

Routes to membership of the ILT

Introduction

The Institute for Learning and Teaching in Higher Education (ILT) is the professional body for higher education staff involved in teaching and the support of learning. It is dedicated to supporting effective teaching and encouraging innovative approaches to teaching and learning in higher education. Like other professional bodies the ILT will be governed by its members and will reflect their professional values and concerns. In time, the ILT will become the main source of professional recognition for all those engaged in teaching and learning support in higher education.

As a member of the ILT you will be able to:

- obtain recognition for the professionalism of your teaching
- gain easy access to up-to-date information on developments in teaching and learning in higher education and on methods of self-evaluation and improvement
- obtain information and guidance on implementing new learning and teaching strategies, including those involving communications and information technologies
- help to form the ILT's strategy and policies through its Council and committees
- participate, online and face-to-face, in discussion groups, project teams and informal chat groups with respect to teaching and learning
- receive paper-based and online publications on learning and teaching and have access to conferences and seminars
- have access to new research in the area, especially through an extensive web-based information system, and gain opportunities for networking in the UK and worldwide.

The annual membership fee for the ILT is £75. Applicants applying through the Initial Entry Route for Experienced Staff need to pay an additional application processing fee of £25.

Membership Criteria

As a result of an extensive consultation process in 1999, the ILT has developed routes to membership that take account of the needs of individuals engaged in a wide range of roles in teaching and the support of student learning. All routes relate to membership criteria based on the following five areas of professional activity:

- teaching and/or the support of learning in higher education
- contribution to the design and planning of learning activities and/or programmes of study
- assessment and/or giving feedback to learners
- developing effective learning environments and learner support systems
- reflective practice and personal development

The ILT recognises that some staff who make a substantial contribution to teaching and learning in specialised roles may be unable to provide evidence in all of the five broad areas. Any applicant may submit an application for membership in which lack of involvement in one of the first four areas may be offset by alternative distinct areas of activity. In all cases the area of reflective practice and personal development must be addressed.

Routes to membership

The processes leading to membership are intended to be supportive of practitioners. There will be a number of routes to membership designed to meet the needs of a wide range of applicants:

1. The **Initial Entry Route for Experienced Staff** allows applicants to submit evidence directly to the ILT that they have satisfied the criteria for membership through professional experience and/or qualifications. To ensure that the ILT benefits from active participation from experienced and effective teachers and learning support staff in its early years, there is an initial entry route for experienced staff based on a statement of professional experience supported by two referees. This is similar to the process used by other professional bodies for experienced candidates.

This route will be available until 30 September 2001. Staff who have the equivalent of three years' full-time experience of teaching or learning support in HE are eligible to apply through this route. Part-time staff and those whose roles include limited responsibility for teaching or learning support are encouraged to apply through this route if they have the equivalent of three years' full-time experience.

2. Institutional Routes

- a) The **Institutional Accreditation Route** requires successful completion of an institution-based programme of staff development that has been accredited by the ILT. Individuals who have successfully completed an accredited programme are automatically eligible for membership.
 - b) The **Institutional Accreditation of Prior Learning (APL)** route requires presentation of evidence that the individual meets ILT membership criteria (for example by a portfolio), which is evaluated by an institution that has been accredited by the ILT to assess evidence for membership on the ILT's behalf. The institution must demonstrate that the standard required for the Institutional APL route is equivalent to that of an accredited programme.
3. The ILT is also establishing **other routes to ILT membership** based on the recognition of appropriate qualifications and accreditation offered by other bodies concerned with teaching in higher education. Information about such routes will be placed on the ILT website as agreements are concluded.

All routes encourage applicants to demonstrate their ability to meet the membership criteria in ways that are appropriate to the contexts within which they work. The institutional routes, in particular, are designed to recognise diversity of provision and support for staff in many different environments.

The evaluation of institutional programmes and individual applications is undertaken by a panel of trained accreditors, made up of experienced practitioners drawn from across the whole of the higher education sector. The accreditors are supported in this work by the full-time staff of the ILT

Information about the accreditation of institutional programmes of development in teaching and learning support, which may be of interest to educational development course leaders, can be found at on our website at www.ilt.ac.uk/courses/guidelines.htm.

How to apply for membership of the ILT

Membership via the Initial Entry Route for Experienced Staff

- Step 1 Read carefully the guidance notes on applying for membership.
- Step 2 Complete **all** parts of the application pack.
- Step 3 Ask your referees to read the *Guidance notes for referees*, write the reference and return it to you in a sealed envelope signed across the seal.
- Step 4 Return the completed application forms to the Accreditation Department at the ILT, with the two references and a cheque for £25 made out to the ILT to cover the application processing fee. If your institution is paying the processing fee please supply details of where the invoice should be sent. If you have queries about payment contact the ILT Finance Department (telephone: 01904 434230/1, email: accounts@ilt.ac.uk).
- Step 5 You will receive notification that your application has been received within two weeks of receipt. If the application is incomplete you will be asked for the missing documents. Your application will not be processed until it is complete.
- Step 6 Your application will be reviewed by our accreditors and you will receive notification of the result, normally within 12 weeks of receipt.
- Step 7 Once your application has been accepted you will be sent an invoice for £75 for your first year's membership. If your institution is paying the membership fee the invoice will be sent in accordance with the details you supplied.

Membership via an accredited programme

- Step 1 Check that your course appears on the list of accredited courses. If the course is not on the list, or if you took the course earlier than the date on which accreditation started, you should apply through the Initial Entry Route for Experienced Staff.
- Step 2 Complete the following application forms:
 - Declaration Form** (f1_DeclarationForm)
 - Application for Membership: Contact Details** (f2_ApplicationForm)
 - Membership Information Form** (f3_MembershipForm)
 - Equal Opportunities Monitoring Form** (f4_EqualOppsForm)
- Step 3 Send your completed application to the Accreditation Department at the ILT, with evidence of successful completion of the course and a cheque for £75 made out to the ILT, to cover your first year's membership. If your institution is paying the membership fee please supply details of where the invoice should be sent. If you have queries about payment contact the ILT Finance Department (telephone: 01904 434230/1, email: accounts@ilt.ac.uk).
- Step 4 You will receive notification that you have been accepted as a member of the ILT, normally within 12 weeks.

Other routes to ILT membership

Please visit our website at www.ilt.ac.uk for details on other routes to ILT membership.

If you have any queries about your application, membership criteria or routes to membership, please contact the ILT on 01904 434222 or email enquiries@ilt.ac.uk.