

Ensuring that the data we hold about your teaching qualifications is correct

HESA data: context

The Higher Education Statistics Agency (HESA) is the official agency for the collection, analysis and dissemination of quantitative information about higher education. It operates on behalf of the higher education sector and has formal agreements with government departments to provide the data which they require. The data sent to HESA are used by central government departments, agencies and other devolved administrations to enable them to carry out their statutory functions. They are also used for statistical analysis by HESA and other bodies, including HEFCE. Additionally, these data are variously used to inform league tables, along as informing assessments including the Research Excellence Framework (REF) and the Teaching Excellence Framework (REF).

At the University of Leeds, the data we return to HESA (for the staff return) all comes from our SAP system. We use SAP to record data about individuals' contracts, pay and qualifications, amongst other things. Since 2015, HEFCE now publishes data on the academic teaching qualifications held by colleagues,

'Academic teaching qualification'

Every year the University is required to supply staff data to HESA. The information provided includes your highest academic qualification and your academic discipline. Since 2012 we have also been required to return information about the teaching qualifications held by all academic and teaching staff. Teaching qualifications are interpreted broadly and include credit-bearing awards as well as recognition by the Higher Education Academy¹ (HEA) against the descriptors in the UK Professional Standards Framework (UKPSF) (Associate Fellow, Fellow etc).

It is important that teaching qualification information returned to HESA is up to date, to reflect any changes while a member of staff is in their current post, and that the University does not rely on the information provided upon appointment or in previous collections.

Teaching Qualification Options (defined by HESA)

A maximum of six qualifications may be returned. Please note that only one HEA Fellowship status may be selected (either 02, 03, 04 or 05)

HESA Code	Description of Qualification	Guidance
01	Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework	University of Leeds Teaching Award – ULTA2, ULTA1 University of Leeds Teaching and Research Award - ULTRA Postgraduate Certificate in Learning and Teaching in HE – PGCLTHE, PGCLTHER2 <i>Similar qualifications gained at other institutions may be valid, please check with your awarding body or with the HEA.</i>
02	Recognised by the HEA as an Associate Fellow	Has received a formal certificate (with recognition number) from the Higher Education Academy indicating that they have achieved Associate Fellow status.
03	Recognised by the HEA as a Fellow	Has received a formal certificate (with recognition number) from the Higher Education Academy indicating that they have achieved Fellow status.
04	Recognised by the HEA as a Senior Fellow	Has received a formal certificate (with recognition number) from the Higher Education Academy indicating that they have achieved Senior Fellow status.
05	Recognised by the HEA as a Principal Fellow	Has received a formal certificate (with recognition number) from the Higher Education Academy indicating that they have achieved Principal Fellow status.
06	Holder of a National Teaching Fellowship Scheme Individual Award	Staff who have been awarded a National Teaching Fellowship

¹ The HEA has recently joined with the Leadership Foundation for Higher Education and the Equality Challenge Unit to form AdvanceHE. All fellowships already awarded, as well as those awarded in the future, will retain the HEA nomenclature.

07	Holder of a PGCE in higher education, secondary education, further education, life long learning or any other equivalent UK qualification	PGCE, PGCHE, PGCFE not in category 01 as above, City and Guilds qualifications where the qualification leads to Qualified Teacher Status (QTS). <i>Please note primary teaching qualifications are NOT included.</i>
08	Accredited as a teacher of their subject by a professional UK body	Subject discipline accreditation of any kind.
09	Other UK accreditation or qualification in teaching in the higher education sector	For example, City and Guilds teaching qualifications which do not lead to QTS.
10	Overseas accreditation or qualification for any level of teaching	Any overseas qualification or accreditation that includes Teaching.
99	No academic teaching qualification held	No Teaching Qualification held as detailed above.

What do I need to do?

Please check and, if necessary, update your record on the Employee Self Service (ESS) system

<https://selfservice.leeds.ac.uk>

You are strongly encouraged to access the system to check that the data we hold about your teaching qualifications is current and accurate. This is important even if you have no teaching qualification as we need to record this in the system, too.

In order to provide HESA with the most up to date and accurate information, please complete the University of Leeds HESA Academic Teaching Qualifications survey, selecting one or more of the Teaching Qualification options as shown above.

- The information you provide will be recorded on your SAP HR record.
- Please update ESS even if you currently have no formal teaching qualifications as we need to return to HESA that no qualification is held. Please select 99 – No Qualification held.
- If you are part way through completing a qualification please select option 99 - No Qualification held. You will be able to update this information on ESS in the future if your Teaching Qualifications change.
- If you have completed an award at the University of Leeds over the past year, including the award of Fellowship of the HEA at any level, please check that this is reflected on your staff record and update it if there are any omissions.
- The survey is very quick and easy to complete and should take you just a couple of minutes. Please ensure you complete the survey by **10 September 2018**.

If you have any questions, or are unsure about whether the qualification or accreditation that you hold meets the above options please contact your Director of Student Education/Pro-Dean for Student Education in the first instance.

If you have any other queries please contact Nichola Goodyear, HR Information Officer n.l.goodyear@adm.leeds.ac.uk
For assistance with ESS please contact the Self Service project team at essmss@leeds.ac.uk

How to update your details through Self Service:

1. Log into the Self Service portal (using your usual University username/password)
2. Go to Work Information > Work Profile
3. Click on the HESA Data tab
4. Click on the Pencil icon to the right of the screen to edit the data
5. Click into the drop-down list on the topmost Acad. Teaching Qualification field and select your qualification from the list
6. You are able to enter up to six teaching qualifications using the fields provided. Please note that only one HEA Fellowship status should be selected
7. Click Save and Back to complete the update.