# Staff Development Fund 2023-24: SD1 form

# SD1: application for funding for a new programme of study

# Introduction

The university’s staff development fund is managed by the Learning and Teaching Academy (LTA) in close partnership with academic partner staff development officers, or those with this responsibility, and with UHI departmental line mangers who are responsible for the staff development of their teams. The staff development fund supplements the approved contributions made towards a programme of study by an academic partner or UHI departmental line manager.

The **SD1** form is one of four staff development fund forms which can be downloaded from the [LTA funding support](https://www.uhi.ac.uk/en/learning-and-teaching-academy/funding/staff-development-fund/) web pages along with the [Staff Development Fund Guidance](https://www.uhi.ac.uk/en/learning-and-teaching-academy/funding/staff-development-fund/) to support the completion of the forms. The table below provides a guide to the purpose of each of the four forms.

**Form Description**

SD1 For colleagues applying for initial funding support for an accredited programme of   
 study

SD1-level 12 For colleagues applying for initial funding support for an SCQF level 12 programme  
 of study, e.g. PhD or EdD

SD2 For colleagues who have already received initial funding support from the staff   
development fund and are applying for continuation of funding for the same  
programme of study.

SD3 For colleagues who have completed their programme of study and the funding  
support has come to an end. The SD3 form requests information on the benefits of the programme of study to professional practice including anticipated next steps and at least one opportunity to share their learning with relevant colleagues.

Figure 1 Staff development fund form names and descriptions

Sections 1 to 7 below, are to be completed by the applicant; section 8 by the endorser of the application (a more senior colleague who has the authority to recommend the application) and section 9 by the staff development officer or those with this responsibility, or in the case of UHI portfolio applicants, the departmental line manager. On completion, the application should be sent to the LTA by email to [LTA@uhi.ac.uk](mailto:LTA@uhi.ac.uk?subject=Staff%20Development%20Fund%20Application).

**Sections of the form To be completed by:**

Sections 1-8 The applicant

Section 9 The endorser of the application

Section 10 To be completed by the staff development officer, or those with this responsibility, or in the case of UHI portfolio applicants, the departmental line manager.

Figure 2 Guide to completing the form sections

# 1 About your personal data

The information you provide will be used by the LTA for the purpose of collection and storage of personal data in relation to the communication of information, monitoring, and reporting of the allocation of funding to individuals from the Staff Development Fund. Please read the [LTA funded initiatives (LTA Scholarship, Aurora, Staff Development Fund) privacy notice](https://www.uhi.ac.uk/en/learning-and-teaching-academy/about/privacy-notices-for-lta-activities/).

| Q. | Question text | Answer text |
| --- | --- | --- |
| 1 | I have read the [privacy notice](https://www.uhi.ac.uk/en/learning-and-teaching-academy/about/privacy-notices-for-lta-activities/) which applies to LTA funded initiatives and consent to my data being used as outline in the notice  Please contact [lta@uhi.ac.uk](mailto:lta@uhi.ac.uk?subject=Staff%20Development%20Fund%20Privacy%20Notice%20query) if you select ‘No’ or have any questions relating to the privacy notice | Yes  No |

# 2 About you

This section is about you as the applicant for funding support from the university. Please provide the information on the following questions.

| Q. | Question text | Answer text |
| --- | --- | --- |
| 2 | Applicant name | Click or tap here to enter text. |
| 3 | Do you identify as a woman? | Choose an item. |
| 4 | Job title | Click or tap here to enter text. |
| 5 | Brief description of your current role and responsibilities (recommended word count: 50) | Click or tap here to enter text. |
| 6 | Employer / academic partner | Choose an item. |
| 7 | Mode of employment | Choose an item.  If part-time, please state your full time equivalent (FTE)  Click or tap here to enter text. |
| 8 | Highest level of academic qualification gained to date | Choose an item.  If ‘Other’ please state: Click or tap here to enter text. |

# 3 About the eligibility for funding

This section is about the extent to which the programme of study is eligible for funding. Please provide the information on the following questions.

