

UHI

LTA Connect: Staff Development Fund

Process, forms and how to get started



[Pixabay](#)

- What is the fund?
- Funding contributions
- What it doesn't cover
- The forms
- The application process
- Completing the forms with some hints & tips

What is the fund?

- Budget is managed from the Learning & Teaching Academy (LTA) in close partnership with AP SD Officers through a review panel
- The Fund supplements approved contributions made towards an accredited programme of study
 - We cannot, at this time, consider applications for mandatory TQFE qualifications
- The Fund is open to all AP and EO colleagues currently teaching and/or supporting higher education students
- Applications are considered throughout the academic year and panel deadline dates are listed on the LTA's SD web space: [University Staff Development Fund](#)
- The Review Panel considers c. 70 applications from across the University

Funding contribution levels

- **40%** towards the full cost for a UHI programme, including 20% staff discount
- **30%** towards an external programme
- **50%** for an external PhD and **75%** for an internal PhD up to a maximum of £1,000
- Maximum funding in any one academic year of £1,000 per applicant
- Maximum funding of two modules or equivalent HN units in any one academic year
- The **remaining course fees** are expected to be paid by the applicant or by the AP/Executive Office department, or a mixture of both. That is the responsibility of the applicant and their Line Manager/SD Officer to agree.

For example ...

INTERNAL programme

Cost of the programme of study (2 x UHI PGT modules)	£1120
Cost with 20% staff discount	£ 896
40% contribution from SD Fund (inc. staff discount)	£ 448

EXTERNAL programme

Cost of the programme of study	£1500
30% contribution from SD Fund	£1050
Maximum contribution awarded from SD Fund	£1000

The fund does not cover ...

- Non-accredited programmes of study
- **Mandatory TQFE qualifications**
- Costs of books, travel and other expenses
- Applications of less than £100
- Reimbursement of remitted time to allow you to complete your programme of study
- Continuation of funding if your employment ceases
- Conference attendance (covered by [Research Conference Fund Support](#))

Forms



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 DEd.



SD2

For colleagues, applying for continuation of funding for the same programme of study (at any level)



SD3

For colleagues who have completed a funded programme of study. The SD3 form requests information on the benefits to professional practice including anticipated next steps.

