Approval Process for Approved Teachers, Tutors, Markers, and Demonstrators

**Approval Process**

Application form, including CV and supporting documents, where appropriate, are completed. If applicable, the ALP should sign in support of the application. The form should then be submitted to the School.

School confirms application details and provides a supporting statement for approval from the Director of Studies (or equivalent).

Director of studies (or equivalent) passes application form to DLT/HoS or DoQ for review & approval.

DLT/HoS or DoQ sends approved & signed application form to Academic Registry.

Academic Registry records approval details and produces approval letter.

Academic Registry returns approval letter to School for distribution to the successful applicant. Academic Registry will send copies to Learning and Teaching Enhancement Services where training has been identified.

References & Further Information

Forms and Guidance: [https://www.hw.ac.uk/services/academic-registry/quality/qa/approved-teacher-tutor-marker.htm](https://www.hw.ac.uk/services/academic-registry/quality/qa/approved-teacher-tutor-marker.htm)

For further information see Ordinance P6: [http://www.hw.ac.uk/ordinances/ordinances.pdf](http://www.hw.ac.uk/ordinances/ordinances.pdf)

Contact: attmenquiries@hw.ac.uk

Briefing Paper

This briefing paper has been produced by the Academic Registry and aims to provide a concise, informative overview of key processes, include links to relevant policies, procedures and templates.