| Q. | Question text | Answer text |
| --- | --- | --- |
| 9 | Do you teach higher education (HE) students? | Yes , please go to Q12  No , please go to Q10 |
| 10 | Do you support higher education (HE) students as part of your professional or student services role? | Yes , please go to Q11  No  If no, please discuss your application with the person responsible for staff development in your academic partner, or in the case of UHI, the departmental line manager |
| 11 | If yes, please explain the nature of the support you provide to higher education (HE) students (recommended word count: 50) | Click or tap here to enter text. |

# 4 About the programme of study

This section is about the programme of study to be undertaken, for example a postgraduate certificate programme. Please provide information on the following questions.

|  |  |  |
| --- | --- | --- |
| Q | Question text | Answer text |
| 12 | The full title of the programme of study | Click or tap here to enter text. |
| 13 | The name of the awarding institution/organisation | Click or tap here to enter text. |
| 14 | The webpage link for the programme. | Click or tap here to enter text. |
| 15 | If the awarding institution is UHI, please go to Q18. If the awarding is from another institution, please go to Q16. | Yes , please go to Q18  No , please go to Q16 |
| 16 | Is there a programme of study or similar programme of study available through UHI? If yes, please provide the programme name. | Yes  No  Click or tap here to enter text. |
| 17 | Fully describe your rationale for selecting an awarding institution or organisation other than UHI (recommended word count: 50) | Click or tap here to enter text. |
| 18 | The level of the programme | Choose an item. |
| 19 | The SCQF level of the programme | Choose an item. |
| 20 | The start date of the full programme | Click or tap to enter a date. |
| 21 | The anticipated duration of the full programme | Click or tap here to enter text. |
| 22 | The anticipated end date of the programme | Click or tap to enter a date. |

# 5 About the units, modules or course elements of the programme

This section is about the specific units, modules or course elements, within the full programme of study you are undertaking, and for which funding support is being sought within the current or forthcoming academic year.

| Q. | Question text | Answer text |
| --- | --- | --- |
| 23 | The start date for the unit, module or course element relating to this application | Click or tap to enter a date. |
| 24 | The number and titles of units, modules or course elements of the programme of study you are applying for funding for in this application (i.e. within this academic year)  If the number of units, modules or course elements are not reflected in the funding provision levels in section 2 of the Staff Development Fund Guidance, please provide further information | Choose an item.  Click or tap here to enter text.  Click or tap here to enter text. |
| 25 | The fees for the units, modules or course elements you are applying for funding for in this application (i.e. within this academic year)  (If a UHI programme, please provide the fee as stated on the programme webpage (please **do not** deduct the 20% staff discount as this will be considered in the funding contribution calculations) | Click or tap here to enter text. |
| 26 | The webpage link for the programme fees | Click or tap here to enter text. |
| 27 | The recommended study time per week for the programme of study to be undertaken | Click or tap here to enter text. |
| 28 | A brief statement on how you plan to meet this recommended weekly study time | Click or tap here to enter text. |

# 6 About the alignment of the programme with professional development aims

This section is about how the programme of study will enhance your professional practice and align with wider strategic goals. Please provide a clear statement for each question of approximately **100 words**.

|  |  |  |
| --- | --- | --- |
| Q | Question text | Answer text |
| 29 | The rationale for choosing the programme of study and how you anticipate it will enhance your professional practice. | Click or tap here to enter text. |
| 30 | In what ways do you anticipate this programme of study will align with your academic partner goals or in the case of UHI portfolios, your departmental goals. | Click or tap here to enter text. |
| 31 | Please select **two** values from the [Learning and Teaching Enhancement Strategy](https://www.uhi.ac.uk/en/learning-and-teaching-academy/innovation/ltes/) and outline how this programme of study will enhance your practice in relation to each of them (maximum word count: 50 words for each value, please state the relevant value) | **Value 1**: Click or tap here to enter text.  **Value 2**: Click or tap here to enter text. |
| 32 | How you anticipate sharing the learning and enhancement of your professional practice arising from the programme of study with colleagues and students. | Click or tap here to enter text. |

# 7 About other contributions

The section is about other contributions to the programme of study.

