



the institute for learning and teaching  
in higher education

## Application Guidance Notes

### The ILT

The Institute for Learning and Teaching in Higher Education (ILT) is the professional body for all who teach and support learning in higher education in the UK. It exists to enhance the status of teaching, improve the experience of learning and support innovation. It also develops and maintains professional standards of practice. It is becoming the main source of professional recognition for all staff engaged in teaching and the support of learning.

Like many other professional bodies, the ILT will in due course be governed by its members and will reflect their values and concerns.

Membership and Associateship of the ILT are open to both experienced staff and those at the start of their careers, wherever they work or whatever their subject.

This pack is most relevant to applicants seeking Membership or Associateship of the ILT through the Initial Entry Route for Experienced Staff. However, applicants who have completed an ILT-accredited programme can also use this pack. More information about Membership or Associateship through collaborative accreditation with other professional bodies can be found on the ILT website ([www.ilt.ac.uk](http://www.ilt.ac.uk)).

The annual subscription for Membership of the ILT is £75 and £49 for Associateship. These subscriptions are eligible for tax relief, reducing the cost to £58.50 (Membership) and £37.73 (Associateship) as at January 2001 for individuals paying the standard rate of tax. Applicants applying through the Initial Entry Route for Experienced Staff need to pay an additional application processing fee of £25.

# What do I gain by joining the ILT?

The ILT can bring benefits to you, your institution and your students. Join the ILT and gain:

## **recognition:**

- for your expertise as a teacher;
- of your commitment to learning and teaching;
- as a performance indicator for assuring standards;
- of your professional status, with an entitlement to postnominal letters.

## **career development:**

- to improve the learning experiences of your students;
- to gain information on a wide range of learning and teaching methods and share best practice;
- to be updated on the latest issues in learning and teaching, with unique access to original articles on learning and teaching emailed direct to your desktop and access to what is planned to be the UK's most extensive collection of web-based resources on learning and teaching in HE;
- as an increasing number of universities recognise the value of ILT membership in probation and promotion decisions.

## **a benefits package including:**

- networking with colleagues in the UK and worldwide, online and face-to-face;
- regional members' forums for consultation and debate;
- updates, news and resources including a thrice-yearly newsletter;
- for Members, an international refereed journal, *Active Learning in Higher Education*;
- discounted rates at the ILT's annual flagship conference with international speakers;
- discounts on specially commissioned books on learning and teaching, and on a growing range of other goods and services.

## **a means to influence the future of your profession:**

- help shape the ILT by voting, standing for election to Council, serving on committees or helping to formulate standards for Continuing Professional Development;
- keep the formulation of standards of practice where they belong - in the hands of the practitioners.

## About the Application Process

This booklet includes guidance on who can join the ILT, what routes are available and how applications are assessed. With these guidance notes you should also have received the following items:

### **Application booklet**

### **Guidance notes for referees**

Please read all the guidance notes carefully before completing the forms; following the instructions provided helps us to process your application more quickly. Please allow up to 12 weeks for the ILT to process your application, although we would normally expect to acknowledge receipt of the application within two weeks.

## Application Criteria

All application routes are focused on the following five areas of professional activity:

1. teaching and/or the support of learning in higher education
2. contribution to the design and planning of learning activities and/or programmes of study
3. assessment and/or giving feedback to learners
4. developing effective learning environments and learner support systems
5. reflective practice and personal development

## **Evaluation of programmes and applications**

The evaluation of institutional programmes and individual applications is undertaken by a panel of trained accreditors, made up of experienced practitioners drawn from across the whole of the UK higher education sector. The accreditors are supported in this work by ILT officers. A list of current accreditors is available on the ILT website.

# Routes to Membership and Associateship

You can choose which category of membership and which application route best matches your current role, professional needs and previous experience. The table below offers an at-a-glance guide to ILT options available to you. The processes for joining the ILT are intended to be sufficiently flexible to allow you to demonstrate your experience and expertise in teaching and supporting learning. We expect submissions to reflect the diversity of roles in HE.

## **ASSOCIATE**

This is likely to be appropriate for you if:

- you have one year's experience of teaching (or equivalent for part-timers)
- you have a restricted role as a teacher or learning facilitator that does not cover all five of the broad areas set out in 'Application Criteria' above

OR

- you have successfully completed an ILT-accredited programme leading to Associateship

## **MEMBER**

This is likely to be appropriate for you if:

- you have three or more years' teaching experience (or equivalent for part-timers)
- your role as a teacher or learning facilitator is based on comprehensive expertise across the five broad areas set out in 'Application Criteria' above

OR

- you have successfully completed an ILT-accredited programme leading to Membership

## **Initial Entry Route for Experienced Staff**

The Initial Entry Route allows applicants to submit evidence directly to the ILT, demonstrating that they have satisfied the criteria for Membership or Associateship through professional experience.

