

Guidance for Staff on the HESA Codes for Teaching Qualifications

There is no implied hierarchy in the valid entries, neither is there any implied equivalence. Please note, **up to six** teaching qualifications can be recorded, but each qualification should only be counted **once**.

Please read the guidance below carefully - if you have any queries regarding particular qualifications please contact Jackie Ward in CQSD j.ward@reading.ac.uk.

Code	Text	Guidance and examples
01	Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework (UK PSF)	<p>E.g. UoR's Postgraduate Certificate in Academic Practice (PGCAP) or its predecessor the ILTHE accredited Certificate in Further Professional Studies in Higher Education; the Teaching and Learning Support Programme (TLSP); EDMAP1 and/or EDMAP2 of the new Academic Practice Programme (APP).</p> <p>Similar qualifications gained at other institutions may be valid, please check with your course leader or with the Higher Education Academy (HEA) accreditation team.</p> <p>NB: Should still be coded as 01 even if you didn't put yourself forward for the actual accreditation- to do so retrospectively please visit http://www.heacademy.ac.uk/accredited-provision/apply/.</p> <p>SEDA awards and the UK PSF Courses recognised by SEDA against its Named Awards that are accredited against the UKPSF (Supporting Learning; Learning Teaching and Assessing) should be coded as 01. These qualifications that predate the UK Professional Standards Framework (UKPSF) should also be coded 01. For more details please see http://www.seda.ac.uk/?p=3_1_7.</p>
02	Recognised by the HEA as an Associate Fellow	<p>Only one of the codes (02, 03, 04 or 05) can apply at a given point in time. Please select the latest HEA recognition you have been awarded.</p> <p>You may have gained professional recognition from the HEA via various routes:</p>
03	Recognised by the HEA as a Fellow	<p>1) Upon completion of an HEA- (or its predecessor ILTHE) accredited initial professional development provision e.g. UoR's TLSP or EDMAP1 of the APP lead to Associate Fellow status (Code 02).</p>

04	Recognised by the HEA as a Senior Fellow	UoR's PGCAP or APP lead to Fellow status (Code 03); But ONLY if you put yourself forward for the actual accreditation).
05	Recognised by the HEA as a Principal Fellow	2) By applying through an HEA-accredited continuing professional development scheme e.g. UoR's FLAIR CPD Route. 3) By applying directly through the HEA's (or its predecessor the ILTHE) Individual Recognition Route. If successful through any of the above, you should have received a formal certificate (with a recognition number) from the HEA detailing the category of fellowship awarded. For more details please see http://www.heacademy.ac.uk/professional-recognition .
06	Holder of a National Teaching Fellowship Scheme Individual Award	A list of UoR NTFS holders is available at http://www.reading.ac.uk/cqsd/CommunitiesandNetworks/cqsd-NationalTeachingFellows.aspx While the NTFS Individual Award is temporary, institutions should continue to return code 06 for staff who have at any time held this award.
07	Holder of a PGCE in higher education, secondary education, further education, life long learning or any other equivalent UK qualification	Some staff have undertaken PGCerts in Higher Education at other institutions. If you are not eligible to claim fellowship status as a result of completing this qualification (and therefore not coded in 01 above), then please select this option. Likewise, if you hold a PGCE in secondary education, further education, lifelong learning then please select this option. Please note primary teaching qualifications are NOT included. Also includes City and Guilds teaching qualifications, where qualification is equivalent and leads to Qualified Teacher Status (QTS).
08	Accredited as a teacher of their subject by a professional UK body	Professional body accreditation which must specifically relate to teaching. E.g. Nursing and Midwifery Council accredited teaching qualification.
09	Other UK accreditation or qualification in teaching in the higher education sector	e.g. Diploma (e.g. DELTA), Masters (e.g. MA in ELT), or Doctorate in teaching in higher education; City & Guilds teaching qualifications in HE NOT leading to Qualified Teacher Status.
10	Overseas accreditation or qualification for any level of teaching	Any overseas qualification or accreditation at any level that includes teaching should be returned as code10.
90	Not known	
99	No academic teaching qualification held	Any teaching english as a foreign language qualification such as TEFL and TESOL should be returned as code 99.

Example 1

Sam completed a PGCE in Primary Education in 2003 and worked for 3 years in primary schools. She joined the Institute of Education in 2006 and successfully applied to be an HEA Fellow in 2009. In 2013 she was awarded a National Teaching Fellowship. She has recently successfully applied to be a Senior Fellow of the HEA via the HEA's Individual Recognition Route.

Sam would complete:

- 04 Recognised by the HEA as a Senior Fellow
- 06 Holder of a National Teaching Fellowship Scheme Individual Award

Example 2

Manoj took 1 module from the HEA-accredited PGCert at his previous institution and gained Associate Fellowship status in 2011. He attended the remaining workshops for the PGCert but did not complete the assignments for the full award. He joined the ICMA Centre in January 2014 as a probationary lecturer and is intending to apply for Fellow status via the FLAIR CPD Route, based on his experience.

Manoj would complete:

- 01 Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework
- 02 Recognised by the HEA as an Associate Fellow

Example 3

Julie attended a one week intensive course for new lecturers in 1990 when she started as a lecturer in History at the University of Reading. Despite this being non-accredited, many of her approaches are based on her experience on that course. Julie has been the DDTL for History for the past 3 years and in December 2013 she successfully applied to be a Senior Fellow of the HEA.

Julie would complete:

- 04 Recognised by the HEA as a Senior Fellow

Example 4

Tim completed a TEFL qualification in 2004 and taught English in Japan for five years. He then returned to the UK in 2009 and completed the DELTA qualification, became an EAP Lecturer at the University of Reading and successfully completed, part time, his Masters in English Language Teaching. He successfully applied to become a Fellow of the HEA in 2012.

Tim would complete:

- 03 Recognised by the HEA as a Fellow
- 09 Other UK accreditation or qualification in teaching in the higher education sector