

Appendix 1: Request to Appoint Form (Academic T&R, T&S, R&I)

HESA Codes for Higher Education Teaching Qualifications

UKPSF = UK Professional Standards Framework for teaching and supporting learning in Higher Education.

Codes 02-05 may apply as a result of gaining recognition from a direct application to the HEA and/or by completing an HEA-accredited institutional programme (course or experience-based). If you have completed an accredited course (e.g. PGCertHE) that allowed you to gain HEA recognition, you may need to select both code 01 and one of codes 02-05. If you completed such a course but did not apply for HEA recognition, or were not successful in doing so, please select only code 01. For a full list of HEA accredited programmes please see the [HEA website](#)

Code	Text	Guidance and examples
01	Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework	<u>Newcastle PGCertHEs</u> : PGCLTHE; PCAP; CASAP commenced since Sept 1997; Clinical Education (CCE) commenced since Sept 2007; ITLHE; NTA. <u>Other UKPSF-accredited PGCertHEs</u> ; SEDA-accredited courses from before 2007, and/or accredited against UKPSF
<i>PLEASE NOTE: Only one of the Higher Education Academy (HEA) codes 02, 03, 04 and 05 can apply at a given point of time.</i>		
02	Recognised by the HEA as an Associate Fellow (AFHEA, D1)	Passing Newcastle University module LTES; the NTA; ITLHE Part B (20 credits); or two assignments from PCAP or PGCLTHE since 1997.
03	Recognised by the HEA as a Fellow (FHEA, D2)	Passing Newcastle University's CASAP, PCAP or PGCLTHE started since Sept 1997; or CertClinEd started since Sept 2007
04	Recognised by the HEA as a Senior Fellow (SFHEA, D3)	
05	Recognised by the HEA as a Principal Fellow (PFHEA, D4)	
06	Holder of a National Teaching Fellowship Scheme Individual Award	If you hold an NTFS individual award (i.e. you are a National Teaching Fellow)
07	Holder of a PGCE in higher education, secondary education, further education, lifelong learning or any other equivalent UK qualification	PGCE, PGCHE, PGCFE not in category 01 above; City and Guilds teaching qualifications, where qualification is equivalent and leads to Qualified Teacher Status (QTS)
08	Accredited as a teacher of their subject by a professional UK body	Subject-discipline accreditation of any kind (e.g. Member of the Academy of Medical Educators (MAcadMED))
09	Other UK accreditation or qualification in teaching in the higher education sector	City & Guilds 7307; NVQs that specifically include HE teaching; other City & Guilds teaching qualifications not leading to Qualified Teacher Status
10	Overseas accreditation or qualification for any level of teaching	Any overseas qualification or accreditation that includes teaching. An 'Habilitation'/ 'acreditación' will qualify only if it included evaluation of teaching.
99	No academic teaching qualification held	