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| **University Teaching Award Scheme 2020** |

**Introduction**

The University of Worcester Teaching Award Scheme (UWTAS) is designed to recognise and reward excellent and outstanding practice in teaching, and in supporting and leading learning. The Scheme explicitly promotes innovative, inspiring and excellent practice which is outstanding in its impact to enhance and inspire student learning.

The UWTAS aligns with the UK Professional Standards Framework (UKPSF), a nationally-recognised framework for benchmarking success within HE teaching and learning support.

<https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf>

In recognising and promoting achievement in teaching, and in supporting and leading learning, UWTAS supports career progression for HEA Senior Fellow applications, UW promotion schemes, professorships, and for nomination to the National Teaching Fellowship Awards.

Awards may be applied for in the following categories:

**A University of Worcester Teaching Award**

**B University of Worcester Teaching Team Award**

**C University of Worcester Leading Teaching Award.**

**Who can apply?**

The Scheme is open to full and part-time staff who are Fellows (or Associates) of the Higher Education Academy or have completed a PG Certificate in Learning and Teaching in HE, or similar PG HE teaching qualification accredited against the UKPSF, and have at least two years teaching on University of Worcester programmes. Applicants must have completed their probationary period of employment. The Scheme is also open to staff in partner organisations who meet these criteria and undertake a significant amount of teaching on a University approved course. Applications are welcomed from staff with a range of experience including academic staff, professional services and staff working in learning support.

NB: Some applicants for Team Awards may not fulfil eligibility criteria but can still be recognised as a ‘contributor’ to the team.

