AdvanceHE

My Advance HE Guidance:

Registering accredited course completers
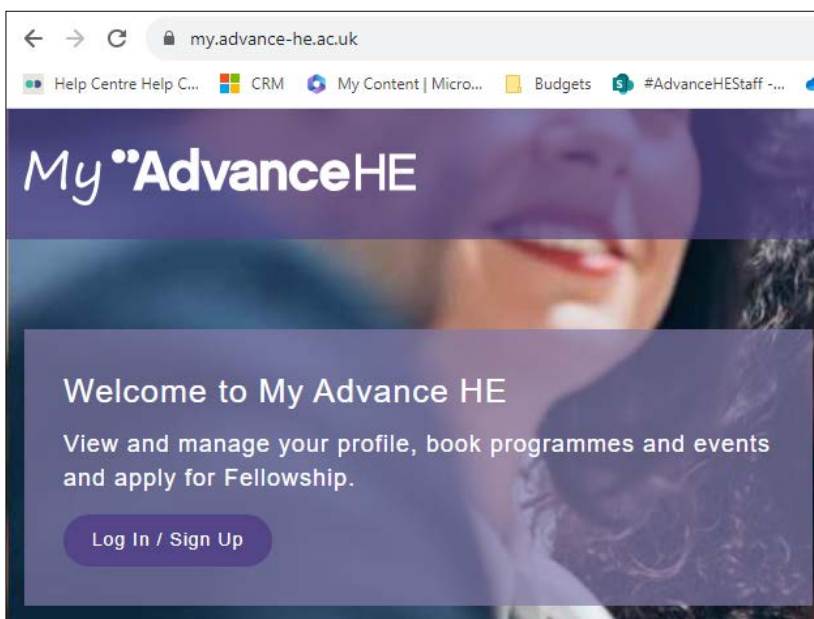
Contents

1. The My Advance HE Portal

1.1 Create your account

1. If you have not already done so, you will need to register on the My Advance HE portal.

2. Go to my.advance-he.ac.uk, click **Sign up** and follow the instructions on screen.

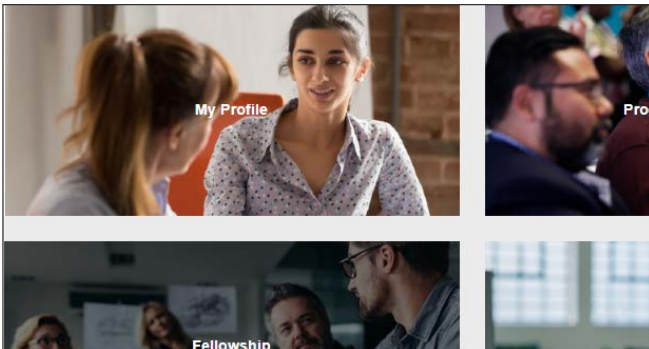

NOTE

You must use your own institutional email address and not a team, shared email, or personal email address.

If you already have a My Advance HE account, **please do not set up a new one** as this will create a duplicate record. If you previously registered an account with an email address that you can no longer access, complete this form so that we can recover your original account.

1.2   Set up your profile

1.   Click on the **My Profile** area.

2.   Enter your details, then scroll down the page to create an '**Employer Relationship'**.

3.   Search for your organisation.
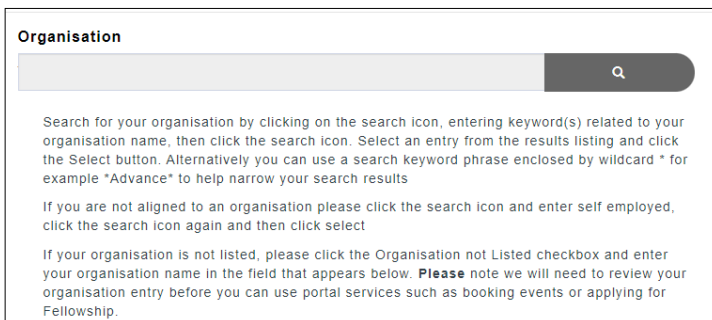
4.   Select the institution where you work and which runs the accredited course.

5.   Save your profile information.

NOTE

As you are running an accredited course, your organisation will be listed. You will not need to create it.

