Approval Process for Approved Teachers, Tutors, Markers and Demonstrators

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

2. Director of Studies (or equivalent) passes application form to HoS/DLT/DAQ for review & approval

3. HoS/DLT/DAQ sends approved & signed application form to Academic Registry

4. Academic Quality records approval details and produces approval letter. Please allow up to 28 days for the approval letter

Academic Quality returns approval letter to School for distribution to the successful applicant. Academic Quality will send copies to Learning Enhancement and Development Skills (LEADS) where training has been identified.

References & Further Information
Contact: attmenquiries@hw.ac.uk
Forms and Guidance: https://www.hw.ac.uk/services/academic-registry/quality/qa/approved-teacher-tutor-marker.htm
For further information see Ordinance P6: https://www.hw.ac.uk/about/profile/governance/ordinances-regulations.htm

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