**University Teaching Award Scheme and Application Process**

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| **A University of Worcester Teaching Award** |
| **This Award focuses on an applicant’s ability to evidence the impact of innovative/ inspiring/excellent practice to enhance student learning. Applicants will be required to demonstrate how their practice links to the HEA Dimensions of Professional Practice** <https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf> **including:**   * a commitment to **all** the **Professional Values** * a minimum of **2** **Areas of Activity** * a minimum of **2** aspects of **Core Knowledge.**   Note: Submissions should be no longer than the stated word count and would not usually include appendices. Evidence of impact should be detailed within the case studies. |
| **Application process** |
| * Applicants will be required to submit two written case studies (maximum 1500 words each) to evaluate the impact of their innovative/inspiring/excellent practice in relation to student learning/achievement and/or engagement and to reflect on their own professional development in relation to this * The submission should include two advocate statements. One from their line manager and also one from a peer who can comment on their practice in relation to at least one of the case studies (this could include notes from an observation if appropriate). The advocates should be permanent members of UW staff, with sufficient knowledge of the applicant to ensure appropriate commentary * **Submission Stage 1**: Applicants should register their intention to submit an application to [teachingaward@worc.ac.uk](mailto:teachingaward@worc.ac.uk) by **Friday** **26th June 2020** * **Note:** Applicants can only submit at Stage 2 if they have registered their intention to submit an application. This will ensure that assessments of applications can be effectively planned for * **Submission Stage 2**: Submit the application, including advocate statements (one from line manager and one from an advocate) to [teachingaward@worc.ac.uk](mailto:teachingaward@worc.ac.uk) by **Monday 14th September 2020** * The University of Worcester Teaching Award can be applied for every three years. Each Award will be dated according to the year of application. For example; *Jayne Smith: University of Worcester Teaching Award 2020* * Applications will be considered by an **Advisory Panel** chaired by the Deputy Vice Chancellor. The Panel will include a member of the Students’ Union Executive and assessors who are drawn from any of the following: University’s Teaching Fellows, National Teaching Fellows, HEA Principal and Senior Fellows. |
| **B University of Worcester Teaching Team Award** |
| **This Award focuses on the ability of a team of applicants to evidence the impact of collaborative innovative/inspiring/excellent practice to enhance student learning. They will be required to demonstrate how their practice links to the HEA Dimensions of Professional Practice** <https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf>**, including:**   * a commitment to **all** the **Professional Values** * a minimum of **2** **Areas of Activity** * a minimum of **2** aspects of **Core Knowledge.**   **NB: The core team applicants must fulfil the criteria for application as outlined in the section above ‘Who can apply?’**  Note: Submissions should be no longer than the stated word count and would not usually include appendices. Evidence of impact should be detailed within the case studies. |
| **Application process** |
| * Teams will be required to list their members and state why they are a team * Teams will be required to submit two written case studies (maximum 1500 words each) to evaluate the impact of their innovative/inspiring/excellent practice in relation to student learning/achievement and/or engagement and to reflect on their own professional development in relation to this * The submission should include two advocate statements. One from the team’s Head of Department/Centre/Unit/School and one from a senior member of staff who is able to comment on the work of the team. The advocates should be permanent members of UW staff, with sufficient knowledge of the applicant to ensure appropriate commentary * **Submission Stage 1**: Applicants should register their intention to submit an application to [teachingaward@worc.ac.uk](mailto:teachingaward@worc.ac.uk) by **Friday** **26th June 2020** * **Note:** Applicants can only submit at Stage 2 if they have registered their intention to submit an application. This will ensure that assessments of applications can be effectively planned for * **Submission Stage 2**: submit the application along with advocate statements (in one document) to [teachingaward@worc.ac.uk](mailto:teachingaward@worc.ac.uk) by **Monday 14th September 2020** * The University of Worcester Teaching Team Award can be applied for every three years. Each Award will be dated according to the year of application. For example; *Helen Harris, John Jones, Jayne Smith: University of Worcester Teaching Team Award 2019* * Applications will be considered by an **Advisory Panel** chaired by the Deputy Vice Chancellor. The Panel will include a member of the Students’ Union Executive and assessors who are drawn from any of the following: University’s Teaching Fellows, National Teaching Fellows, HEA Principal and Senior Fellows. |
| **C University of Worcester Leading Teaching Award** | |
| **This Award focuses on the excellent leadership/support/co-ordination/management and/or mentoring of others in relation to learning and teaching and/or course/curriculum development and the impact of this work.**  This would be seen as a useful progression toward an application for HEA Senior Fellow (although it is not a pre-requisite).  **The applicant will be able to evidence:**   * Successful co-ordination, support, supervision, management and/or mentoring of others (whether individuals and/or teams) in relation to teaching and learning innovation and excellence (UKPSF D3vii).   **Applicants will be required to demonstrate how their practice links to the HEA Dimensions of Professional Practice** <https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf>:   * a commitment to all the **Professional Values** * relates to a minimum of **3 Areas of Activity** * relates to a minimum of **3** aspects of **Core Knowledge.**   Note: Submissions should be no longer than the stated word count and would not usually include appendices. Evidence of impact should be detailed within the case studies. | |
| **Application process** | |
| * Applicants will be required to submit a reflective commentary (maximum 2000 words) which will focus in particular on the education, training, employment, roles and experience which have contributed to their professional development as teacher, mentor, and facilitator of learning and academic leader. Applicants will highlight the primary influences on their personal development, focusing on the progressive attainment of professional capabilities and the benefits gained from the continuous learning and development process involved * Applicants will also be required to submit a case study (maximum 1500 words) on how they have led/supported/managed other staff to develop innovative/inspiring/excellent teaching and/or how they have led a particular course innovation/curriculum initiative/development and the impact of this work * The submission should include two advocate statements. One from their line manager and also one from a peer who can comment on their practice in relation to leadership and the case study. The advocates should be permanent members of UW staff, with sufficient knowledge of the applicant to ensure appropriate commentary * **Submission Stage 1**: Applicants should register their intention to submit an application to [teachingaward@worc.ac.uk](mailto:teachingaward@worc.ac.uk) by **Friday** **26th June 2020** * **Note:** Applicants can only submit at Stage 2 if they have registered their intention to submit an application. This will ensure that assessments of applications can be effectively planned for * **Submission Stage 2**: submit the application to [teachingaward@worc.ac.uk](mailto:teachingaward@worc.ac.uk) by **Monday 14th September 2020** * The UW Leading Teaching Award will be held initially for a period of three years, and renewable subject to confirmation by the School that the individual continues to meet the criteria * Applications will be considered by an **Advisory Panel** chaired by the Deputy Vice Chancellor. The Panel will include a member of the Students’ Union Executive and assessors who are drawn from any of the following: University’s Teaching Fellows, National Teaching Fellows, HEA Principal and Senior Fellows. | |

