# Staff Development Fund 2022-23: SD3

# SD3: evaluation of the impact of the 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 college 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 fund supplements the approved contributions made towards a programme of study by an academic partner college or UHI departmental line manager.

The **SD3** 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 5 below, are to be completed by the applicant; section 6, by the endorser of the evaluation statement (a more senior colleague who has the authority to endorse the evaluation) and section 7 by the staff development officer or those with this responsibility, or in the case of UHI 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)

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

Sections 1-5 The applicant

Section 6 The endorser of the evaluation statement

Section 7 The staff development officer, or those with this responsibility, or in the case of UHI 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

| 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 programme of study

This section is about the full programme of study in relation to the application, for example a postgraduate certificate programme. Please provide information on the following questions.

| Q | Question text | Answer text |
| --- | --- | --- |
| 8 | The title of the full programme of study? | Click or tap here to enter text. |
| 9 | The name of the awarding institution/organisation | Click or tap here to enter text. |
| 10 | The initial start date of the full programme? | Click or tap to enter a date. |
| 11 | The duration of the full programme? | Click or tap here to enter text. |
| 12 | The end date of the programme? | Click or tap to enter a date. |

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

This section is about how the programme of study has enhanced your professional practice and aligned with wider strategic goals. Please provide brief statements for each question of approximately 100 words.

| Q | Question text | Answer text |
| --- | --- | --- |
| 13 | The ways the programme of study has enhanced your professional practice and contributed to your continuing professional development (recommended word count: 100) | Click or tap here to enter text. |
| 14 | The ways the programme of study has supported you to contribute to your academic partner goals or in the case of UHI, your departmental goals (recommended word count: 100). | Click or tap here to enter text. |
| 15 | 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. |
| 16 | The activities you have already undertaken or plan to undertake to share the learning and enhancement of your professional practice arising from the programme of study with colleagues and students (recommended word count: 100) | Click or tap here to enter text. |
| 17 | Please describe the professional development or recognition opportunities you are or will seek to undertake as a result of the programme (recommended word count: 100)  You may be interested in ALPINE, the University Mentoring Scheme, scholarship opportunities or in writing an LTA blog post. For more information on these opportunities see the [Learning and Teaching Academy](https://www.uhi.ac.uk/en/learning-and-teaching-academy) webpages. | Click or tap here to enter text. |
| 18 | If possible, please provide a ‘quote me’ statement / reflection on the benefits of the support you have received through the Staff Development Fund.  I would like my quote to be used anonymously | Click or tap here to enter text.  Yes  No |

# 5 Applicant confirmation

This section of the application should be completed by the applicant applying for funding. Please read the following statements and indicate that the details contained in the application 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 for comment to your line manager, programme leader or equivalent colleague.

| Q. | Question text | Answer text |
| --- | --- | --- |
| 19 | I confirm that the information provided is accurate. |  |
| 20 | Your name as the applicant and date of submission. | Click or tap here to enter text.  Click or tap to enter a date. |

# 6 Endorsement

This section is about the endorsement of evaluation statement and should be completed by the line manager, programme leader or colleague who has the authority to recommend it. Please provide information on the following questions and forward to the staff development officer.

| Q | Question text | Answer text |
| --- | --- | --- |
| 21 | A statement of referring to the applicant's evaluation statement provided in Section **3** (recommended word count: 100) | Click or tap here to enter text. |
| 22 | Line manager, programme leader, and date of endorsement | Click or tap here to enter text.  Click or tap to enter a date. |
| 23 | Where there is a potential conflict of interest please ensure that a second endorsement is provided by a more senior colleague. For example, this may be where the PhD supervisor is also the endorser of the funding application | Yes  No  If yes, please ensure that a second endorsement is provided by a more senior colleague. |
| 24 | Second endorser of the application, and the date of endorsement. | Click or tap here to enter text.  Click or tap to enter a date. |

# 7 Authorisation

This section is about the authorisation of the evaluation statement 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 forward the completed evaluation to the LTA by email [LTA@uhi.ac.uk](mailto:LTA@uhi.ac.uk?subject=Staff%20Development%20Fund%20Application).

| Q. | Question text | Answer text |
| --- | --- | --- |
| 25 | A statement of referring to the applicant's evaluation statement provided in Section **3** and the endorsement statement provided in Section **5** (recommended word count: 100). | Click or tap here to enter text. |
| 26 | 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 5). | Click or tap here to enter text. |
| 27 | Date of submission | Click or tap to enter a date. |