

The FLAIR CPD Scheme: a step-by-step guide to applying for Fellowship

There are 8 steps to completing an application to the FLAIR CPD scheme. For detailed information on each step, please refer to the handbook for your chosen category of Fellowship¹ and the resources on the relevant webpages.

The FLAIR CPD application process	
1	Familiarise yourself with the Professional Standards Framework (PSF)
2	Use Advance HE's ' Fellowship Category Tool ' to establish which category of Fellowship is most appropriate for you
3	Familiarise yourself with the application requirements including eligibility for the CPD Scheme (see handbook) Please note: The CPD Scheme is for colleagues with relevant and substantial experience of teaching and/or supporting learning. The default route to Fellowship for staff with a probationary or institutional expectation of achieving Fellowship is the taught Academic Practice Programme, rather than the CPD Scheme. https://www.reading.ac.uk/cqsd/flair/academic-practice-programme-app
4	Enrol on the scheme (You will find the proforma on the webpage for your chosen category)
5	Explore the resources on the webpage for your category of Fellowship
6	Draft your application: part of the drafting process should involve taking feedback. All feedback is oral and it happens in stages: <ul style="list-style-type: none"> • Initial feedback: from someone local or someone on the 'Critical Friends' Directory' which you will find on the website • Final feedback: Once you have acted on the feedback from your critical friend, you can request a 30-minute feedback meeting (face-to-face or virtual) with a member of the ADE team within CQSD. <p>At this stage you should also decide who will be best placed to provide your supporting statements and approach them to establish that they are happy/able to do so</p>
7	Organise your supporting statements: <ul style="list-style-type: none"> • send your draft to the people who are providing the statements • when the supporting statements are returned to you, paste them into the relevant section of the application proforma
8	Submit your application

¹ The handbook can be found on the FLAIR CPD webpages: <https://www.reading.ac.uk/cqsd/flair/cpd-route>