**Staff bestowed/conferred with a University of Worcester Teaching Award** **will be:**

* Invited to the Annual Teaching Awards Celebratory event
* Presented with a certificate of recognition
* Provided with the opportunity to contribute to the development of learning and teaching at University, School or Departmental level. The precise detail of this contribution will be negotiated with the individual and Head of School/Service/line manager taking into account their role and responsibilities, and may include leading a learning and teaching development project, stimulating and supporting innovation, leading staff development and acting as a mentor to new staff, and generally furthering the internal and external profile of the University/School/Department in learning and teaching.

**Support available and submission dates:**

**Launch: Wednesday 11th March 2020**

Via all user email and then in UW weekly news blog every Monday.

**Information workshops:**

**‘UW Teaching Award Scheme: Why? What? So What? Now What?’**

The mandatory workshop offers the opportunity to understand the requirements and processes of an application for a UW Teaching Award and enables you to consider the next steps to an application. You will also have the opportunity to ask questions.

Monday 30th March 2020 11.15 – 12.15 BB074 (Blackboard Collaborate)

Wednesday 22nd April 2020 13.15 – 14.15 PN1014 (Blackboard Collaborate)

Wednesday 27th May 2020 11.15 – 13.00 JL2001 (Blackboard Collaborate)

**Note:** **These workshops will be delivered in Blackboard Collaborate. If you are intending to submit an application this year you will need to email** [**teachingaward@worc.ac.uk**](mailto:teachingaward@worc.ac.uk) **expressing your interest and will be added to the UW TAS Blackboard site.**

These workshops may be booked via the [staff development webpage](https://ext-webapp-01.worc.ac.uk/cgi-bin/university/booking_v2.pl?session_id=de633827a0b1a27d3ddae0b42b7430c7&system_id=58)

**Writing Workshop:**

This writing workshop is for staff who have already attended an information workshop. There will be an opportunity to look at the sort of evidence that may be used - applicants are advised to bring along some ideas for case studies which they may be thinking about using. This workshop is combined with the Worcester Scheme (for HEA Fellowships) writing workshop.

Monday 22nd June 2020 10.00 – 14.00 Room BYG197

**Note: The mode of delivery of this workshop will be decided at a later date depending upon Government advice regarding social distancing and other Covid-19 related guidance.**

**Register intention to submit an application: by Friday** **26th June 2020**

**Submit application: by Monday 14th September 2020 (3 pm deadline)**

**Application outcome: w/c 16th November 2020**

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| **University Teaching Award Scheme** |

**Applicant’s Personal Details - Cover Sheet and Declaration**

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| **Applicant Information** | | | | | | | | | | |
| Surname: |  | | | First Name: |  | | Initial: | | Title: |  |
| School/ Department/Centre/  Partner Institution: | | |  | | | | | | | |
| For Team Applications, please list all applicants and state whether an applicant or contributor | | |  | | | | | | | |
| Job title: | | |  | | | | | | | |
| Length of employment at University of Worcester: | | |  | Total number of years of experience of teaching and supporting learning in HE: | |  | | | | |
|  | | | | | | | | | | |
| **ANY Existing Teaching Qualifications and Accreditation** | | | | | | | | | | |
| Qualification: |  | | | Institution: |  | | | Date: |  | |
| Qualification: |  | | | Institution: |  | | | Date: |  | |
| Any existing accreditation: | |  | | | | | | | | |

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| **Award being applied for** |
| Please indicate which award you are applying for (delete as appropriate):  **A University of Worcester Teaching Award**  **B University of Worcester Teaching Team Award**  **C University of Worcester Leading Teaching Award** |

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| **AdVOCATE DetaiLs** |
| Please provide the names of your line manager and the advocate who has been asked to provide a supporting statement. It is the responsibility of the applicant to ensure that the line manager and advocate have access to the relevant guidance/information, templates, deadlines and full details of how to submit their supporting statements (see below). |
| 1.  2. |

**Please type your name or add an electronic signature below and date this form.**

I declare that the information provided on this form is accurate to the best of my knowledge. I understand that in order to assess my application, the information and application supplied will be made available to UWTAS assessors to consider my application. All information will be treated as confidential and only used for the purposes of making recognition decisions.

