CREATE Guide – An Overview for Pathway 1 and Pathway 3 Staff (updated September 2024)

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## Introduction

The CREATE (Cultivating Research-rich Education and Teaching Excellence) Scheme is accredited by Advance HE and includes the Postgraduate Certificate in Academic Practice (PGCAP) and the CREATE Fellowship Scheme:

* The Postgraduate Certificate in Academic Practice (PGCAP) is designed for staff new to teaching at Bristol and recognises successful completers as Fellows. It is suitable for staff with no or a small amount of experience in teaching in HE, including little or no experience of designing units or programmes. The programme consists of two 30 credit modules and provides Recognition of Prior Learning for the School of Education’s Masters in Education.
* The CREATE Fellowship scheme is the University’s internal Fellowship scheme where participants are supported in reflecting on their teaching experience to gain recognition as Associate Fellow, Fellow or Senior Fellow. It is suitable for staff with a range of prior and current experience in teaching in higher education and participants are supported to develop their practice through a series of workshops.

The following Guide draws upon the [Policy for staff participation in the CREATE Scheme (including the PGCAP and the CREATE HEA Fellowship Scheme)](http://www.bristol.ac.uk/hr/policies/create-policy/). All those considering participation in one of the CREATE programmes should familiarise themselves with this policy.

## Newly Appointed Staff

It is an expectation of employment that all staff newly appointed to Pathway 1 and Pathway 3 contracts at grade J and above, without a teaching in HE qualification should engage with and complete CREATE. This includes existing staff moving from Pathway 2 to Pathway 1 or 3 (e.g. proleptic staff). Alternative teaching in HE qualifications include a Postgraduate Certificate in teaching in UK HE, or Fellowship.

## For All Staff: Engagement with CREATE

The following sections outline the ways in which all staff without a teaching in higher education qualification should engage with CREATE.

### Lecturers with less than 3 years teaching experience

Lecturers on Pathway 1 and Pathway 3 contracts, with less than three years’ equivalent experience of teaching in higher education (HE) within the last five years should acquire the PGCAP. ‘Three years’ teaching experience in HE’ denotes that a period of teaching in a lecturing role in UK HE/HE environment comparable to the University of Bristol context will have been undertaken over the equivalent of three years.

Lecturers on 0.5 full-time contracts or less, or lecturers on fixed-term contracts of less than two years should consult their line manager to agree which route to Fellowship (PGCAP or CREATE Fellowship Scheme) is appropriate.

### Lecturers with more than 3 years teaching experience

Lecturers on Pathway 1 or Pathway 3 with more than three years’ experience of substantive teaching in HE (e.g. lecturing, leading small or large group teaching sessions) in the last five years are entitled to engage with the PGCAP but can choose to acquire Fellowship through the CREATE Fellowship Scheme.

### Senior Lecturers or above

Senior Lecturers or above on Pathways 1 and 3 without a higher education teaching qualification should acquire Fellowship and can choose to acquire this either through the PGCAP or the CREATE Fellowship Scheme.

## Engagement and Length of Completion

For all staff, engagement with the PGCAP or the CREATE Fellowship Scheme is expected within the first year of appointment and the normal period for being awarded the PGCAP/ Fellowship will be within two years following appointment. Any period when the member of staff is absent due to illness, accident, injury, maternity leave, parental leave, special leave or other time agreed by their line manager (e.g. sabbaticals) will be taken into account.  Staff on fractional contracts of 0.5 FTE or less should discuss their anticipated length of completion with the CREATE team.

The PGCAP programme can be completed in 12-14 months. Please note that ratification of results takes place at an annual exam board and those seeking promotion to Senior Lecturer must await exam board notification of completion of the PGCAP before applying for promotion (see below).

The CREATE Fellowship Scheme assessment can be submitted in up to 12 weeks (though on average most participants take 12 months to submit). As above, those seeking promotion to Senior Lecturer must await ratification of results prior to applying for promotion. CREATE Fellowship Scheme results are ratified at an External Assessment Panel which takes place three-times a year.

## CREATE and Promotion

Staff seeking promotion should achieve their Fellowship and **have a ratified outcome** (i.e. results have been confirmed at the annual Faculty Graduate Studies Committee for PGCAP or External Exam Board for CREATE Fellowship Scheme) through either the PGCAP or CREATE Fellowship Scheme before the deadline for submission of a promotion application. The only exception to this is for those seeking promotion from lecturer b to c where enrolment on CREATE will be adequate.  If you are unsure about your eligibility for promotion you are advised to speak with your Line Manager and/or HR representative.