The current version of this route will be available until 30 September 2001. Staff who have the equivalent of three years' full-time experience of teaching or learning support in HE are eligible to apply through this route for Membership. For Associateship, only one year's experience is required. The assessment process will be concerned with the nature of

the experience gained more than the exact period of service or number of contact hours with learners. Members must demonstrate professional practice against all the application criteria. Associates must be able to satisfy the criteria of reflective practice and two other areas of professional activity.

### **Accredited Programme Route**

If you have successfully completed an ILT-accredited programme of training in teaching and learning support you will be automatically eligible to join the ILT. Further information about accredited programmes, including the current list, is available on the ILT website.

### **Other Routes**

The ILT is also establishing other routes to ILT membership based on the recognition of appropriate qualifications and accreditation offered by other bodies concerned with teaching in higher education. Information about such routes will be placed on the ILT website.

# How to join the ILT

## Membership and Associateship for experienced staff (via the Initial Entry Route for Experienced Staff)

- Step 1 Read carefully the guidance notes on the application process.
- Step 2 Complete **all** parts of the application booklet.
- Step 3 Ask your referees to read your application and the *Guidance notes for referees*, write the reference and return it to you in a sealed envelope signed across the seal.
- Step 4 Return the completed application forms to the Accreditation Department at the ILT, with the two references and a cheque for £25 made out to the ILT to cover the application processing fee. If your institution is paying the processing fee for you and has set up an account with the ILT an invoice will be issued, otherwise please enclose an official purchase order. If you have queries about payment contact the ILT Finance Department (telephone: 01904 434231, email: **accounts@ilt.ac.uk**).
- Step 5 You will normally receive notification that your application has been received within two weeks of receipt. If the application is incomplete, you will be asked for the missing documents. Your application will not be processed until it is complete.
- Step 6 Your application will be reviewed by our accreditors and you will receive notification of the result, normally within 12 weeks of receipt.
- Step 7 Once your application has been accepted you will be sent an invoice for your first year's subscription. Your subscription will run for a calendar year from the date your invoice has been paid and funds cleared. If your institution is paying the membership fee the invoice will be sent in accordance with the details you supplied.

## If you have completed an accredited programme

- Step 1 Check that your course appears on the list of accredited programmes and that it was accredited at the time you successfully completed the programme. Details of accredited programmes can be viewed on the ILT website ([www.ilt.ac.uk](http://www.ilt.ac.uk)). If the course is not on the list, or if you took the programme earlier than the date on which accreditation started, you should apply through the Initial Entry Route for Experienced Staff.
- Step 2 Complete the following sections of the application booklet:
- Contact and employment details** (page 1)
  - For applicants who have completed an accredited programme** (page 2)
  - Professional information** (page 3)
  - Payment information** (page 14)
  - Declaration** (page 14)
  - Equal opportunities monitoring form** (pages 15-16)
- Step 3 Send your completed application to the Accreditation Department at the ILT, with evidence of successful completion of the course. Please **do not send original documents** through the post - copies are acceptable. A cheque for your first year's subscription should accompany your application, made payable to the ILT. If your institution has set up an account with the ILT an invoice will be issued, otherwise please enclose an official purchase order if your institution is paying the subscription for you. If you have queries about payment contact the ILT Finance Department (telephone: 01904 434231, email: [accounts@ilt.ac.uk](mailto:accounts@ilt.ac.uk)).
- Step 4 You will receive notification that your application has been accepted by the ILT, normally within 12 weeks.

## Joining the ILT by other routes

The ILT continues to negotiate with a range of professional bodies to enable colleagues to join the ILT through collaborative accreditation arrangements. Please visit our website at **[www.ilt.ac.uk](http://www.ilt.ac.uk)** for details on other routes to ILT membership.

If you have any queries about your application, ILT criteria or routes to joining the ILT, please contact the ILT on 01904 434222 or email **[enquiries@ilt.ac.uk](mailto:enquiries@ilt.ac.uk)**.



## How accreditors review applications through the Initial Entry Route

A panel of accreditors has been recruited to review applications for Membership and Associateship via the Initial Entry Route for Experienced Staff. The accreditors are drawn from across the HE sector and include both education specialists and practitioners from a range of disciplines. The accreditors have been selected for their experience of external review and accreditation, as well as for their knowledge and experience of teaching and learning issues. The ILT's officers do not make decisions on applications for membership.