If you cannot find your organisation, please contact us for help. **Do not use 'Organisation not listed'.**

2. Requesting access to add completers to a course

2.1 Locate the course you require access to

1. Log into My Advance HE

2. Click on **Fellowship** in the top menu bar
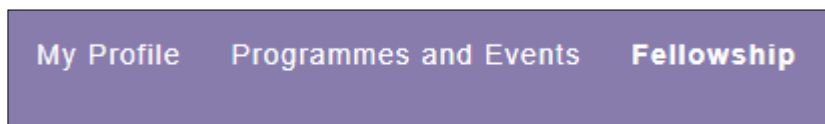
3. Scroll down to the section **Information for Institutions Managing Accredited Provision.**

4. Click on **Add course completers or request access to add course completers.**

5. The courses at your institution will be listed in the table. Locate the course you need access to.

2.2 Request access

1. Click **Request Admin Access** for the course

2. A pop-up will appear asking whether you need access as a **Course Leader** or **Administrator**. Choose the role most appropriate for you.
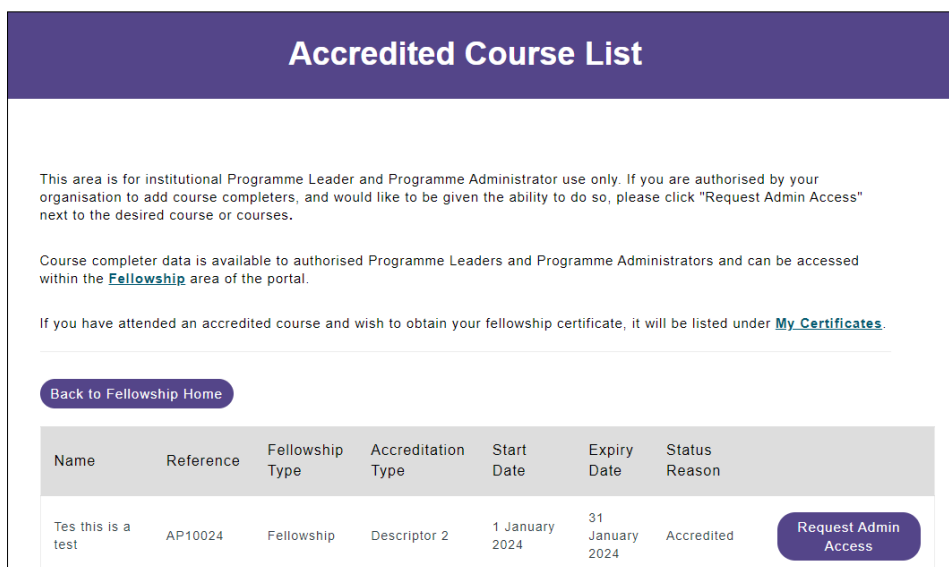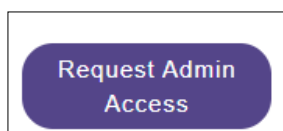

3. The button will change to **Awaiting Admin Approval**.

4. The request will be sent by email to your Accreditation Key Contact for approval.

5. They will need to log-in to their My Advance HE account to approve your request.

6. You will receive an email to confirm whether or not you have been granted permission. Where permission has been granted, the email will contain a link to the guidance document **Adding Accredited Course Completers**.

7. When your request has been approved you will be able to add completers to your courses.

NOTES

1. Your Accreditation Key Contact will be sent a separate email for each request you make.
2. Approval is subject to the Advance HE policy that there should be no more than two course leaders and two administrators with access to add completers to any one course at any one time.

3. Check your details on your My Advance HE account

Before adding any course completers, make sure that your personal details are up to date in your account. You need to do this because if your **Employer Relationship** is not up to date, you will not be able to see your institution's courses.

1. Log into My Advance HE
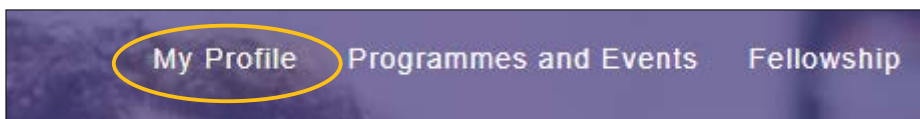
2. Click on **My Profile** in the top menu
3. Check the following fields:

Email address – This must be your current institutional email address

Employer Relationship - Any institutions that you are not currently working at must have an end date in the Employer Relationship

---

NOTES

1. You must not use anyone else's login credentials to access the portal.
2. You must not use a team email address such as 'eddev@clu.ac.uk'
3. You must not use a personal (e.g. gmail) email address.

---

4. View Existing Completers

4.1 Check the completers have not already been added to the course

1. Click on **Fellowship** in the top menu bar
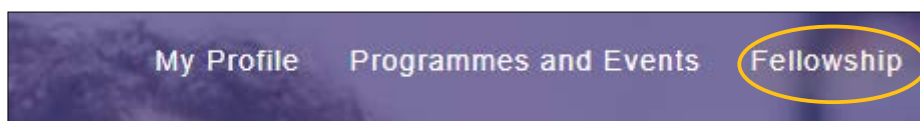
2. Scroll down to the section **Information for Institutions Managing Accredited Provision.**
3. Click **View Course Completers**

View course completers

4.2 Read and accept the Data Protection and Terms & Conditions of Use

When viewing or adding completers to courses, you must agree to the **Terms and Conditions of Use** below. Please remember that you are responsible for safeguarding the data that you access.

