewer.                                                                                                                       |
| The Fellowship External is impartial in judgement and is wholly independent of the provider and its staff.           | Consider whether your institution already has external assessors from the same institution as the applicant. If they have worked for your institution in the past, this must be more than 5 years ago. Check there are no other potential conflicts of interest (see accreditation policy section 4.6.5).. |
| The appointment must be free from reciprocal external relationships and any actual or perceived conflict of interest |                                                                                                                                                                                                                                                                                                            |

## Advance HE requirements continued (2)

| Advance HE requirements                                                                                                                                                       | Things to think about                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The term in post for the Fellowship External will normally be a maximum of four years.                                                                                        | Your institution might have requirements about the length of appointment, but if not, consider whether four years is appropriate or a shorter term with the option to extend slightly might give flexibility. |
| The Fellowship External will not hold a similar position in more than three Advance HE Accredited Institutions.                                                               | Check this as part of the application process.                                                                                                                                                                |
| The Fellowship External works in line with the requirements of Data Protection regulations and maintains confidentiality and security of the data supplied by the University. | You might want to check the institutional regulations and add any URLs to relevant institutional documents.                                                                                                   |

## Advance HE requirements continued (3)

| Advance HE requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Things to think about                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Fellowship External will undertake the role of external moderator through appropriate sampling prior to the final fellowship judgements being made (i.e. during the active decision-making process). The sample will be selected to reflect an appropriate range of applications/assessed work across the different fellowship categories, formats of assessment and different assessors to ensure the consistency and appropriateness of fellowship judgements.</p> | <p>You may have regulations that stipulate the percentage of the sample reviewed for taught provision and you might usefully adopt this for the experiential scheme also. You will need to consider how your external moderation process will operate and the size of the sample selected (percentage with minimum number) will cover all requirements (see accreditation policy section 4.6.3).</p> |
| <p>The Fellowship External will focus on the appropriateness and consistency of internal decision-making to ensure that the relevant Descriptor criteria are reliably met before the respective category of Fellowship is awarded.</p>                                                                                                                                                                                                                                      | <p>You need to consider how and when the Fellowship External will operate within the active decision-making process. If they are required to attend any meetings/ formal committees/ exam boards, as opposed to reporting into these, you might consider how this will take place (e.g. in person inc. travel arrangements or online).</p>                                                           |

| <b>Advance HE requirements</b>                                                                                                                                                                      | <b>Things to think about</b>                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Fellowship External will formally report on the quality assurance and quality enhancement processes relating to the participant experience and appropriateness of fellowship judgements.</p> | <p>You may have a formal template that your institution requires you to use and will need to consider how this can be adapted to incorporate Advance HE requirements. If you are able to design your own template, the exemplars in this resource pack should be useful to consider.</p>                              |
| <p>Fellowship External reports will be formally considered through the accredited institution-level QA governance system and will form part of the institutional Annual Report on Fellowship.</p>   | <p>Think here about the timing for the Fellowship External report and where will it be formally discussed/responded to (e.g. annual monitoring, committee dates, etc.). How is this information reported upwards and how can you show what has been implemented in response to previous reports (if appropriate)?</p> |

# Recruiting the right person

- + Advance HE as the accrediting body remain independent and do not recommend or endorse Fellowship Externals.
  - + Do you want to advertise openly or seek a recommendation from an experienced colleague?
  - + Do they need experience working in similar institutions? Will they understand your national/regional context?
  - + How will you ask applicants to address the Advance HE accreditation requirements for the role? Will you ask for a written application or an interview or both?
  - + Accredited Programme Leader Network is a good source.
  - + Example adverts 1-3 are available as Word docs in resource pack for you to adapt if helpful.
- 

## Also consider

- + Does your institution have any policy/requirements that affect who can be appointed? For example, can External appointments be made to individuals based outside your institution's country?
- + What is the budget for this role (e.g. daily rate/ annual fee/ fee per application, etc.)? Might you recognise their contribution in other ways e.g. Website/LinkedIn?
- + How will they attend any required meetings? If in person, will you provide travel expenses?
- + Can you share expectations of the annual workload and scheduling associated with the role based on estimated number of participants/ moderation sampling strategy and timing of boards/panels, etc.?
- + How will the Externals formal report be structured and when do you require it to be submitted?
- + How will you support the External to remain current e.g. participate in calibrations? Will the External participate in or contribute to reviewer/mentor development?



## **Section 3: inducting a new Fellowship External**

## Supporting the Fellowship External to understand your institutional context

- + Consider sharing your (re)accreditation submission narratives to help your Fellowship External understand the institutional context and overarching design for your accredited provision and how this fits with institutional strategy and policies.
- + Set up meetings (as appropriate) with key institutional stakeholders (e.g. PVC Education) to help the Fellowship External see how the scheme aligns with the strategic aims of the institution and to raise the profile of the accredited provision.
- + Set up meetings (as appropriate) with programme/scheme leaders, mentors and reviewers
- + Share previous Advance HE annual data reports and other relevant reports the Fellowship External might find useful e.g. reports considered by institutional committees and steering groups.