Signature: Date:

**Checklist for applicants:**

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|  | **Yes** | **No** |
| Have I attended a mandatory information workshop? |  |  |
| Have I registered my intention to submit an application before **Friday** **26th June 2020**?  [teachingaward@worc.ac.uk](mailto:teachingaward@worc.ac.uk) |  |  |
| Have I written my statement and/or case studies in accordance with guidance for either award A, B or C and have I demonstrated how they link to the HEA Dimensions of Professional Practice? <https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf> |  |  |
| Have I written my statement and/or case studies to evidence impact of my practice? |  |  |
| Have I checked that my application is within the word limit and fulfils the criteria stated depending upon the Award? |  |  |
| Have I provided my line manager and advocate with copies of my submission in good time to write their statements? |  |  |
| Have I provided to my line manager and advocate the relevant guidance/information, templates, deadlines and full details of how to submit their supporting statements (see below). |  |  |

**SUBMIT APPLICATION by 3pm on Monday 14th September 2020 to** [teachingaward@worc.ac.uk](mailto:teachingaward@worc.ac.uk).

**Advocate Supporting Statement Template**

Eligibility regarding the application criteria on page 1 ‘Who can apply?’ will be checked with HR.

The Scheme Director will request this information when you register your intention to submit an

application and inform you of the outcome.

**A University of Worcester Teaching Award**

The submission should include two advocate statements:

- one from the applicant’s line manager

- one from a peer who can comment on the applicant’s practice in relation to at least one of the case studies.

**B University of Worcester Teaching Team Award**

The submission should include two advocate statements:

- one from the team’s Head of Department/Centre/Unit/School

- one from a senior member of staff who is able to comment on the work of the team.

**C University of Worcester Leading Teaching Award**

The submission should include two advocate statements:

- one from the applicant’s line manager

- one from a peer who can comment on the applicant’s practice in relation to leadership and the case study.

**Advocate 1 - Line Manager/Head of Department/Centre/Unit/School**

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| Advocate’s Name: |  |
| Job Title: |  |
| Department/ School/Centre/Institution: |  |
| Email Address: |  |
| Applicant’s Name: |  |
| In what capacity are you able to comment on the applicant’s professional practice? | |
| Please **verify** what has been written by the applicant and in your own words (around 300) explain how you think the applicant has demonstrated innovative, inspiring and excellent practice which is outstanding in its impact to enhance and inspire student learning.  **If for Award C** please also comment on how the applicant has led/supported/managed other staff to develop innovative/inspiring/excellent teaching. | |

**Please type your name or add an electronic signature below and date this form.**

I declare that the information provided on this form is accurate to the best of my knowledge.

Signed: Date:

The line manager should email the completed supporting statement form to[teachingaward@worc.ac.uk](mailto:teachingaward@worc.ac.uk) **by 3pm on Monday 16th September 2019**.

The file should be saved as:

applicant surname\_applicant initial\_ award[a/b/c]\_advocates surname\_advocates initial\_2019

It is the applicant’s responsibility to ensure that the advocate is fully aware of this information and deadlines.

**Advocate 2 - Peer**

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| Advocate’s Name: |  |
| Job Title: |  |
| Department/ School/Centre/Institution: |  |
| Email Address: |  |
| Applicant’s Name: |  |
| In what capacity are you able to comment on the applicant’s professional practice? | |
| Please **verify** what has been written by the applicant and in your own words (around 300) please explain how you think the applicant has demonstrated innovative, inspiring and excellent practice which is outstanding in its impact to enhance and inspire student learning through one of their case studies.  **If for Award C** please comment on the applicant’s practice in relation to leadership and the case study submitted. | |

**Please type your name or add an electronic signature below and date this form.**

I declare that the information provided on this form is accurate to the best of my knowledge.