Accreditors are trained to ensure that all decisions made on the eligibility of applicants for Membership and Associateship are reliable, consistent and valid. Each application is reviewed by at least two accreditors.

The accreditors will look for information regarding:

- significant experience of the areas of professional activity you have chosen to tell us about in your submission;
- an awareness of pedagogical issues, both generally and within your own discipline;
- the ability to choose, adapt and apply methods and approaches that are relevant to the context in which you work;
- the ability to demonstrate that critical evaluation and reflection inform your practice.

The accreditors draw on information from all sections of the application form in coming to a decision on whether to accept the application. The accreditors are expected to take an holistic approach to reviewing the form, so you do not need to repeat elsewhere information given in one section. If the accreditors do not feel that your application demonstrates that you have met the criteria for ILT Membership or Associateship, your application will be referred back to you with an explanation of the reasons for referral and a request for further additional information to support your application.

## Information on your teaching and learning support experience

The information you provide in the application booklet is the primary evidence that the accreditors will use to reach a decision. This is intended to be a route that recognises the value of accumulated experience and the ILT is looking for a concise statement about your teaching and learning support experience. Please do not provide additional material (such as student feedback forms, teaching observation notes or published papers), as the accreditors will not be able to consider it.

## Balance of description and reflection

The accreditors look for evidence that your approach to teaching and learning support is informed by an understanding of how learners develop knowledge and learning skills. They look partly for a description of the activities with which you are involved, but more importantly for an indication that you use your understanding of the learning process, and knowledge of relevant scholarship, to select appropriate methods of teaching, learning support and assessment.

The accreditors will particularly look for indications of how you evaluate the effectiveness of your teaching and learning support activities and how you develop your approach in the light of experience. Evidence of a critical approach to your experience should appear in *all* the relevant sections you have completed of the form, not simply in the section on reflection. This section is also designed to encourage you to reflect on your own personal and continuing professional development activities.

## Evidence of coherence of approach

Your application should demonstrate a coherent approach to teaching and the support of learning. If your experience covers a broad spread of activities you may wish to outline the range of your work in the first section and then draw on particular examples in more detail in the other sections of the form. The criteria used by the accreditors in assessing Initial Entry Route applications can be viewed on the ILT website at [www.ilt.ac.uk/membership/criteria.htm](http://www.ilt.ac.uk/membership/criteria.htm).

## Choosing and briefing referees

The function of the referees is to read and corroborate the *Supporting Information* of your application. They should also supply further information about your eligibility to join the ILT, using their knowledge of your work and the context in which you teach and/or support learning.

The referees you choose should be people who know your professional work and understand the context in which your teaching and learning support activities take place. They need not necessarily be very senior members of your department, but they should be experienced staff active in teaching and learning support and be able to comment knowledgeably and from first-hand experience of your work. An appropriate referee, for example, could be someone who has observed your teaching, a fellow course team member, line manager or someone from another institution with whom you have worked. The accreditors find it helpful when referees are able to comment on your current role and responsibilities and any other relevant activities undertaken within the last three years.

When you ask someone to act as a referee, you should provide them with the *Guidance notes for referees* (enclosed in this pack), so that it is very clear from the outset that what kind of reference is required in support of your ILT application. The reference should focus on your experience and achievements in teaching and learning support and on your research record insofar as it directly informs your teaching. You should also provide referees with a copy of your application form before they start to write, so that they can refer to and comment on the contents. You may also wish to provide them with the information about the ILT included in the pack.

Please ask your referees to supply their signed references in sealed envelopes and to sign the back across the seal. There is no reason, of course, why they should not also supply you with a copy of the reference, provided both you and they are happy with this. The references must be authenticated and the ILT cannot accept references sent by email.

Please send both references to the ILT together with your application. **It is your responsibility to collect the references and the ILT cannot chase your referees on your behalf.** We shall only be able to start processing your application once we have received all the

completed application documents and both your references. Please provide us with full contact details for your referees, as we may wish to contact them to clarify points. Exceptionally, we may ask you to nominate a third referee for further comment on your application.

**If after reading this booklet you have any questions about your eligibility to join the ILT, please contact us to discuss your situation. If you have any questions about the process, please contact the ILT on 01904 434222 or email [enquiries@ilt.ac.uk](mailto:enquiries@ilt.ac.uk)**

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