# CREATE overview for pathway 1 and pathway 3 staff

The CREATE (Cultivating Research-rich Education and Teaching Excellence) Scheme includes the [Postgraduate Certificate on Academic Practice](http://www.bristol.ac.uk/bilt/staff-development/pgcap/) (PGCAP) and the [HEA Fellowship route](http://www.bristol.ac.uk/bilt/staff-development/create-hea-fellowship/) (HEA):

* The Postgraduate Certificate in Academic Practice (PGCAP) is designed for staff new to teaching at Bristol and recognises successful completers as Fellows of the Higher Education Academy (HEA). It is suitable for staff with little experience in teaching in HE in a UK context, including little or no experience of designing units or programmes. The programme consists of two 30 credit modules and provides Recognition of Prior Learning for the School of Educations Masters in Education.
* The CREATE HEA Fellowship scheme is the University’s internal Fellowship scheme where participants are supported in reflecting on their teaching experience to gain recognition as Associate Fellow, Fellow or Senior Fellow of the HEA.

The UoB policy (see: <http://www.bristol.ac.uk/hr/policies/create-policy/>) notes the following:

## Newly appointed staff

Lecturers (pathway 1 and 3) with **less than three years’ equivalent experience of teaching in higher education** in the last five years should acquire the PGCAP. ‘Three years’ teaching experience in HE’ denotes that a substantial period of teaching in UK HE/HE environment relevant to the University of Bristol context will have been undertaken over the equivalent of three years and will include teaching that involves responsibility beyond that of a teaching assistant. *Please discuss with your line manager if you are unsure about your teaching experience and which route is most suitable for you and your context.*

*Lecturers on 0.5 full-time contracts or less, or lecturers on fixed-term contracts of less than two years should consult their line manager to agree which route to HEA Fellowship is appropriate (NB – please see notes on following page).*

Lecturers with **more than three years teaching experience** in the last five years can engage with the PGCAP but can choose to acquire HEA Fellowship through the CREATE HEA Fellowship Scheme.

Senior lecturers or above should acquire HEA Fellowship, either through the PGCAP or the CREATE HEA Fellowship Scheme.

Engagement with the scheme is expected within the first year of appointment, and **completion within two years following appointment**. Absence due to illness, accident, injury, maternity leave, parental leave, special leave or other time agreed by their line manager (e.g. sabbaticals) will be taken into account.

## Existing staff

Pathway 1 and 3 staff, without a teaching in HE qualification and seeking promotion or progression to Senior Lecturer or above, should normally achieve HEA Fellowship through **either** route before applying and in time for successful promotion being active.

Time allowances can reasonably be expected to be as follows:

* PGCAP participation: 100 hours in their workload allocation for each of the programme’s two modules to enable them to undertake the programme. This will be spread over the duration of the programme.
* CREATE HEA Fellowship scheme participation: 30 hours in their workload allocation.

## How to engage with CREATE

**New staff** **and existing staff** are asked to complete the survey [available via this page](https://www.bristol.ac.uk/bilt/staff-development/new-academic-staff/) which includes questions on previous teaching experience and working pattern and will be used to direct people to the most appropriate route of CREATE. Although UoB policy (see above) states that lecturers (pathway 1 and 3) with less than three years’ equivalent experience of teaching in higher education in the last five years should acquire the PGCAP, **the HEA Fellowship route is recommended for those at 0.5 FTE and under** (irrespective of years of experience).

You are advised to discuss your engagement with CREATE your line manager.

## What to expect

### PGCAP

The PGCAP is a credit-bearing University of Bristol course and consists of two Units at level 7. Unit 1 leads to Associate Fellow (HEA) status, and completion of both Units results in Fellow (HEA) status and the award of a postgraduate certificate.

Each Unit consists of:

* 8 x Core workshops (90/120 minutes per workshop plus pre-workshop activities of approximately 30 minutes – 1 hour) on different areas of teaching and learning
* Other formative exercises:
  + Interdisciplinary learning groups (3 x discussions/exercise forums, 1-2 hours each)
  + Microteach session (1 hour plus preparation time)
  + Draft assessment submission
* Optional (but recommended) support workshops such as drop-ins and writing retreats
  + Writing retreats are day long events, and it is recommended that participants attend one, but flexible participation is fine for those who are unable to attend all day
  + Drop-ins are one hour long, but participants can stay any length of time
* A portfolio of work consisting of:
  + A teaching observation of your own teaching
  + A teaching observation of a colleague’s teaching
  + A 3500-word critical reflection + supplementary evidence

Each Unit lasts approximately one teaching block, so both units can be completed in around 12-14 months in total. The **maximum** period of study is 3 years.

## HEA Fellowship

Depending on role, responsibilities and experience, participants will either complete the AFHEA, FHEA, or SFHEA level.

The HEA Fellowship (FHEA) portfolio consists of:

* Briefing sessions – these are compulsory and can be attended either live or asynchronously.
* Optional workshops in scholarship, reflective writing, and learning & teaching (lengths of time for workshops vary, but are usually 1 hour – 3 hours, max 9 hours, plus pre-workshop activities of around 30 minutes – 1 hour)
* Optional (but recommended) support workshops such as drop-ins and writing retreats
  + Writing retreats are day long events, and it is recommended that participants attend one, but flexible participation is fine for those who are unable to attend all day
  + Drop-ins are one hour long, but participants can stay any length of time
* For FHEA applications\* a portfolio of work consisting of:
  + 1 x written reflection (3000 words)
  + 1 x teaching observation (an observation of your teaching)
  + 1 x referee statement (by someone who can speak to your practice)

\*Please contact the [CREATE Team](mailto:create-asd@bristol.ac.uk) for more information on the requirements for achieving AFHEA and SFHEA status. All information will be available via Blackboard once you have registered for the programme.

The *estimated* time to engage with this scheme is 30 hours. As a guide, it is possible for participants working towards Associate and Fellow to develop and submit their portfolio within 12 weeks, and Senior Fellows within 16-20 weeks. There is no maximum timeframe for completion, but participants should be mindful of any promotions/progression deadlines that may affect them should they delay engagement with the HEA Scheme. Participants should aim to complete it **within two years**.