| Q | Question text | Answer text |
| --- | --- | --- |
| 33 | The contributions which have been or will be provided from other sources. Please select all that apply.  If other, please provide further information. | Choose an item.  Choose an item.  Choose an item.  Click or tap here to enter text. |
| 34 | The contributions you are expecting to make yourself. Please select all that apply.  If other sources of funding have been sought, please provide further information. | Choose an item.  Choose an item.  Choose an item.  Click or tap here to enter text. |

# 8 Confirmation

This section is about the confirmation of the details provided in the application. Please read the following statements and indicate that the details are correct by ticking the box and entering your name and the date of entry in the spaces below. Please ensure that you pass your completed application form to the staff development officer or those with this responsibility, or in the case of UHI portfolio staff, departmental line manager for approval and submission to the LTA at [lta@uhi.ac.uk](mailto:lta@uhi.ac.uk)

| Q. | Question text | Answer text |
| --- | --- | --- |
| 35 | I confirm that the information provided is accurate |  |
| 36 | If the sources of funding are approved for the programme of study, I will apply for a place immediately if I have not done so already |  |
| 37 | Should I no longer require funding support, or should I wish to delay the start of a programme of study, I will inform the relevant staff development officer, or colleague responsible for staff development, or in the case of executive office applicants, the departmental line manager. |  |
| 38 | I will submit SD2 (continuation) and SD3 (evaluation) forms, as required, to the relevant staff development officer or colleague responsible for staff development or in the case of UHI applicants, the departmental line manager. |  |
| 39 | My name as the applicant and date of application. | Click or tap here to enter text.  Click or tap to enter a date. |

# 9 Endorsement

This section is about the endorsement of the application and should be completed by the line manager, programme leader or colleague who has the authority to endorse it. Please provide information on the following questions.

| Q | Question text | Answer text |
| --- | --- | --- |
| 40 | Has this application been identified as a priority area and/or approved in the applicant’s annual professional performance review or equivalent process?  If no, please provide a rationale for the application. | Yes  No  Click or tap here to enter text. |
| 41 | A statement of support, referring to the applicant's statements provided in Section 6 (recommended word count: 100) | Click or tap here to enter text. |
| 42 | As the Programme Leader or line manager please provide a brief statement on the benefits of this programme of study for the applicant including how it relates to a UHI curriculum area or development (recommended word count: 100) | Click or tap here to enter text. |
| 43 | Programme leader/line manager, name and date of endorsement. | Click or tap here to enter text.  Click or tap to enter a date. |
| 44 | Where there is a potential conflict of interest in the endorsement of the application, please ensure that a second endorsement is provided by a more senior colleague.  If yes, please ensure that a second endorsement is provided by a more senior colleague, by completing Q45. | Yes  No |
| 45 | Second endorser of the application by a more senior college, and the date of endorsement. | Click or tap here to enter text.  Click or tap to enter a date. |

# 10 Authorisation

This section is about the authorisation of the application by the staff development officer or those with responsibility for staff development, or in the case of UHI applicants, the departmental line manager. Please provide information on the following questions and ensure that the application has been completed in full. Applications not completed in full may not be considered by the panel. Please forward the application form to the LTA by email [LTA@uhi.ac.uk](mailto:LTA@uhi.ac.uk?subject=Staff%20Development%20Fund%20Application).

| Q. | Question text | Answer text |
| --- | --- | --- |
| 46 | I confirm that the details of this application are accurate. |  |
| 47 | My statement of support for the application which refers to the applicant's statements provided in Section **6** and the endorsement statements provided in Section **9** (recommended word count: 100) | Click or tap here to enter text. |
| 48 | I will ensure that an invoice has been submitted to ([AccountsPayable@uhi.ac.uk](mailto:AccountsPayable@uhi.ac.uk)) no later than the second Friday in July following the date of the application |  |
| 49 | I will inform the LTA should funding support be no longer required by the applicant |  |
| 50 | My name as the staff development officer or colleague responsible for staff development, or in the case of UHI applicants, the departmental line manager (if this has not already been provided in Section 8). | Click or tap here to enter text. |
| 51 | Contact email address | Click or tap here to enter text. |
| 52 | Contact telephone number | Click or tap here to enter text. |
| 53 | Date of submission | Click or tap to enter a date. |