

UWE CPD Framework Specification & Response Document

1. Introduction

UWE Bristol is a thriving, modern university, offering a wide range of highly respected courses and employment-enhancing opportunities. We're a well-established university, with over 27,000 students, 250,000 alumni and 3,000 staff. Students come to study with us from all over the UK, as well as from 140 different countries around the world, making this a diverse and interesting place to study.

1.1 Our teaching

With more than 600 courses on offer, at undergraduate, postgraduate, professional and short course level, we offer a broad range of subjects across the arts, creative industries, health, science, business, law, environment and technology disciplines. We are well known for the quality of our teaching, and for our student experience as a whole. We've built close links with leading employers such as CERN, Rolls Royce, the NHS, Aardman Animation and the BBC to help develop the right content for our courses and to give our students exposure to diverse professional opportunities.

In the words of Professor Steve West, Vice-Chancellor: "We want our students to become ready and able graduates, who feel confident in their abilities and the part they have to play in the world."

1.2 Our campuses

Our 14 different departments are spread across three campuses in and around Bristol – and we have campuses at Gloucester and Hartpury College, as well as offering courses through local study partners and global partner institutions. We have invested in the latest facilities and resources to give our students access to everything they need to succeed – with £200m being spent on new state-of-the-art learning spaces and accommodation between now and 2020 to enhance our offer even further.

The City Campus includes partnerships with the Watershed, Arnolfini, Aardman and Spike Island. The University has invested heavily in its infrastructure with developments at Bower Ashton as part of the City Campus, a new simulation suites at the Glenside Campus, new £50m Faculty of Business and Law, a £9m Student Union building, new accommodation and one of the first University Enterprise Zones sitting alongside the UK's largest Robotics lab at the Frenchay Campus.

1.3 Our research and wider impact

Alongside our teaching, our academics are working on nationally and internationally-renowned research in many interesting areas – from robotics to appearance issues. As well as enriching our teaching, we ensure our research contributes to society and the economy through knowledge exchange, science communication, partnerships and supporting business innovation and growth. We also play a very active role in our city and wider region, and are seen by many employers and organisations as the 'go to university' for graduate recruitment.

The University is made up of four Faculties spread between these campus sites. These are the Faculties of: Arts, Creative Industries and Education, Environment and Technology, Health and Applied Sciences and Business and Law.

In addition the University has support services comprising:

- Human Resources
- Finance
- IT Services
- Student Services
- Academic Registry
- Admissions & International Recruitment
- Library Services
- Facilities including Estates, Security, Catering, Transport Services, Timetabling, Centre for Sport, Cleaning, Student Accommodation and Printing and Stationery
- Chaplaincy
- Marketing and Communications
- Centre of Performing Arts
- Research, Business & Innovation

2. Abbreviations

The following abbreviations shall be used throughout this specification.

- [M] – This paragraph requires a mandatory response. Your proposal should include information on fulfilling the requirement. Failure to do so may exclude you from the exercise.
- [D] – This paragraph is a desirable requirement
- [Inf] – This paragraph is for your information

3. Background

- 3.1 [Inf] The University of the West of England (UWE, Bristol) is currently developing and introducing an institutional Enhancement Framework for Academic Programmes and Practice as part of its Learning 2020 strategic change programme. To complement and support the development of our new enhancement-led and data-rich approach to curriculum development and review, we are seeking to develop a new institutional continuing professional development framework for staff and students: the Academic Practice Platform. This will not only provide our staff and students with opportunities to develop, share and celebrate wide ranging aspects of their academic skills, programmes and practices, but will additionally offer opportunities for professional recognition, aligned to the UK Professional Standards Framework for Teaching and Supporting Learning in Higher Education (Descriptors 1 – 4).
- 3.2 [Inf] We are seeking an experienced Higher Education professional with a good understanding of existing models that have been used to build CPD frameworks in the UK HE sector, who can work closely with a range of stakeholders across UWE Bristol to develop a fit for purpose framework for the institution. The framework will incorporate existing early career development activities as well as extending development and recognition opportunities to established staff and a range of students who support learning.

- 3.3 [Inf] In line with current sectoral developments, reflected most recently in the development of the Academic Professional Level 7 Apprenticeship Standard, we are also keen to explore how our CPD framework can move beyond the current focus of many current CPD frameworks (the UKPSF and its focus on teaching and learning) to consider 'academic practice' more holistically. As such, using the new Academic Professional Apprenticeship Standard as a starting point, the framework will consider opportunities to draw upon key aspects of the Vitae Researcher Development Framework.
- 3.4 [Inf] Through the development of the Academic Practice Platform, UWE aims to ensure that all staff who teach and support learning have a HESA recognised teaching qualification by 2020.
- 3.5 [Inf] The institution currently runs a PG Cert in Learning and Teaching in Higher Education for those with a substantive teaching role at UWE Bristol and who are new to HE teaching, and offers mandatory introductory training for post-graduate researchers who teach. A redevelopment of the current PG Cert is underway aligned to the new Academic Professional Apprenticeship Standard and this is therefore **out of scope** of this project. However, all relevant PG Cert developments will be communicated to the external consultant in a timely manner to ensure that wider CPD framework developments can be aligned where possible and where appropriate.
- 3.6 [Inf] Preparing for HEA accreditation of the new scheme is **out of scope** of this project. However the external consultant that is appointed will be knowledgeable of current requirements of HEA accreditation processes and will ensure where possible that the scheme is appropriately designed for future accreditation.