Signed: Date:

The advocate should email the completed supporting statement form to[teachingaward@worc.ac.uk](mailto:teachingaward@worc.ac.uk) **by 3pm on Monday 16th September 2019.**

The file should be saved as:

applicant surname\_applicant initial\_ award[a/b/c]\_advocates surname\_advocates initial\_2019

It is the applicant’s responsibility to ensure that the advocate is fully aware of this information and deadlines.

**Guidance notes for advocate statements to support applications**

Thank you for agreeing to provide a supporting statement. In order to be able to comment appropriately you should be a permanent member of UW staff with good knowledge of the applicant.

These guidance notes answer the following:

1. Who is this guidance for?
2. What is the function of the supporting statement?
3. What information do I need to provide?
4. Is there a supporting statement template?

5. What happens when the statement is completed?

**1. Who is this guidance for?**

The guidance is for line managers/Head of Department/Centre/Unit/School managers/peers who have been asked to provide an advocate statement for one of the University Teaching Awards. It is designed to help in preparation of the supporting statement. Any questions can be addressed to Kerry Whitehouse [k.whitehouse@worc.ac.uk](mailto:k.whitehouse@worc.ac.uk).

**2. What is the function of the supporting statement?**

The function of the supporting statement is to provide peer verification of the application.

Please take time to read both the application criteria of the Award applied for and the applicant’s account before composing the supporting statement.

**3. What information does the advocate need to provide?**

The supporting statement should verify the application, referring to the applicant's demonstration of innovative, inspiring and excellent practice which is outstanding in its impact to enhance and inspire student learning,and how their practice links to the HEA Dimensions of Professional Practice <https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf>.

**For Award C** the advocate is also asked to comment on how the applicant has led/supported/managed other staff to develop innovative/inspiring/excellent teaching and/or how they have led a particular course innovation/curriculum initiative/development and the impact of this work. The advocate should also comment on the applicant’s practice in relation to leadership and their case study.

Please provide practical examples to support comments wherever possible. If the advocate has been involved in peer observation/review of the applicant’s innovative and excellent teaching/leading or support of learners, they should draw on the evidence this provides.

**4. Is there a supporting statement template?**

Yes, this should be provided by the applicant. When the advocate has completed the statement, they should ensure that it includes their name, job title, organisation (including department where applicable) and email address. The assessors may wish to contact the advocates to clarify points in the supporting statement.

**5. What happens when the statement is completed?**

Once the statement is completed the advocate should save the file as:

applicant surname\_applicant initial\_ award[a/b/c]\_advocates surname\_advocates initial\_2019

Example: Jones\_A\_awardC\_Whitehouse\_K\_2019

and then email to [teachingaward@worc.ac.uk](mailto:teachingaward@worc.ac.uk) by 3pm on **Monday 14th September 2020.**

**Process and criteria for assessing applicants:**

Applications will be considered by an **Advisory Panel** chaired by the Deputy Vice Chancellor. The Panel will include a member of the Students’ Union Executive and assessors who are drawn from any of the following: University’s Teaching Fellows, National Teaching Fellows, HEA Principal and Senior Fellows.

**1. Each submission will be considered by two members of the Advisory Panel against criteria and a final judgement made as to whether the application is:**

**Emerging or Achieving -**

**Emerging applications** will be provided with strengths of the application and advice on how to develop their application further

**Achieving applications** will be provided with strengths of the application, suggestions for wider dissemination and further professional development opportunities available within UW. For instance, successfully Achieving applicants may wish to consider publication of case studies or presenting conference papers for wider dissemination etc.

