

Guidance for Staff on HESA Codes for Teaching Qualifications

The Higher Education Statistics Agency (HESA), are the experts in UK higher education (HE) data, and the designated data body for England.

We are required to submit data about our academic staffs' teaching qualifications to HESA each year, so please report all the relevant qualifications you hold.

Code	HESA description	Guidance and examples
11	Recognised by Advance HE as an Associate Fellow against Descriptor 1 of the UKPSF	Choose the latest category of HEA Fellowship you have been awarded (so 11, 12, 13 or 14). You can access your formal certificate (with a recognition number) from Advance HE - you will need a My Advance HE account to access your certificate: https://my.advance-he.ac.uk/
12	Recognised by Advance HE as a Fellow against Descriptor 2 of the UKPSF	
13	Recognised by Advance HE as a Senior Fellow against Descriptor 3 of the UKPSF	
14	Recognised by Advance HE as a Principal Fellow against Descriptor 4 of the UKPSF	
15	Recognised by SEDA against Descriptor 1 of the UKPSF	Choose the latest category (descriptor 1 or descriptor 2) you have been awarded (so 15 or 16). https://www.seda.ac.uk/professional-development-opportunities/seda-professional-development-framework-seda-pdf/
16	Recognised by SEDA against Descriptor 2 of the UKPSF	
06	Holder of a National Teaching Fellowship Scheme Individual Award	
07	Holder of a PGCE in Higher Education, secondary education, further education, lifelong learning or any other equivalent UK qualification	Includes: <ul style="list-style-type: none"> • PGCEs in HE which did not award HEA Fellowship. If you have a PGCE in HE which awarded HEA Fellowship select 01. • PGCEs in secondary education, further education, lifelong learning then please select this option. Please note primary teaching qualifications are not included. • City and Guilds teaching qualifications where the qualification leads to Qualified Teacher Status (QTS).
08	Accredited as a teacher of their subject by a professional UK body	Professional body accreditation which specifically relates to teaching in HE e.g. Nursing and Midwifery Council accredited teaching qualification.
10	Overseas accreditation or qualification for any level of teaching	Any overseas qualification or accreditation at any level that directly specifically relates to teaching .
99	No academic teaching qualification held	Choose this if none of your qualifications are included in the above categories.

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Notes

1. Not included in the above categories as evidence of a teaching qualification for HESA purposes:
 - a) Doctorates (unless specifically about teaching in Higher Education);
 - b) Any teaching English as a foreign language qualification (e.g. TEFL and TESOL).
2. Please be prepared to provide a copy of you teaching qualification certificates, including a translation of any overseas qualification(s).
3. It is an expectation of employment that all staff newly appointed to Pathway 1 and Pathway 3 contracts without a teaching in HE qualification **equivalent to HEA Fellowship** (equivalent qualifications include PGCEs in teaching in HE, SEDA at Descriptor 2) should engage with and complete the [University's CREATE scheme](#).

Examples

Example 1

Sam completed a PGCE in Primary Education in 2003 and worked for 3 years in primary schools. She joined the University in 2012 and successfully applied to be an HEA Fellow in 2014. In 2018 she was awarded a National Teaching Fellowship. She recently successfully applied to be a Senior Fellow of the HEA.

Sam would complete:

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

Example 2

Manoj completed a PGCE at his previous institution. He also gained Associate Fellowship status in 2017. He joined the University in January 2021 as a probationary lecturer and is working towards his HEA Fellow status.

Manoj would complete:

- 11 Recognised by the HEA as an Associate Fellow
- 07 Holder of a PGCE in Higher Education, secondary education, further education, lifelong learning or any other equivalent UK qualification

Example 3

Xin attended a one-week non-accredited course for new lecturers in 2000 in her previous institution. She successfully applied to be a Senior Fellow of the HEA in 2017.

Xin would complete:

- 13 Recognised by the HEA as a Senior Fellow

Example 4

Guisepe completed a TEFL qualification in 2012 and taught English in Japan for five years. He then returned to the UK in 2017 and completed the DELTA qualification, became an English for Academic Purposes lecturer, completing a Masters in English Language Teaching. He successfully applied to become a Fellow of the HEA in 2019.

Guisepe would complete:

- 12 Recognised by the HEA as a Fellow

Thanks to the University of Reading: https://www.reading.ac.uk/web/files/cqsd/HESA_Guidance.pdf