

HE23

Recognised Teacher Status Policy



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Partnership**

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HE23 Recognised Teacher Status 1.3

Policy Name and Reference	HE23 Recognised Teacher Status
Version	1.3
Name of Responsible Committee	HECQS
Job Title of Responsible Author	Degree Compliance Officer
Date First Issued	January 2019
Date Current Version Issued	October 2024
Date of next Planned Review	October 2027
Application to Collaborative Provision	Mandatory

Revision History

Version Number	Date	Type of Amendment	Change Detail
1.0	Mar 2021	New Policy	New
1.1	Mar 2023	Major Amendment	Changing wording, replacing Restrictions with Conditions Additional information added to 5.0 and 6.0 Addition of 8.12 Minor Amendments and Updates to font and layout, Removal of flow charts to make accessible.
1.2	Oct 2024	Major Amendment	Amendments to role titles, minor amendments to processes and addition of a new application form in 5.0, 6.0, 8.0 and Annex 1
1.3	Oct 2025	Major Amendment	3.1 Add Higher Apprenticeships and Degree Apprenticeships 4.2ii Amendments to role titles, minor amendments to processes 8.3 Change to submission deadline 8.5 Addition of quoracy 8.13 Service standards

For further advice on how the code of practice works, you should contact the HE Quality Office.

HE Quality Office

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1.0 Recognised Teacher Status (RTS)

1.1 The purpose of this code of practice is to detail the mechanism through which TEC Partnership can assure itself that those who are employed to teach higher education are appropriately qualified or experienced for the role.

1.2 This code applies to anyone employed by TEC Partnership who is engaged in teaching programmes leading to higher education awards defined as qualifications at Level 4 and above.

1.3 RTS is not required for 'guest speakers' involved in providing a limited amount of teaching. Guest speakers must not be involved in any part of the assessment process or in providing academic/or personal supervision and/or support.

1.4 Teaching includes the following activities:

Teaching (including the supervising of dissertations and projects);

Preparation of assessment tasks;

First marking or moderation/second marking of student output;

Academic and/or personal/pastoral supervision of students.

1.5 The Recognised Teacher Status Committee makes decisions about the threshold qualifications or experience required for teaching Higher Education. It does not make employment decisions or about the allocation of other duties outside of the teaching and learning remit.

2.0 Applying for RTS

2.1 There are three routes RTS can be granted: through the Qualifications Route, Experiential (academic) or an Experiential (industrial) route.

The qualifications route is tested by academic qualifications related to the course being applied for.

The experiential (academic) route is based on experience in delivering within Higher Education in the subject area.

The experiential (industrial) route is where the applicant has significant industrial experience in the field of study.

3.0 Qualifications Route

3.1 For this entry route the qualifications of staff seeking RTS should be relevant to the discipline they expect to teach and should be to at least the following levels:

Level at which delivering/supporting	Essential	Desirable
Pre-Certificate stage (level 3)	Foundation Degree	Honours Degree Fellowship of HEA
Certificate stage (level 4)	Foundation Degree	Honours Degree PGCE Fellowship of HEA
Diploma stage (level 5) (Foundation Degree) (Higher Apprenticeships)	Honours Degree	Honours Degree PGCE Fellowship of HEA
Honours (level 6) (Degree Apprenticeships)	Honours Degree plus studying towards a Masters Fellowship of HEA	Masters Degree PGCE Fellowship of HEA
Masters Degree (level 7)	Expectations to match the RTS requirements of the Awarding Body.	

4.0 Experiential (Academic) route to level 6

4.1 Applicants may apply through an experiential route up to Level 6.

4.2 For this entry route staff seeking RTS must demonstrate that they possess one of the following:

- i. A level 6 qualification in the relevant subject and no fewer than two years relevant teaching experience at level 6 in a UK higher education institution including sustained engagement in relevant scholarship activities.
- ii. A level 6 qualification and no fewer than two years relevant teaching experience at level 5 in a UK higher education institution including sustained engagement in relevant scholarship activities. Manager of Curriculum of the department must make a clear and concise argument how the applicant will be trained and supported to deliver at the level and the conditions to practice that are being applied in order to protect quality and standards of delivery and assessment.

4.3 For applicants of this type the committee will apply conditions ensuring that all assessments are moderated and that the applicant must not conduct moderation of other's assessments. These conditions can be removed by a further application after a calendar year.

5.0 Experiential (Industrial) route up to level 5

5.1 Applicants may apply through an experiential route up to Level 5.

5.2 For this entry route staff seeking RTS must demonstrate that they possess the following:

- i. relevant professional qualifications and/or no fewer than three years relevant professional/industrial experience directly related to the programme being delivered.

5.3 The - Manager of Curriculum must make a clear and concise argument how the applicant will be trained and supported to deliver at the level and the r conditions / support in practice that are being applied in order to protect quality and standards of delivery and assessment. For applicants of this type the committee must agree to the support and conditions proposed. These conditions can be removed by a further application after a calendar year.

6.0 Experiential (Industrial) route up to level 6

6.1 Applicants may apply through an experiential route up to Level 6.

6.2 Where an applicant does not meet the essential criteria of the qualifications route, but has substantial skills or experience within an industrial field.

6.3 The -Manager of Curriculum must make a clear and concise argument how they will be trained and supported to deliver at that level and the conditions /support in practice that are being applied in order to protect quality and standards of delivery and assessment.

6.4 For applicants of this type the committee must agree to the support and conditions proposed and agree the RTS in principle. These conditions can be removed by a further application after a calendar year.