**2. Marked applications will be presented to the Advisory Panel for approval.**

**3. Applicants will be notified via email and follow up letter of the outcome of their application w/c 16th November 2020.**

**Awarding criteria and marking template (provided to applicant following decision)**

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| **A University of Worcester Teaching Award**  [Feedback should be sufficiently detailed but no greater than 1 page of A4 – minimum 11 font] | | |
| **Case Study 1 and 2:** | | |
| **Please refer to the applicant’s strengths in:**  [Exemplary practice should be highlighted in this section]  **a) Evidencing the impact of innovative/inspiring/excellent practice to enhance student learning** **achievement, and/or engagement.**  [Please provide examples]  **b) Demonstrating how their practice links to the HEA Dimensions of Professional Practice including:**   * a commitment to **all** the **Professional Values** * a minimum of **2** **Areas of Activity** * a minimum of **2** aspects of **Core Knowledge.**   **c) Reflecting upon the impact of this aspect of their work upon their own professional development.** | | |
| **Is each case study 1500 words (maximum)?**  [Add comments if needed when answering no] | Yes | No |
| **Does the line manager’s advocate statement support the application?** | Yes | No |
| **Does the peer’s advocate statement support the application in relation to one case study?** | Yes | No |
| **Outcome:** | Achieving | Emerging |
| [If Emerging]  Advice to develop their application further: (use bullet points)  [If Achieving]  Advice for wider dissemination and further professional development opportunities available within UW: (use bullet points): | | |
| **Names of assessors:** [this information will be deleted following Panel approval] | | |

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| **B University of Worcester Teaching Team Award**  [Feedback should be sufficiently detailed but no greater than 1 page of A4 – minimum 11 font] | | |
| **Case Study 1 and 2:** | | |
| **Please refer to the team’s strengths in:**  [Exemplary practice should be highlighted in this section]  **a) Evidencing the impact of collaborative innovative/inspiring/excellent practice to enhance student learning, achievement, and/or engagement.**  [Please provide examples]  **b) Demonstrating how the practice of the team links to the HEA Dimensions of Professional Practice including:**   * a commitment to **all** the **Professional Values** * a minimum of **2** **Areas of Activity** * a minimum of **2** aspects of **Core Knowledge.**   **c) Reflecting upon the impact of this aspect of their work upon the team’s professional development**, **which may include the impact of working collaboratively with others.** | | |
| **Is each case study 1500 words (maximum)?**  [Add comments if needed when answering no] | Yes | No |
| **Does the application list the team members and state why they are a team?** | Yes | No |
| **Does the team’s Head of Department/Centre/Unit/School manager advocate statement support the application?** | Yes | No |
| **Does the senior member of staff advocate statement support the team’s application?** | Yes | No |
| **Outcome:** | Achieving | Emerging |
| [If Emerging]  Advice to develop their application further: (use bullet points)      [If Achieving]  Advice for wider dissemination and further professional development opportunities available within UW: (use bullet points): | | |
| **Names of assessors:** [this information will be deleted following Panel approval] | | |

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| **C University of Worcester Leading Teaching Award**  [Feedback should be sufficiently detailed but no greater than 1 page of A4 – minimum 11 font] | | |
| **Commentary and Case Study:** | | |
| **Please refer to the applicant’s strengths in:**  [Exemplary practice should be highlighted in this section]  **a) Successful co-ordination, support, supervision, management and/or mentoring of others (whether individuals and/or teams) in relation to teaching and learning innovation and excellence (UKPSF D3vii) and the impact of this work.**  [Please provide examples]  **b)** **Demonstrating how their practice links to the HEA Dimensions of Professional Practice**   * a commitment to all the **Professional Values** * relates to a minimum of 3 **Areas of Activity** * relates to a minimum of 3 aspects of **Core Knowledge.**   **c) Reflecting upon the primary influences on personal development, focusing on the progressive attainment of professional capabilities and the benefits gained from the continuous learning and development process involved.** | | |
| **Is the commentary 2000 words (maximum)?**  [Add comments if needed when answering no] | Yes | No |
| **Is the case study 1500 words (maximum)?**  [Add comments if needed when answering no] | Yes | No |
| **Does the line manager’s advocate statement support the application?** | Yes | No |
| **Does the peer’s advocate statement support the application?** | Yes | No |
| **Outcome:** | Achieving | Emerging |
| [If Emerging]  Advice to develop their application further: (use bullet points)  [If Achieving]  Advice for wider dissemination and further professional development opportunities available within UW: (use bullet points): | | |
| **Names of assessors:** [this information will be deleted following Panel approval] | | |