By accessing this area of the My Advance HE portal it is understood that you continue to agree to our terms and conditions of use.

- I am authorised on behalf of my organisation to access personal data of staff at my institution, relating to their use of Advance HE services.
- If I experience a change of circumstance which affects my permission to access this area (e.g. no longer being employed by the organisation, or change in role where I do not need access to this data) I will desist from using the secure area and notify Advance HE immediately.
- I understand that any data extracted from the secure area is to be handled strictly in accordance with the data protection laws applicable in the territory in which my institution is located.
- I understand that I am prohibited from sharing any data found within this area with any unauthorised person or persons.
- I will notify Advance HE immediately of any instances of data inaccuracy.

4.3 View / export completers data

1. The table contains the full list of accredited courses for your institution. They appear in reverse-chronological order, based on the Expiry Date.

2. The table gives an overview of course details, current number of Completers and a list of all Course Leaders/Administrators associated with the course.

3. Click **View Completers**.

Name	Reference	Fellowship Type	Accreditation Type	Start Date	Expiry Date	Completers Count	Course Leaders / Administrators	
Tes this is a test	AP10024	Fellowship	Descriptor 2	01/01/2024	31/01/2024	1		View Completers

You can:

- view the full list of all completers

- search for individuals by Name or Reference No (including partial name/number)

- export all the data by clicking **Request Download**

4. Make sure that the individuals you are going to register have not already been added as completers for the course.

5. Adding completers to a course

NOTE

If you add completers that have already been added by a colleague, you will need to contact us to remove them.

Your Institutional Fellowship Data will be inaccurate until the error has been corrected, and will impact on data reports.

Please refer to Section 4 for how to avoid this.

5.1 Information you will need before you start

1. To add completers to a course you will need the following:

- **Forename and Name:** these will be used to populate the **Name on Certificate** fields. Please make sure you are using the correct spelling.

- **Email address:** if the completer already has a My Advance HE account, **this must be the email address they have registered with**. If in doubt, please check with the completer.

- **Name on certificate: this is the name that will appear on the certificate**. It will auto-populate from the Forename and Name fields, but you can amend it if required e.g. to include middle names and titles.

- **Date Started Course:** the date the individual started a taught course, or the Panel date if this is a CPD Scheme. If you are entering multiple completers, this date will remain the same but can be altered if you need to.

- **Completer's Current Primary Employer:** please see the 'Definition of Employment' in Appendix 1 below.

NOTE

If a completer already has a My Advance HE account, you must use the email address for that account to register them as a completer. If you register them with a different email address, they will not be able to see their new fellowship record or access their certificate.

Email aliases:

Our database does not recognise email aliases as being the same address. E.g: 'fred.bloggs@liv.ac.uk' and 'fred.bloggs@liverpool.ac.uk' are treated as two entirely different email addresses.

If your completer already has an account on My Advance HE with the email address '@liverpool' and you add them as a completer using '@liv', they will not see their new fellowship record or access their certificate.

5.2   Data Protection and Terms & Conditions of Use

When viewing or adding completers to courses, you must agree to the **Terms and Conditions of Use** below:

In entering data relating to award of fellowship on the Advance HE web portal I confirm the following:

- I am authorised by Advance HE to enter data relating to the award of fellowship to the accredited programme specified.

- All individuals (data subjects) whose data I am entering have given their consent for the sharing of their personal data with Advance HE for the purpose of registering them for the award of the relevant category of fellowship.

- The data is accurate and is supported by official institutional records of successful completion, which must be held in line with accreditation policy requirements.

- The individuals' employment status is accurately represented in the data uploaded.

5.3   Adding a single completer

1. Click on **Fellowship** in the top menu bar.

2. Scroll down to the section **Information for Institutions Managing Accredited Provision.**

Information for Institutions Managing Accredited Provision

If you are managing accredited provision and need to add and view course completers, you will need to request access from your Accreditation Key Contact using the link below.

Add course completers, or request access to add course completers

3. Click on **Add course completers or request access to add course completers.**

4. Find the course you are administering.

5. To add a single completer, click **Add Completer.**

Postgraduate Certificate in Academic Practice (PGCAP)	AP03112	Fellowship	Descriptor 2	1 September 2019	31 August 2023	Active	Add Completer / Add Multiple Completers	

6. Check the course details to ensure you are adding completers to the correct course

Course Name: Postgraduate Certificate in Academic Practice (PGCAP)
Course Number: AP03112
Fellowship Category: Fellowship
Descriptor: Descriptor 2
Start Date: 1 September 2019
End Date: 31 August 2023

7. Complete the form fields:

8. If you are unable to locate the organisation listed in our database, please tick the "Organisation Not Listed" box at the bottom of the form. A new field will appear. Add in the organisation's name in full.

