

Making an application for an educational award

A PHECC educational award at Assistant Tutor, Tutor and Facilitator level certifies that an individual is competent in the learning outcomes from the academic course and the period(s) of supervised teaching practice set out in the current Teaching Faculty Framework (TFF). Domains of competence and role and responsibilities are set out in the TFF.

PHECC may issue an educational award to suitably qualified individuals who have met the standard following submission of an application form and supporting documents and an independent assessment from an advising facilitator acting on behalf of PHECC. Making an award is subject to PHECC satisfying itself that the applicant has met the required standard.

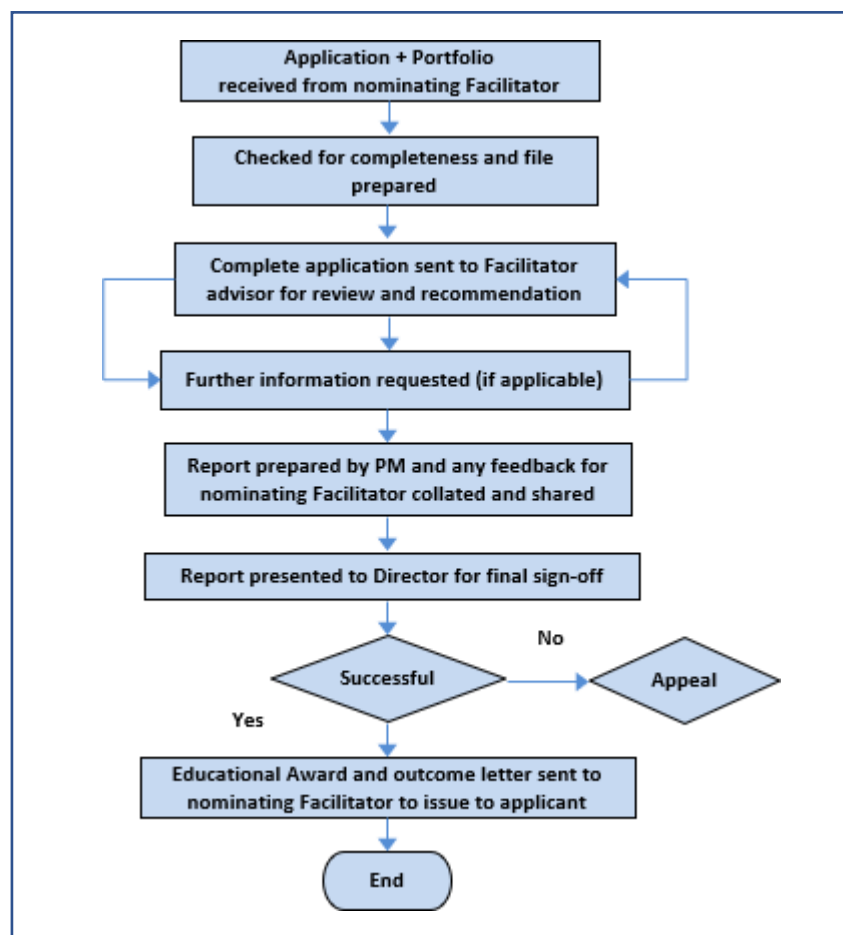


Figure 1: EA application process

Application process for educational awards (EAs)

1. All new EA applicants must be supported during the application process and nominated for award to PHECC by a Facilitator acting on behalf of a recognised institution. The Facilitator must have observed and assessed the applicant's teaching practice.
2. PHECC's application form (or the nomination form for facilitators) must be used together with relevant supporting documentation. Comprehensive information must be included and sent to PHECC by email. The forms are available to view and download from the website.

3. Relevant sections of the applicant's education portfolio, in PDF format must be submitted as evidence to PHECC for assessment. The nominating Facilitator can use their discretion to select only relevant parts of the portfolio to PHECC.
4. The correct fee must be paid prior to submission of every application (refer to Council's Schedule of fees). Fees can be arranged via the online [link](#) on the PHECC website. Invoicing arrangements for recognised institutions must be notified in advance.
5. On receipt of the completed application/nomination form, fee and supporting educational portfolio assistant tutor and tutor applications will be forwarded for review by one 'Facilitator advisor' selected from a panel on behalf of PHECC. For facilitator applications, two advising facilitators will be asked to consider the application. The advising facilitator's role is to independently consider the application based on the standard and make a recommendation to the Director.
6. PHECC may award an educational certificate to an individual that has been assessed as successful. Making an award is subject to PHECC satisfying itself that the applicant has met the required standard. When successful, PHECC will write to the nominating Facilitator and enclose the award. When unsuccessful PHECC will write to the nominating Facilitator giving reasons for the decision. The Facilitator should continue to support and communicate with the applicant.
7. Educational awards will expire after six years, and award holders must ensure to submit renewal applications in a timely manner.

Assistant Tutor and Tutor

8. Prior to making the application, the Facilitator must assess and verify the applicant's portfolio as evidence of teaching education. This applies for applicants who have completed a RI Facilitator led 'instructional methods (IM)' or 'tutor qualifying (TQ)' course and to applicants seeking recognition of prior learning following a relevant QQI certified teaching qualification.
9. Prior to making the application, the Facilitator must assess and verify the applicant's portfolio as evidence of teaching practice. Assessment on teaching practice for applicant Assistant tutor/Tutor will be conducted by an experienced Tutor with oversight from a Facilitator. At a minimum, the Facilitator must observe and assess at least 10% of the applicant's teaching practice.

Facilitator

10. Prior to making the application, an experienced Facilitator must assess and verify the applicant's portfolio as evidence of teaching education. The teaching education standard is set out in the TFF.
11. Prior to making the application, an experienced Facilitator must assess and verify the applicant's portfolio as evidence of teaching practice. The requisite genres of course the student facilitator will deliver are IM courses, TQ courses, mentoring and reflective practice courses or equivalent while supported by a Facilitator acting as a mentor. The duration of this period should be based on every individual's ITN as determined by the experienced Facilitator.