****

**Application Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **AFHEA** | **FHEA** | **SFHEA** | **PFHEA** |
| **Application Form**  **Total word count** | 1400 words max | 3.000 words max | 6,000 words max | 7,000 words max |
| * **Personal details** | ✓ | ✓ | ✓ | ✓ |
| * **Teaching Philosophy Statement/** | ✓  300 words | ✓  500 words | ✓  1,500 | X |
| * **Strategic Leadership Teaching Philosophy Statement** | N/A | N/A | N/A | ✓  1,000 words |
| * **Claim Grid** | ✓  700 words | ✓  2,000 words | ✓  1,000 | ✓  500 words |
| * **2x Peer Observation Reflective Statements** | ✓  400 words | ✓  500 words | N/A | N/A |
| * **Case Studies** | N/A | N/A | ✓  2x 1,500 words | ✓  4 x 1,000 words |
| * **Other information** | ✓ | ✓ | ✓  500 words | ✓  500 words |
| * **CPD Plan** | ✓ | ✓ | ✓ | ✓ |
| * **Referee statements** | ✓ x 2 | ✓ x 2 | ✓ x 2 | ✓ x 3 |
| * **Institutional/Line Manager’s verification statement** | ✓ | ✓ | ✓ | ✓ |

**NB Itemised words counts suggested only to advise on balance across the claim. However, emphasis will depend on individual experience and approaches, so word count balances may reflect this within the overall total.**