

FLAIR CPD Scheme - Key Dates

2023-2024			
Tues	19	Sep 2023	Submission window closes (D3 oral). Panel date: Thur 19 Oct 2023 (provisional).
Wed	1	Nov 2023	Submission window closes (D1-D3 written)
Wed	10	Jan 2024	Submission window closes (D3 oral). Panel date: Thur 25 Jan 2024 (provisional).
Tues	23	Apr 2024	Submission window closes (D1-D3 written)
Tues	18	Jun 2024	Submission window closes (D1-D3 written)

'Here to Help' sessions:

'Here to help' sessions are windows of time we put aside as an opportunity for you to ask any questions you have after visiting the website and reading the handbook. These sessions are a good opportunity to discuss any general queries or just put a face to a name. Questions about the content of a specific application are better suited to the longer draft review sessions instead (see feedback section below). We reserve a one hour slot every Friday morning (if this is not part of your usual working pattern, we can work together to try to find a mutually convenient alternative). You can book a 10 minute slot by sending a calendar invite to Aaron aaron.cooper@reading.ac.uk. He will confirm availability or look to move to the next available Friday. You can also add any questions you might have in advance of the meeting by including them in the invitation.

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.