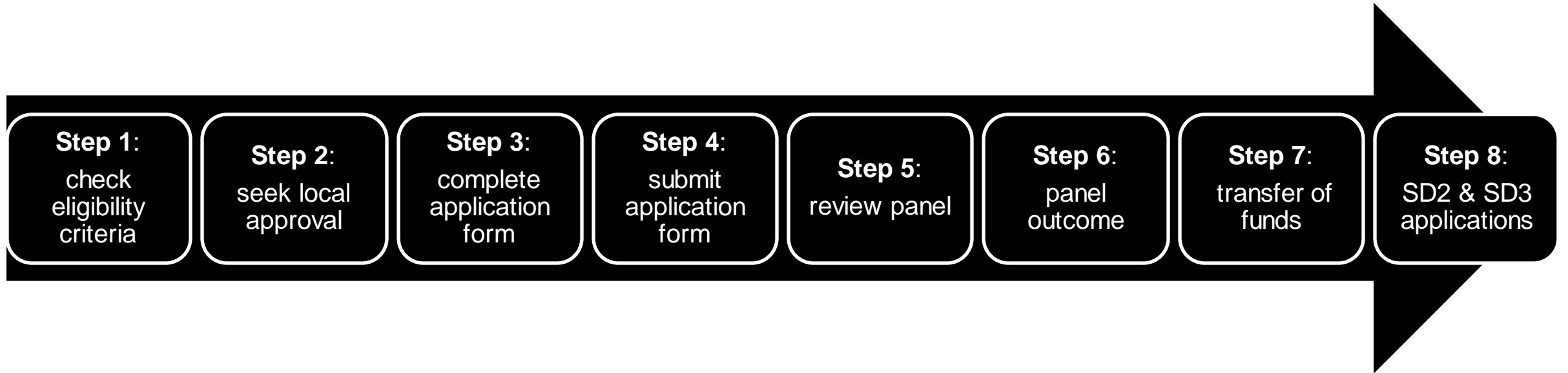


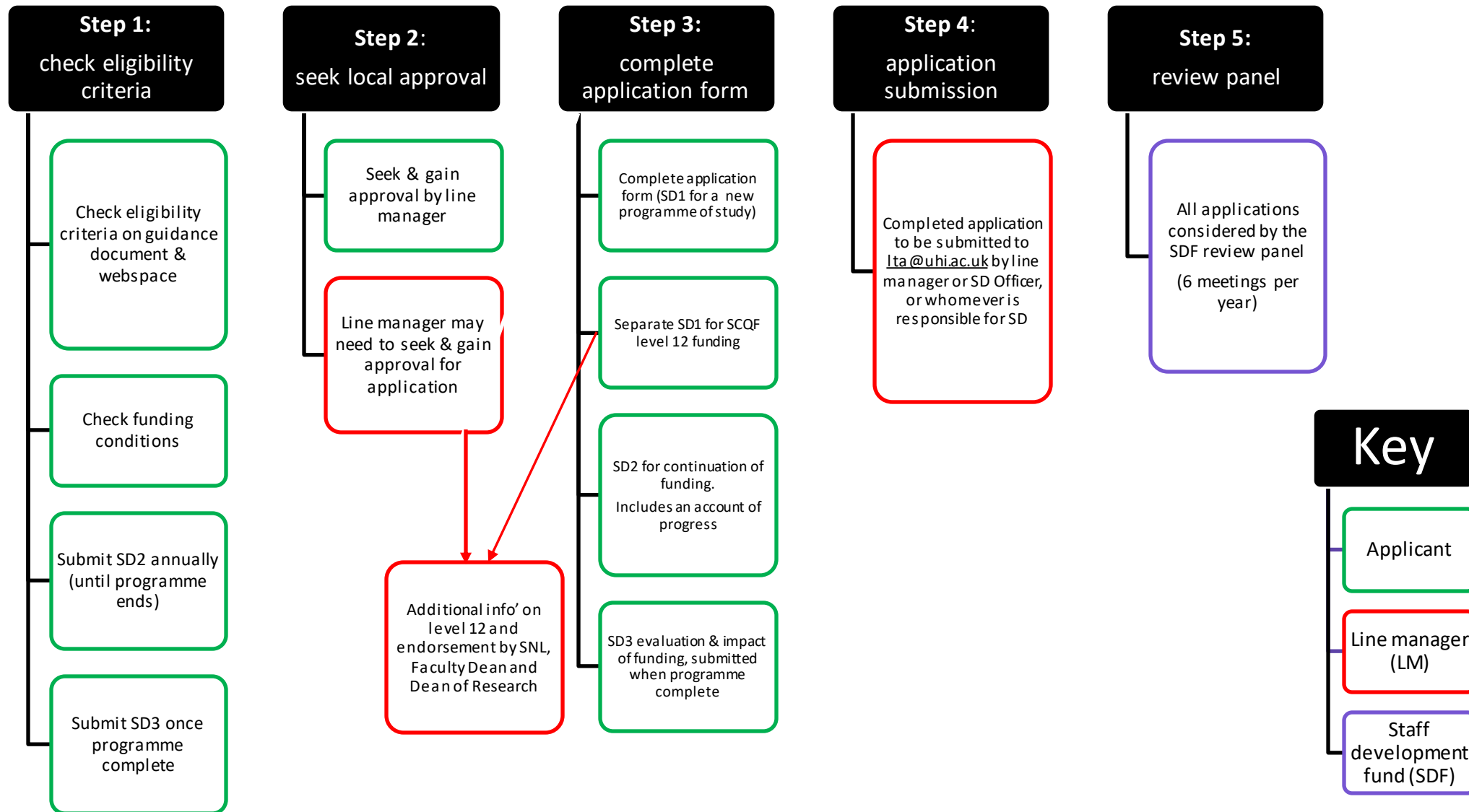
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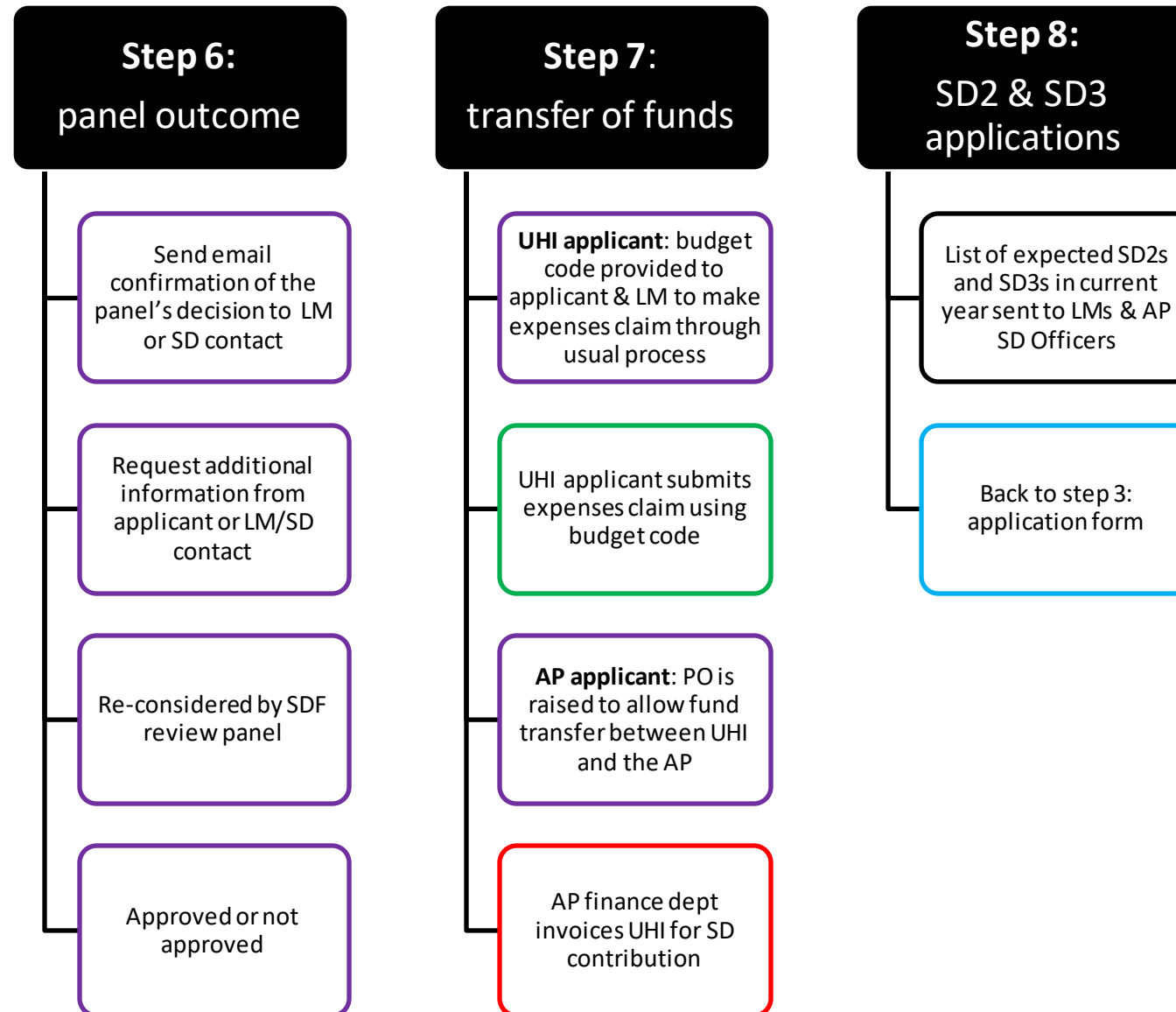
A guide to the Staff Development Fund.