## **Supporting the Fellowship External to understand your accredited programme(s)/CPD scheme and their role in it**

- + Share all your documents as accredited by Advance HE e.g. participant-facing guidance, mentor/assessor guidance and programme/module handbooks.
- + Spend time with them reviewing the Fellowship External Terms of Reference, providing them with opportunity to ask questions about the role and clarify expectations (see example Terms of Reference in resource pack).
- + Discuss and agree the approach to sampling. If Descriptor 3 is new to the institution and/or where accredited at Descriptor 4, discuss their role as an independent third reviewer.
- + Agree how they will select the sample to moderate and agree timelines for moderation/reporting.
- + Provide them with a list of key dates including any meeting/board/committee dates, application deadlines and when they will be expected to moderate/assess applications and when they need to submit their formal report.

## Inducting the External into relevant institutional systems and processes

- + Does your Fellowship External need access to any institutional online systems (e.g. VLE, SharePoint, etc.) and need to liaise with the IT team to get set up these? Is there any training and support needed in the use of these?
- + Do Human Resources require the Fellowship External to provide any documentation or to meet with them to go through any policies and procedures?
- + Have you considered how and when the Fellowship External will be paid? Do you need to liaise with your Finance Team?
- + Does your External have details of who to contact (other than you) if they encounter any issues with IT, payment, etc.?

## Supporting your Fellowship External to engage with fellowship and accreditation related CPD

- + Encourage attendance at Advance HE Calibration events (share dates and booking links).
- + Consider any internal learning and teaching events that might be appropriate for the Fellowship External to attend. For example, Learning & Teaching Conference, mentor and reviewer training events, etc.
- + Consider ways in which insights can be shared from the Accredited Programme Leader Network.

And – discuss what professional learning they are engaging in and encourage them to share their insights with you and your colleagues.

## Section 4: sampling and moderation

# Key considerations: sampling and moderation

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>What is the purpose of moderation?</b>     | External moderation is designed to provide assurance to Advance HE that fellowship judgements made by institutional reviewers/assessors are consistent and appropriate. This means that they align with the relevant Descriptor Criteria and the standards that would be applied if the application was reviewed directly by Advance HE.                                                                                                                                                             |
| <b>What does 'appropriate sampling' mean?</b> | There are lots of different ways in which the Fellowship External might sample applications for fellowship. The aim is to focus on the consistency of internal decision-making and to ensure the criteria is reliably met before award. The number of applications sampled will vary depending on the number of applications being reviewed across the 4 categories of fellowship, the format of assessment, the number of reviewers, range of outcomes and other contextual factors i.e. locations. |
| <b>How will records be kept?</b>              | Consider how you will give secure access to your Fellowship External. For example, access to SharePoint, VLE or another form of secure file transfer. Also consider how you will archive /retain records of decisions for future audit. If you have a dialogic form of assessment and the Fellowship External is present online, consider how this will work.                                                                                                                                        |

# Sampling and moderation example 1

- + *A large institution with an accredited CPD scheme (Descriptors 1-3) offers both a dialogue and written assessment. Three submission points are offered annually and those undertaking the dialogue are required to do this online. Each submission point receives approx. 50 applications.*
- + *To meet Accreditation Policy requirements the institution is required to ensure that appropriate sampling by the Fellowship External takes place as part of the active decision-making process (prior to the final outcome). The Fellowship External is required to focus on the appropriateness and consistency of internal decision making across all categories of fellowship.*
- + *The following slide gives an example of how sampling could be carried out at this institution.*



# Sampling and moderation example 1 (continued)

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stage 1</b> | <ol style="list-style-type: none"><li>1. After each submission point CPD Scheme Lead supplies list of applicants and provisional outcomes for each.</li><li>2. Fellowship External selects 10% or a minimum of 5 from each category of fellowship ensuring a range of written applications and dialogic recordings are included, across a range of reviewers.</li><li>3. Once sample selected, CPD Scheme Lead provides Fellowship External with applications selected (written and dialogue) and proformas used by the reviewers via an agreed secure sharing system.</li></ol> |
| <b>Stage 2</b> | <ol style="list-style-type: none"><li>1. During an agreed timeframe, Fellowship External reads/watches their chosen sample and makes a judgement on the appropriateness and consistency of the outcomes and feedback to applicants.</li><li>2. Once Fellowship External has reviewed selected samples, feedback is provided to CPD Scheme Lead which is used to inform the outcome.</li><li>3. Fellowship External keeps written records on the standards for each application sampled and feedback quality to include in the annual report.</li></ol>                           |
| <b>Stage 3</b> | <ol style="list-style-type: none"><li>1. Following the sampling, final outcomes are confirmed and released to applicants.</li><li>2. Fellowship External provides a formal report at the end of the year commenting on each of the three submission points. Report highlights themes and recommendations for further consideration.</li><li>3. Report is formally considered (and responded to) at the Accreditation Steering Group.</li></ol>                                                                                                                                   |

