**Supporting Statement Proforma**

Thank you for agreeing to provide one of the two supporting statements required by Advance HE. Supporting statements serve to authenticate practice within a GOLD fellowship application.

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

Please note that the statement supporting a GOLD application is not the same as a job application reference. The award of Associate/Senior/Fellowship is based on peer recognition of professional practice and as such you are being asked to support this application as a valued peer who has expertise in teaching and learning in higher education (HE). During the GOLD review process the two independent supporting statements provided by the referees will be used to confirm that the submission presents a fair and accurate reflection of the applicant’s higher education practice.

**Am I the right person to provide a supporting statement for the applicant?**

You will be expected to have current or recent experience of working in higher education and will normally hold one of the four categories of Fellowship, (this is essential if you are the GOLD mentor). You will have worked closely with the applicant, have first-hand knowledge of their HE professional practice and will be in a position to comment on and substantiate the applicant’s record of effectiveness within the context in which they teach and/or support learning. You should be able to confirm that the applicant has represented their practice accurately and provide your opinion that they demonstrate the requirements of the relevant descriptor and criteria of the [UK Professional Standards Framework (PSF).](https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf)

The application for Associate (AFHEA) and Fellowship (FHEA) is based on current and recent HE practice (within the last 3 years). Applications for SFHEA are based on practice within the last 5 years.

If you no longer work with the applicant, it is important that you are familiar with their recent practice. You are required in this template to indicate how long you have worked together. Please note that supporting statements should reflect professional relationships; i.e. not be from family members or based on personal friendships. The statement will be your independent and authentic account in support of the application. If you feel, having read this guidance that you are not in a position to give a supporting statement then you should decline the request.

**What to include**

You can refer to specific elements of the GOLD application in your supporting statement and/or independently supply further evidence on their behalf, as appropriate. In either case, you should **explicitly** refer to descriptor statements of the level of fellowship applied for and to relevant dimensions of the UKPSF. If you are the GOLD mentor for an AFHEA candidate who is claiming for A2, or if you are a GOLD mentor for an FHEA candidate you should specifically include narratives regarding the teaching observation you have done for your mentee (the applicant) within your supporting statement.

Please see the relevant **Guidance Notes for Mentors** or **Guidance Notes for Referees** on the GOLD website for further information about specific requirements for each level of fellowship.

NB. Descriptor VII for Senior Fellow specifically relates to: *Successful co-ordination, support, supervision, management and/or mentoring of others (whether individuals and/or teams) in relation to teaching and learning*. Supporting statements for SFHEA should emphasise the role of the applicant in influencing the way others teach/assess/support learning.

Supporting statements that do not specifically and explicitly articulate the experience of the applicant with the specific dimensions of the UKPSF may risk jeopardising the application. If in doubt about any aspect of the supporting statements, please contact gold@greenwich.ac.uk for further guidance.

**This is an OPEN reference.**

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| **Applicant’s Name:** |
| **Applicant’s Department, School, Office, Unit, or Division:** |
| **Applicant has applied for which category of GOLD fellowship? (delete as appropriate)**Associate FellowFellowSenior Fellow |

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| --- |
| **Your Name:**  |
| **Your job title:**  |
| **Your category of fellowship? (delete as appropriate)****Associate Fellow****Fellow****Senior Fellow****Principal Fellow** |
| **Your Department, School, Office, Unit, Division of Organisation:** |
| **Your phone number(s) and/or extn:** | **Your e-mail:** |
| **You are: Mentor (First supporter) or Referee (Second supporter) (delete as appropriate)** |
| **How long have you known the applicant?****In what capacity can you comment on the applicant’s professional practice?** |

**The Supporting Statement** (Indicative word length of 1 side of A4 for AFHEA, 2 sides of A4 for FHEA/SFHEA as indicated by Advance HE guidance for length of statements)

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You should return this document as a saved pdf to the applicant. They will include it with their application and their other supporting statement to the GOLD team at gold@greenwich.ac.uk, cc-ing both referees. We ask you to check *your* supporting statement and contact the GOLD admin team if an error has occurred.

Thank you for your contribution.

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| **DECLARATION****I declare that this supporting statement is written by me. I grant permission for this application to be processed through plagiarism detection software and/or for any other checks to be made regarding the accuracy of the information included in this supporting statement.****Your signature:****Date:**  |