4. Contract Duration and Scope

- 4.1 [Inf] The contract will be delivered between April and July 2017 in order that the new CPD framework can be in place by September 2017.
- 4.2 [Inf] The external consultant who is contracted to undertake this work will be provided with:
- all relevant data from existing staff and student development and recognition activities;
 - relevant information about existing staff and student development, support and sharing events;
 - support to access and gather information from a range of stakeholders across UWE Bristol;
 - Other relevant information as required.
- 4.3 [Inf] The external consultant will identify between four and six examples of existing CPD frameworks in the UK HE sector which showcase good practice. In particular we are keen to hear about those which use:
- professional dialogue routes to recognition;
 - online platforms for the collation and sharing of evidence and resources.

The selection of examples will be discussed at an early point in the project in order that a summary of the identified schemes, and any key learning points from their development and operation, can be submitted for consideration at the mid-point in the consultancy period.

4.4 [Inf] During the first two months of the consultancy period, the external consultant will be tasked with meeting with a range of stakeholders individually and in groups to discuss existing opportunities and current needs for support, development and recognition. These are likely to include, but are not limited to:

- The DVC and Provost
- The Director of Learning and Teaching
- The PVC Student Experience
- The Director of Academic Services
- The Learning for All Hub Leader
- HR Staff Development colleagues
- Faculty Associate Deans Learning and Teaching
- The PG Cert in Higher Education Programme Leader and tutors
- Heads and Associate Heads of Department
- UWE Teaching Fellows and National Teaching Fellows
- TEL advisors and Learning Technologists
- Programme Leaders
- Student PAL Leaders
- Early career academics
- Post-graduate researchers who teach
- The VP Education (The Students' Union)

4.5 [Inf] While travel to UWE Bristol's campuses will be a necessary part of this project, we are supportive of using remote meeting platforms where appropriate and practicable to reduce overall environmental impact. The expected number of contracted days on-site should be included in the tender submission, but this will be discussed and confirmed with the successful consultant before contracts are finalised.

4.6 [Inf] At the mid-point of the consultancy period (c.6-8 weeks), a short interim report will be submitted to include:

- An overview of activity undertaken to-date including details of key learning points from the chosen exemplar CPD frameworks and any key findings from meetings with UWE stakeholders;
- A discussion of the remaining timeline and associated progress towards and plans for achieving the final project deliverables.

A meeting will be held to discuss the interim report and next steps.

4.7 [Inf] The project's final deliverables will include but are not limited to:

- a scheme introduction and overview;
- specific guidance for framework users and assessors;

- the core recording mechanisms and assessment approaches for the scheme's recognition activities. In relation to this, the external consultant will work to advise UWE's learning technology community on the development of Pebblepad templates and resources (as appropriate).
- recommendations about the ongoing support requirements of the scheme moving forwards and approaches to its evaluation.

5. Evaluation Criteria

5.1 [Inf] The tender submissions will be evaluated as below:

1	Project Appreciation	20%	<i>Proposal</i>
2	Experience and evidence of delivery of similar projects	20%	<i>CV and Proposal</i>
3	Proposed timeline: activities, milestones and deliverables	40%	<i>Proposal</i>
4	Value for Money	20%	<i>Proposal</i>

6. Requirements

6.1 [M] Proposals and associated CVs (using the UWE CV template) must include information on:

- **Project Appreciation:** the external consultant's approach to and understanding of the overall project brief (Criterion 1).
- **Experience and credentials:** including information about the successful delivery of similar projects (Criterion 2).
- **Project Timeline: Activities, Milestones and Deliverables:** a clear timeline of activities (specifying whether they will take place on or off site), milestones and deliverables (Criterion 3).
- **A full schedule of costs** aligned to the key activities, milestones and deliverables and presented as an inclusive daily rate to include all project accommodation, subsistence and travel costs (Criterion 4).
- **Insurance:** information on professional indemnity insurances held.
- **Referees:** The names and contact details of up to three referees who can be contacted by us if required.

7. Timetable

ACTIVITY	DATE
Invitation to Tender Circulated	8 th March 2017
Closing date for tender	22 nd March 2017
Tender adjudication meeting	Week commencing 27 th March 2017
Award tender	31 st March 2017
Work commences	3 rd April or as soon as possible thereafter
Project start-up meeting (on campus)	Week commencing 3 rd April
Interim report	Submitted by 2 nd June 2017
Interim project meeting	Week commencing 5 th June 2017
Final deliverables	Submitted by Monday 31 st July 2017

8. Tender Returns

Please email your submission documents (Proposal and CV) to elizabeth.cleaver@uwe.ac.uk with the subject title UWE CPD Framework.

Submissions should be received by **16:00** on the **22nd March 2017**.

9. Tender Queries

If you have any questions or queries relating to this tender, please email Professor Elizabeth Cleaver at the above email address.

A position paper which outlines proposals for a UWE Enhancement Framework for Academic Programmes and Practice and initial ideas for the Academic Practice Platform can be sent on request.