## Sampling and moderation example 2

*An institution with an accredited CPD scheme (Descriptors 1 – 3) offers a written submission for Descriptors 1 – 3 and dialogue submission for Descriptor 3 only. The institution has only just recently been accredited to award Descriptor 3. Two submission points are offered annually. Each submission point for the CPD Scheme receives approx. 40 applications, of these 8 are at Descriptor 3.*

*To meet Accreditation Policy requirements the institution is required to ensure that appropriate sampling by the Fellowship External takes place as part of the active decision-making process (prior to the final outcome). The Fellowship External is required to focus on the appropriateness and consistency of internal decision making across all categories of fellowship.*

*The following slide gives an example of how sampling could be carried out at this institution.*

# Sampling and moderation example 2 (continued)

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stage 1</b> | <ol style="list-style-type: none"><li>1. As Descriptor 3 is new to the institution, Fellowship External acts as third reviewer on all Descriptor 3 submissions.</li><li>2. After each submission point CPD Scheme Lead uploads all Descriptor 1 &amp; 2 written applications and review proformas to the secure LMS/VLE for Fellowship External to select own sample. The sample includes a range of outcomes across different reviewers (minimum of 6 per category).</li></ol>                                                                                                                                                          |
| <b>Stage 2</b> | <ol style="list-style-type: none"><li>1. During an agreed timeframe, Fellowship External acts as third reviewer for Descriptor 3 and reads their self-selected moderation sample for Descriptors 1 &amp; 2 to make a judgement on the appropriateness and consistency of the outcomes and feedback to applicants.</li><li>2. Once Fellowship External has reviewed the selected samples, feedback is provided to CPD Scheme Lead which is used to inform the outcome.</li><li>3. Fellowship External keeps written records on the standards for each application sampled and feedback quality to include in the annual report.</li></ol> |
| <b>Stage 3</b> | <ol style="list-style-type: none"><li>1. Following the sampling, final outcomes are confirmed and released to applicants.</li><li>2. Fellowship External provides a formal report at the end of the year commenting on each of the three submission points. Report highlights themes and recommendations for further consideration.</li><li>3. Report is formally considered (and responded to) at the Learning &amp; Teaching Committee.</li></ol>                                                                                                                                                                                      |

# Sampling and moderation example 3

*A small institution with a Post Graduate Certificate in Learning and Teaching in Higher Education is accredited to award Descriptor 1 upon completion of Module 1 and Descriptor 2 upon completion of the programme (comprising three modules). Upon completion of the module assessment tasks, fellowship is awarded simultaneously.*

*As this is an academic credit-bearing programme, the Fellowship External also acts as an External Examiner for the programme and therefore will adhere to institutional policies around moderation of taught programmes in addition to meeting Accreditation Policy requirements.*

*To meet Accreditation Policy requirements the institution is required to ensure that appropriate sampling by the Fellowship External takes place as part of the active decision-making process (prior to the final outcome). The Fellowship External is required to focus on the appropriateness and consistency of internal decision making across all categories of fellowship.*

*The following slide gives an example of how sampling could be carried out at this institution.*

# Sampling and moderation example 3 (continued)

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stage 1</b> | <ol style="list-style-type: none"><li>1. At the end of each module once the assessments have been marked by module lead and internally moderated (20%) by another member of the team, Fellowship External given access to all assessments.</li><li>2. Fellowship External self selects own sample to moderate (20%) and programme team make Fellowship External aware of any fails, borderline and unusual cases to ensure these are selected as part of the sample. Sample selected is not necessarily the same sample selected for internal moderation.</li></ol> |
| <b>Stage 2</b> | <ol style="list-style-type: none"><li>1. During an agreed timeframe, Fellowship External moderates the selected samples.</li><li>2. As Fellowship External is also acting as the External Examiner for the academic programme, they need to comment about the standards in relation to Descriptors 1 &amp; 2 as well as the Level 7 academic grading criteria.</li></ol>                                                                                                                                                                                            |
| <b>Stage 3</b> | <ol style="list-style-type: none"><li>1. Following the sampling, Fellowship External is required to attend module / exam boards and final outcomes are released to the participants.</li><li>2. Fellowship External provides a formal report at the end of the year. Report highlights themes and recommendations for further consideration.</li><li>3. Report is formally considered (and responded to) at the Learning &amp; Teaching Committee.</li></ol>                                                                                                        |

## Coping with challenges

- + If the Fellowship External is unexpectedly not available to carry out their function, to avoid a delay to participant outcomes, institutions should ask an alternative external person (who meets Advance HE policy requirements) to step in as an interim solution (the accreditation team are happy to advise).
- + Should the Fellowship External wish to raise a concern about the operation of accredited provision beyond their normal reporting structure, they should progress this within the institution in the first instance.