<https://www.uhi.ac.uk/en/learning-and-teaching-academy/funding/staff-development-fund/>

Applying to the fund?







Completing the SD1

- **Section 3:**
 - Q9 & 10 – focus on HE, how applicant supports HE students if does not teach them
- **Section 4:**
 - full programme of study.
- **Section 5:**
 - modules for this year only (have to reapply every year using the SD2)
 - Q27 – most postgraduate study no less than 16 hours per week
- **Section 6:**
 - Essential to give detailed full answers of 100 words each section
 - Q31: complete both sections, two values of LTES in each, 50 words on each
- **Section 9:**
 - Full endorsement by line manger/programme leader is essential, use word count

Completing SD forms: hints & tips

- **Section 10:**

- Essential role of SD Officer (or Executive Office equivalent) in completing this section
- 'Authorisation' so check everything & are required to provide a clear statement of support

- **General hints & tips**

- ✓ Complete every single question
- ✓ Use recommended word count
- ✓ Ensure all links are correct & work properly
- ✓ Check spelling, there is no autocorrect

Completing the SD1-level 12

Q	Question text	Answer text
40	Does the level 12 programme of study relate to a UHI curriculum area or development, or been identified as a priority area, through the applicant’s professional performance review or equivalent process?	Yes <input type="checkbox"/> No <input type="checkbox"/> if no, please provide a rationale for this application Click or tap here to enter text.
41	A statement of support, referring to the applicant's statements provided in Section 3 & 4 (recommended word count: 100)	Click or tap here to enter text.
42	A brief statement on the anticipated benefits of this programme of study for the applicant including how it directly relates to a UHI curriculum area or development	Click or tap here to enter text.
43	Line manager or programme leader name and date of endorsement	Click or tap here to enter text. Click or tap to enter a date.
44	Associate Dean name and date of endorsement	Click or tap here to enter text. Click or tap to enter a date.
45	Dean of Faculty name and date of endorsement	Click or tap here to enter text. Click or tap to enter a date.
46	Dean of Research name and date of endorsement	Click or tap here to enter text. Click or tap to enter a date.

What successful applicants have said

“The completion of this programme of study enhanced my ability to lead learning and to lead on improvements in my assigned curricular area”.

“Study of the relevant legislation has helped me to understand the 'why' of our policies and practices”

“By completing this course, I feel more competent in the choices I make for which teaching materials I plan to use. I plan the structure of the courses I teach better and have a deeper understanding of the skills involved in research and analysis.”



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Professional development linkages

- ALPINE
- Mentoring
- Scholarship support
- LTA webinar/events participation

Any questions?

- Contact me at LTA@uhi.ac.uk

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**Thanks
Mòran-taing**