Entering Your Academic Teaching Qualifications on MyHR

HESA (Higher Education Statistics Agency) have requested that Queen Mary record whether or not academic staff hold higher education or other relevant teaching qualifications, or have been recognised in other ways for their teaching expertise (refer to Appendix 1 for more detail).

The requirement to publish this information was set out in the Higher Education White Paper 2011.

What Should I Do?

If you are not an academic member of staff, this does not apply to you and you do not have to do anything.

If you are an academic member of staff, you will need to complete the small drop-down fields on MyHR questionnaire.

How To Complete The MyHR Questionnaire

1) Log onto MyHR as usual. If you need guidance on how to do this, please click here for a short video.

2) Once you have access, the MyHR Questionnaire will be at the top of your screen as shown. Click on the title ‘Academic Teaching Qualification’.

3) This will then take you to the second screen of the Questionnaire. It will read

“If you are an academic member of staff, please complete the short drop-down fields stating which academic teaching qualifications you hold. To access the fields, please click on [Complete Form] at the bottom right of the screen.”
4) Clicking on [Complete Form] will take you into the drop down questionnaire.

There are six drop down menus, all with the same values behind them. This is because you can list up to six different academic teaching qualifications that you may hold.

5) Select from the drop down labelled “qualification one” the relevant qualification you hold (refer to Appendix 2 for full list and full descriptions).

If you hold none, please select “99 No qualification held”.

Repeat this process where necessary for the other drop down menus.

**Note:** You only need to select from each drop down menu if you have a qualification to list. For example if you hold two academic teaching qualifications, you only need to select from drop down lists one and two.

6) To submit the questionnaire once you are done, please click on [Submit] in the bottom right hand corner of the screen.

**Note:** Please do not select [Save]. As with all MyHR pages, if you select [Save] it will only save what you have done on the screen but the questionnaire will **not** get submitted.
Once you click on [Submit] you will get a confirmation message

**Confirmation Message**
Your Questionnaire form has been submitted.

Click [Continue] in the bottom right hand corner to go back to MyHR front page.

**Amending Your Completed Questionnaire**

If you want to **view** the data you have selected from the drop down menus, you can.

To do this you have to Go back into the Questionnaire module and you will see a screen showing your completed questionnaire. The title of the questionnaire is a link. To go back into it, click on this link:

<table>
<thead>
<tr>
<th>Authorised</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29/10/2013</td>
<td>12:29:59</td>
</tr>
</tbody>
</table>

If you want to **amend** the questionnaire data, you have to submit a new form, as per instructions above.

So click on [Complete Form], select from the drop down fields and click [Submit] again.

If you have submitted a new questionnaire, you will be able to view both the old and new form on your Questionnaire screen as such:

<table>
<thead>
<tr>
<th>Authorised</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29/10/2013</td>
<td>12:36:55</td>
</tr>
<tr>
<td></td>
<td>29/10/2013</td>
<td>12:29:59</td>
</tr>
</tbody>
</table>

Your most recent entry will always be considered your final, valid entry.

-end-
Appendix One – HESA Notes on Academic Teaching Qualifications Collection

From HESA website

There is no implied hierarchy in the valid entries, neither is there any implied equivalence. All of the qualifications that are held by staff must be returned. For an individual only one of the Higher Education Academy (HEA) codes 02, 03, 04 and 05 can apply at a given point of time.

While the National Teaching Fellowship Scheme Individual Award is temporary, institutions should continue to return code 06 ‘Holder of a National Teaching Fellowship Scheme Individual Award’ for staff who have at any time held this award.

Where a staff member attends an accredited course that does not lead to an award, but has not gone forward for the accreditation, they should be treated as having successfully completed the course and coded as 01 ‘Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework’.

City and Guilds teaching qualifications should be coded either to 09 ‘Other UK accreditation or qualification in teaching in the higher education sector’ or to 07 ‘Holder of a PGCE in higher education, secondary education, further education, lifelong learning or any other equivalent UK qualification’, where the qualification is equivalent and leads to Qualified Teacher Status (QTS).

Courses recognised by SEDA against its Named Awards that are accredited against the UKPSF (Supporting Learning; Learning Teaching and Assessing) should be coded as 01 ‘Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework’. These qualifications that predate the UK Professional Standards Framework (UKPSF) should also be coded 01 ‘Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework’.

Where overseas accreditation and qualifications are achieved at any level code as 10 ‘Overseas accreditation or qualification for any level of teaching’.

For the purposes of this field, any Teaching English as a foreign language qualification should be returned as code 99 ‘No qualification held’.


Appendix Two – Full list of HESA Academic Teaching Qualification Codes

01 Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework

02 Recognised by the HEA as an Associate Fellow

03 Recognised by the HEA as a Fellow

04 Recognised by the HEA as a Senior Fellow

05 Recognised by the HEA as a Principal Fellow

06 Holder of a National Teaching Fellowship Scheme Individual Award

07 Holder of a PGCE in higher education, secondary education, further education, lifelong learning or any other equivalent UK qualification

08 Accredited as a teacher of their subject by a professional UK body

09 Other UK accreditation or qualification in teaching in the higher education sector

10 Overseas accreditation or qualification for any level of teaching

90 Not known

99 No qualification held