## Time Allowance and Support

Time allowance for staff who are required to engage with CREATE as described, can reasonably be expected to be as follows:

* **PGCAP participation:** 100 hours in their workload allocation for each of the programme’s two modules to enable them to undertake the programme. This will be spread over the duration of the programme.
* **CREATE Fellowship scheme participation:** 30 hours in their workload allocation.

Heads of School are advised to take these time allowances into account when distributing workload allocation.

## How to sign up to engage with CREATE

New staff and existing staff are asked to complete the survey [available via this page](https://www.bristol.ac.uk/bilt/staff-development/new-academic-staff/) which includes questions on previous teaching experience and working pattern and will be used to direct people to the most appropriate route of CREATE. Although UoB policy (see above) states that lecturers (Pathway 1 and 3) with less than three years’ equivalent experience of teaching in higher education in the last five years should acquire the PGCAP, the CREATE Fellowship Scheme may be recommended for those at 0.5 FTE and under (irrespective of years of experience). You are advised to discuss your engagement with CREATE with your line manager.

## What to expect

The following sections offer an overview of the PGCAP and CREATE Fellowship Scheme in terms of their content, teaching approaches and assessment methods:

### PGCAP

The PGCAP is a credit-bearing University of Bristol course and consists of two Units at level 7. Completion of both Units results in Fellow status and the award of a postgraduate certificate. Participants engaged on the PGCAP are classed as UoB students and are subject to the same processes, rules and regulations as all other PGT students at the University. Each Unit consists of:

* 8 x Core workshops (90/120 minutes per workshop plus pre-workshop activities of approximately 30 minutes – 1 hour) on different areas of teaching and learning
* Other formative exercises:
  + Interdisciplinary learning groups (3 x discussions/exercise forums, 1-2 hours each)
  + Microteach session (1 hour plus preparation time)
  + Formative assessment submission
* Optional (but recommended) support workshops such as drop-ins and writing retreats
  + Writing retreats are day long events, and it is recommended that participants attend one, but flexible participation is fine for those who are unable to attend all day
  + Drop-ins are one hour long, but participants can stay any length of time

The summative assessment on each PGCAP Unit consists of two parts:

1. A teaching observation of your own teaching/supporting learning **and** an observation you conduct of someone else's teaching/supporting learning practice
2. A critical reflection (either an essay or equivalent alternative – 3,500 – 4,500 words)

Each Unit lasts approximately one teaching block, so both units can be completed in around 12-14 months in total. As noted above, please bear in mind that ratification of results takes place at an annual exam board and those seeking promotion to Senior Lecturer must await exam board notification of completion of the PGCAP before applying for promotion (see above). The **maximum** period of study is 3 years.

### CREATE Fellowship Scheme

Depending on role, responsibilities and experience, participants will apply for one of three categories of fellowship: Associate, Fellow or Senior Fellow. The CREATE Fellowship Scheme consists of:

* Briefing sessions – these are compulsory and can be attended either live or asynchronously.
* Optional workshops in scholarship, reflective writing, and key concepts and approaches to learning and teaching in higher education (lengths of time for workshops vary, but are usually 1 hour – 3 hours, plus pre-workshop activities of around 30 minutes – 1 hour)
* Optional (but recommended) support workshops such as drop-ins and writing retreats
  + Writing retreats are day long events, and it is recommended that participants attend one, but flexible participation is fine for those who are unable to attend all day
  + Drop-ins are one hour long, but participants can stay any length of time

The assessment on the CREATE Fellowship Scheme consists of a written reflection on your teaching/supporting learning practice plus supporting evidence (i.e. an observation of teaching/reference from a colleague). For Fellowship applications\* the portfolio of work consists of:

* + 1 x written reflection (3000 words)
  + 1 x teaching observation (an observation of your teaching)
  + 1 x referee statement (by someone who can speak to your practice)

\*Please contact the [CREATE Team](mailto:create-asd@bristol.ac.uk) for more information on the requirements for achieving Associate and Senior Fellow status. All information will be available via Blackboard once you have registered for the programme.

The *estimated* time to engage with this scheme is 30 hours. As a guide, it is possible for participants working towards Associate and Fellow to develop and submit their portfolio within 12 weeks, and Senior Fellows within 16-20 weeks – if they have engaged with all the workshops and are able to dedicate time to writing their portfolio. On average, participants take around 12 months to complete their portfolio for Fellow. There is no maximum timeframe for completion, but participants should be mindful of any promotion deadlines that may affect them should they delay engagement with the CREATE Fellowship Scheme. Participants should aim to complete it **within two years**.

## Questions or Comments

Anyone with any questions or comments regarding the contents of this Guide should contact the CREATE team via email at: [create-asd@bristol.ac.uk](mailto:create-asd@bristol.ac.uk).