6.5 Following the approval by the RTS committee, approval of the chair of HECQS will be sought or submission of the application to the awarding body for the degree.

7.0 Support provided by the college

7.1 Where an applicant is granted RTS in accordance with either entry route but has fewer than three years higher education teaching experience, TEC Partnership via the relevant college must provide the applicant with an appropriate induction to delivering/supporting provision in higher education prior to commencing the designated role.

8.0 Process of application for appointment

8.1 A person should not commence the delivery/supporting of provision until their application for RTS has been approved in accordance with this code of practice. Applications must be submitted using relevant RTS application form (HE23A, HE23B or HE23C).

8.2 It is the responsibility of the Manager of Curriculum to ensure that sole delivery/support does not begin before approval has been granted.

8.3 Applications for RTS and Experience Logs should be submitted no later than 5 working days before the RTS meeting and must be uploaded to the RTS Committee folder in Teams. Late applications will be considered at the following RTS committee meeting.

8.4 The applications will be presented at the RTS Meetings which will be held monthly.

8.5 The Recognised Teacher Status Committee must have at least 50% attendance to be quorate and will comprise of:

Chair – nominated from members of HECQS.

Degree Compliance Officer (Secretary).

Group Academic Registrar.

Managers of Curriculum from each college

A Senior Manager representative from each site that delivers Higher Education. Member of Human Resources.

Staff Development Manager (or equivalent).

8.6 The Recognised Teacher Status committee is responsible for determining whether the applicant has satisfied the criteria specified in paragraphs 1.2,1.3,1.4 or 1.5 of this code.

8.7 The Recognised Teacher Status committee may grant either 'RTS' or 'RTS with conditions' based on the areas outlined on the application.

8.8 Conditions must detail the activities which it would be inappropriate for the member of staff to undertake without support or guidance from a colleague with RTS. They can be focused around the following activities:

Teaching (including supervision of projects / dissertations),

Assessment Preparation,

Academic / Pastoral Supervision.

In the first year of teaching and/or the first year of teaching at level 6 new applicants must have 100% moderation of assessments and should not conduct second marking or moderation of others marking.

8.9 The Manager of Curriculum of the new tutor must provide the relevant support to ensure the conditions are met.

8.10 Where an application is approved (with or without conditions), HE Quality and Standards department must ensure that the appointment is recorded on TEC Partnership's RTS spreadsheet and documents forwarded to partner university departments.

8.11 For partner organisations the awards decisions of the TEC Partnership RTS Committee remain provisional until ratified by the partner.

8.12 Where RTS has been awarded with conditions these can be removed after 12 calendar months with the submission of the removal of conditions RTS application (HE23C) along with the original application to the RTS Committee folder in Teams.

8.13 RTS outcome letters will be sent out via email within 5 working days of the RTS committee meeting.

9.0 Termination of RTS

9.1 Where evidence is provided, through complaints or annual monitoring processes, that serious issues exist with the quality of teaching, TEC Partnership may terminate or re-evaluate the Recognised Teacher Status of the person in question. It is the responsibility of the line managers to ensure that appropriate human resource and staff development policies are used to assure the continuing professional development and suitability of their staff.

Annex 1 Process

Qualification Route

Applicant fills out form HE23A, HE23B or HE23C and sends to Manager of Curriculum for completion of part 2

Manager of Curriculum sends to college/department committee member(Senior Manager) for completion of part 3.

College/department committee member (Senior Manager)_uploads it to RTS Committee folder in Teams.

RTS Committee considers the application against criteria in 1.2

The application with either be not approved, approved with or without conditions if a TEC Partnership Award or provisionally approved if a partner award and sent on to the partner by HEQA for confirmation.

HEQA writes to applicant and manager with outcome

Experiential Academic Route

Applicant fills out form HE23A, HE23B and HE23C sends to Manager of Curriculum for completion of part 2.

Manager of Curriculum sends to college/department committee member (Senior Manager) for completion of part 3.

College/department committee member (Senior Manager) uploads it to RTS Committee folder in Teams.

RTS Committee considers the application against criteria in 1.3

The application with either be not approved, approved with or without conditions if a TEC Partnership Award or provisionally approved if a partner award and sent on to the partner by HEQA for confirmation.

HEQA writes to applicant and manager with outcome

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Experiential Industrial Route Under Level 6

Applicant fills out form HE23A, HE23B and HE23C sends to Manager of Curriculum for completion of part 2.

Manager of Curriculum sends to college/department committee member (Senior Manager) for completion of part 3.

College/department committee member (Senior Manager) uploads it to RTS Committee folder in Teams.

RTS Committee considers the application against criteria in 1.4

The application with either be not approved, approved with or without conditions if a TEC Partnership Award or provisionally approved if a partner award and sent on to the partner by HEQA for confirmation.

HEQA writes to applicant and manager with outcome

Experiential Industrial Route Level 6

Applicant fills out form HE23A, HE23B or HE23C and sends to Manager of Curriculum for completion of part2.

Manager of Curriculum sends to college/department committee member (Senior Manager) for completion of part 3.

College/department committee member (Senior Manager) uploads it to RTS Committee Folder in Teams.

RTS Committee considers the application against criteria in 1.5

The application with either be not approved, approved in principle with or without conditions and approval of HECQS via chairs action if a TEC Partnership Award or provisionally approved if a partner award and sent on to the partner by HEQA for confirmation.

HEQA writes to applicant and manager with outcome

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