

## 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 Fellowship<sup>1</sup> and the resources on the relevant webpages.

The FLAIR CPD application process	
1	Familiarise yourself with the <a href="#">Professional Standards Framework</a> (PSF)
2	Use Advance HE's ' <a href="#">Fellowship Category Tool</a> ' to establish which category of Fellowship is most appropriate for you
3	<p>Familiarise yourself with the application requirements including eligibility for the CPD Scheme (see handbook)</p> <p>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. <a href="http://www.reading.ac.uk/cqsd-2017/teaching-career/awards-recognition/cqsd-academic-practice-programme.aspx">http://www.reading.ac.uk/cqsd-2017/teaching-career/awards-recognition/cqsd-academic-practice-programme.aspx</a></p>
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	<p>Draft your application: part of the drafting process should involve taking feedback. All feedback is oral and it happens in three stages:</p> <ul style="list-style-type: none"> <li>• <b>Informal feedback:</b> from someone local or someone on the 'alumni list' which you will find on the website</li> <li>• <b>Feedback from critical friend:</b> Once you have acted on your informal feedback, you can request further feedback from a critical friend. The 'Critical Friends' Directory' can be found on the website.</li> <li>• <b>Formal feedback:</b> 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.</li> </ul> <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	<p>Organise your supporting statements:</p> <ul style="list-style-type: none"> <li>• send your draft to the people who are providing the statements</li> <li>• when the supporting statements are returned to you, paste them into the relevant section of the application proforma</li> </ul>
8	Submit your application

<sup>1</sup> The handbook can be found on the FLAIR CPD webpages: <http://www.reading.ac.uk/cqsd-2017/Developing-and-enhancing/training-professional-development/cqsd-cpd-route.aspx>