Forename *

Surname *

Email Address *

Name on Certificate *

Date Started Course *

DD/MM/YYYY

Completer's Current Primary Employer

Advance HE

☐ Organisation Not Listed

NOTE

If you get an error message when trying to enter the start date, you will need to ensure the date falls within the period of accreditation shown in the course details.

All UK universities will be listed. If you cannot find an institution in the search box, please contact us for help. **Do not select Organisation Not Listed for UK Universities**.

5.3.1   Adding completers who are not directly employed at your institution:

1. Work place educators working directly with your institution's HE students should be added as being employed by your institution. (See Appendix 1)This includes:

   - Clinical educators
   - Industry-based professionals

2. Work place educators who **do not** work directly with your institution's HE students should be added with the details of their main employer e.g. NHS.

3. Students with a role in teaching and supporting learning should be added as being employed by your institution.

4. Individuals other than work place educators, who have undertaken the course at your institution but are not employed there, should be added with the name of their primary employer. If that employer is a member of Advance HE there will be no charge to them for their fellowship.

5. A full list of Advance HE members is available on the [Advance HE website](#).

6. Click either **Save and add another** if you are adding multiple individuals or **Save and exit** to close the form.

NOTE

It is essential that the employer information is accurate. Our system will use this to determine whether or not the individual needs to pay a fee.

This field also determines which employer the fellow is listed under and is used for HESA reporting.

5.4 Adding multiple completers

To add several completers at once, click **Add Multiple Completers.** You will be able to add up to 20 completers in one go.

1. Enter the completer's data into the row.

2. Click **Add Row** to enter further completers.

3. Click **Submit** when you have finished.

NOTE

7 days after you register your completers they will receive an email congratulating them on their award of fellowship and advising them to either register with or log in to My Advance HE to retrieve their certificate. If a fee is due for their fellowship details of how to pay are also included.

You cannot make any amendments once you have submitted the form. If you have made a mistake, please contact accreditation@advance-he.ac.uk with full details of what needs to be amended as soon as possible, and we will make the changes.

If you do this within 7 days, we should be able to rectify the mistake before the completer is sent their congratulatory email, although this cannot be guaranteed.

6. Appendix 1- Definition of Employment

6.1 Definition of employment for Fellowship purposes

The employment status of staff at an institution is important as their institution's Advance HE membership covers Fellowship fees for all employees that teach and support learning and successfully complete an accredited programme.

HE Providers may operate a range of different contracts of employment e.g. permanent, fixed term, part time, fractional, Associate Lecturer, etc.

Work place educators (e.g. **clinical educators**, **industry-based professionals**), working directly with an accredited member institution's HE students, whether paid or unpaid, may be classed as 'employed' by the institution for the purposes of Fellowship.

Work place educators, who complete an accredited programme, but who do not work directly with the HE students of a member institution, are eligible to gain fellowship but will not be classed as 'employed' by the institution and will therefore be liable for an additional fee to Advance HE at the point of recognition. The individual will be contacted by Advance HE to request the additional fee. On payment of the fee fellowship will be awarded.

Postgraduates may have a role in teaching and supporting learning as part of their PhD studentship/bursary; these individuals are deemed to be employed by the institution as they are contracted to deliver teaching but may not necessarily be paid for their work. Any undergraduate students able to make a successful claim for Fellowship are also covered by the institution's Advance HE membership when accreditation services are part of this membership.

If you are unsure about the employment status of any staff/participants on Advance HE accredited provision within your institution, Advance HE recommends that that the HR Department at your institution should be consulted before seeking further guidance from the Advance HE Accreditation Team (accreditation@advance-he.ac.uk).

Contact us

All enquiries:

Email: accreditation@advance-he.ac.uk
Website: www.advance-he.ac.uk

Advance HE helps HE and research be the best they can be.

We are a member-led, sector-owned charity that works with institutions and higher education across the world to improve higher education for staff, students and society. We are experts in higher education with a particular focus on enhancing teaching and learning, effective governance, leadership development and tackling inequalities through our equality, diversity and inclusion (EDI) work.

Our strategic goals to enhance confidence and trust in HE, address inequalities, promote inclusion and advance education to meet the evolving needs of students and society, support the work of our members and the HE sector.

We deliver our support through professional development programmes and events, Fellowships, awards, student surveys and research, providing strategic change and consultancy services and through membership (including accreditation of teaching and learning, equality charters, knowledge and resources).

Advance HE is a company limited by guarantee registered in England and Wales no. 04931031. Company limited by guarantee registered in Ireland no. 703150. Registered as a charity in England and Wales no. 1101607. Registered as a charity in Scotland no. SC043946. Registered Office: Advance HE, Innovation Way, York Science Park, Heslington, York, YO10 5BR, United Kingdom.