

FLAIR CPD KEY DATES 2023			
Mon	24	Apr 2023	09:00-10:00 Here to help (Contact Aaron Cooper via Microsoft Teams with prepared issue/question)
Tues	25	Apr 2023	Submission window closes (D1-D3 written) (early Summer)
Wed	10	May 2023	09:00-10:00 Here to help (Contact Aaron Cooper via Microsoft Teams with prepared issue/question)
Tues	23	May 2023	09:00-10:00 Here to help (Contact Aaron Cooper via Microsoft Teams with prepared issue/question)
Tues	6	June 2023	09:00-10:00 Here to help (Contact Aaron Cooper via Microsoft Teams with prepared issue/question)
Thur	8	June 2023	Submission window closes (D1-D3 written)
Fri	23	June 2023	09:00-10:00 Here to help (Contact Aaron Cooper via Microsoft Teams with prepared issue/question)
Mon	10	July 2023	09:00-10:00 Here to help (Contact Aaron Cooper via Microsoft Teams with prepared issue/question)

Dates from September 2023 onwards will be published once finalised.

'Here to Help' sessions are one hour windows of time we put aside as an opportunity for you to ask any questions you can't find the answer to on the website or in the handbook. Please send your question to aaron.cooper@reading.ac.uk in advance of the session. He will then ring you at some time during the next 'Here to Help' session.

Feedback: The feedback process consists of three layers. The first layer of feedback is informal feedback from someone who has been through the Scheme ('Alumni List' available on the website). The second layer is feedback from a 'critical friend' ('Critical Friends' Directory' available on the website). After you have acted on this feedback, we can provide further feedback. CQSD ADE offer all applicants the opportunity for a 30 minute 1-to-1 feedback meeting (face-to-face or via Teams). Please email Aaron (aaron.cooper@reading.ac.uk) to arrange a mutually convenient time for an appointment.

FLAIR CPD webpages (key documentation, templates, screencasts, examples and support packs): <https://www.reading.ac.uk/cqsd/flair/cpd-route>

Submission points: There are no fixed submission points for the CPD scheme. Instead we operate a system of submission windows. The dates above indicate when a submission window closes. When we reach one of these dates, we process the applications that have been received and open the next submission window. We do not have a process for extensions because applicants can effectively submit at any time.

We operate a first-come, first-served policy. Although we endeavour to process all applications received, there may be times when the quantity of applications exceeds the number of reviewers available. This means that, although we will process all applications received when a submission window has closed, this does not automatically mean they will all be reviewed. In some circumstances, they may need to be carried over into the next submission window. We, therefore, encourage applicants to submit before the final date when a submission window closes.