# Section 5: formal reporting requirements

# Formal reporting mechanisms – key aspects

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Format of the report</b>    | <p>Is your Fellowship External acting for both a CPD Scheme and taught programme, if so, what are the differences (if any) for formal reporting?</p> <p>Are formal reporting requirements and format of the report clearly set out in the Terms of Reference?</p> <p>Do you have a template(s) for the Fellowship External and does the template have sections for commentary on the robustness of decisions made? (please see samples in resource pack).</p> |
| <b>Timing of the report</b>    | <p>Consider the frequency in which you require the Fellowship External to formally report? Is this annually for a CPD Scheme and/or after each Module/Exam Board for taught programmes?</p> <p>The timing of reports will depend on the number of submission points and Exam Boards.</p>                                                                                                                                                                      |
| <b>Audience for the report</b> | <p>Who is the report intended for?</p> <p>Where are the reports being formally considered and responded to? Is this an institutional senior level committee that has quality oversight for accredited provision?</p> <p>Is the Fellowship External required to attend any meetings / committees to present/discuss the report?</p>                                                                                                                            |

# Reporting frequency examples – accredited CPD scheme

## CPD Scheme with 4 submission points per year

After each submission point, the Fellowship External is required to provide a short interim report (see samples in the resource pack) to the scheme lead and attend the CPD Scheme Steering Group Meetings where outcomes are ratified to provide a verbal update.

Annually, the Fellowship External is required to provide a formal report (see samples in resource pack) to the institutional Learning & Teaching Committee commenting on quality assurance and enhancement processes relating to participant experience and appropriateness of decision-making across all submission points.

## CPD Scheme with only 1 submission point per year

After the annual submission point, the Fellowship External is required to attend the CPD Scheme Ratification Panel to provide a verbal update following sampling commenting on the appropriateness of decision making.

After the Ratification Panel, the Fellowship External prepares a formal report (see samples in the resource pack) which is formally considered and responded to by the Education Committee.



## Reporting frequency example – accredited taught programme

### **Taught 18-month programme**

After the Fellowship External has sampled module assessments after each of the module, the Fellowship External is required to the Module/Programme/Progression/Award Board meeting online, if they are unable to attend, they are required to submit a brief written report.

The Fellowship External is expected to submit an annual formal report to the final Board of Examiner meeting at the end of each academic year commenting on both the fellowship elements of the programme and whether they are maintaining the threshold academic standards for the academic credit awarded.

## Section 6: maximising the strategic value of the Fellowship External

# Key questions to consider

- + How can the Fellowship External support your institution's strategic vision for learning and teaching?
- + Can you create opportunities for the Fellowship External to share their own experiences of leadership in HE to enable you to draw on best practice in shaping work at your institution?
- + Is there a way for your Fellowship External to feed into key recognition processes including promotion or awards?
- + How can your Fellowship External make recommendations or suggestions on deepening the alignment of the PSF with key institutional policies, programs and practices?



## Key questions to consider (continued)

- + How can the Fellowship External highlight effective and inclusive practice to the senior leadership of the University?
- + Does the Fellowship External annual report include a section on strengths/areas for commendation? Who gets to see this beyond the team directly involved in operating the scheme? Should the annual report be tabled at the University Learning and Teaching committee or the Academic Board? How are the recommendations and points of consideration in the Fellowship External Annual report responded to by the University?
- + Will the Fellowship External give permission for extracts from their annual report to be used to promote the scheme to participants or quoted on the university web site or be included in national/international award nominations?



## Preparing for (re)accreditation – points to consider

- + How involved would you like the Fellowship External to be in preparing for accreditation?
- + There is no requirement to involve the Fellowship External in accreditation/reaccreditation however the feedback and reports from previous accredited schemes at your institution should inform the plans for quality assurance/enhancement.
- + The Fellowship External could support you in developing accreditation plans and discussing feedback from Advance HE.
- + Have you finalised a terms of reference for the Fellowship External so that the role expectations and requirements are clear and comply with the Accreditation Policy?



# •AdvanceHE

## More information

[accreditation@advance-he.ac.uk](mailto:accreditation@advance-he.ac.uk)

[advance-he.ac.uk](http://advance-he.ac.uk)

in X f @AdvanceHE

