# **Guidance: How to fill in an ETC template**

*Thank you so much for considering to complete an ETC template in support of this HEFCW project.*

*We hope that this will become a major resource supporting to all subject areas and building on a key strength – that is has been written “by educators, for educators” so your contribution to this project is vital to its on-going success!*

*We are seeking to share “tried and tested” techniques that embed skill development within teaching, so please* feel free to share as many as you wish as well as examples of how you have developed skills with student groups in particular subjects.

We are therefore looking for either

**ETC “How to Guide” using the ETC skill template: activity or task**

By sharing your teaching methods we will continue to create a set of teaching tools or “ped notes” that will guide staff, allowing them to embed new techniques into their teaching. These guides are clear outlines of the method or approach that will allow academics to understand how to use the technique itself.

**ETC case study: sharing your subject based practice**

Knowing how things work in different environments, with particular student groups or within the traditions and expectations of particular disciplines will allow academics to embed these techniques. By sharing your experience of delivering in your particular subject area, each case study demonstrates the impact that you can have in the classroom by using the student feedback and experience to evidence change.

**ETC extra curricular: sharing your workshop, boot camp or summer school activities**

Share your techniques, activities and seminar approaches that work well outside the classroom or lecture theatre. These activities can be longer than traditional teaching hours allow, or result in practical, rather than academic outcomes, that support business start-up or personal development.

You will be asked to consider which QAA Enterprise theme you are working with. These are listed below to help, but we will review and re-categorise your submission before final publication, so please don’t worry if can’t complete this section.

*Thank you for agreeing to share your approach with other educators.**This guide should help you fill in the “template” table but feel free to contact us directly if you wish to discuss how best to present your case material or how-to-guide.*

*Thank you*

[**Hello@etctoolkit.org.uk**](mailto:Hello@etctoolkit.org.uk)

**QAA Enterprise Themes**

Consider your teaching technique(s) or the case study activities that you would like to share and consider which of our selected skills (QAA enterprise themes) they support:

1. Creativity and Innovation
2. Opportunity recognition, creation and evaluation
3. Decision making supported by critical analysis and judgement
4. Implementation of ideas through leadership and management
5. Reflection and Action
6. Interpersonal Skills
7. Communication and Strategy Skill

You will be asked to highlight one skill/theme (or the primary skill) that this your technique develops.

Please complete the template (using the notes in the template to guide you) by following the headings provided.

**Clarification and Classification:**

To assist in the standardisation of approach, we will review your submission and make any small amends to ensure its inclusion within the ETC toolkit system. This may include amending the classification you have suggested or making other small adjustments to the presentation. However if larger amounts of text need to be amended, we will be in touch with you to finalise the final draft.

If you are submitting a case study, please indicate the year, subject and course that you were working with, so that we can upload to the correct QAA subject (see below).

**Acknowledgements:** Your work will be acknowledged if you are able to provide your name, role etc however please understand this will be published on the site, and you do have the option to provide examples anonymously, if you prefer.

Thank you for submitting your work.

|  |
| --- |
| **Extra – Curricular** (non-accredited or non-assessed activities)  **QAA Subjects**   1. Accounting 2. Agriculture, Horticulture, Forestry, Food & Con Sciences 3. Anthropology 4. Archaeology 5. Architectural technology (2014) 6. Architecture (2010) 7. Area studies (2008) 8. Art and design (2008) 9. Biomedical science (200​7) 10. Biosciences (2007) 11. Business and Management (2015) 12. Chemistry (2014) 13. Classics and Ancient History (including Byzantine Studies and Modern Greek) (2014) 14. Communication, media, film and cultural studies (2008) (PDF, 74 KB) 15. Computing (2007) 16. Construction, property and surveying (2008) 17. Counselling and psychotherapy (2013) 18. Criminology (2014) 19. Dance, drama and performance (2007) 20. Dentistry (2002) 21. Early childhood studies 22. Earth sciences, environmental sciences and environmental studies (2014) 23. Economics (2007) 24. Education Studies (2015) 25. Engineering (2015) 26. English (2015) 27. Finance (2007) 28. Forensic science (2012) 29. General business and management (2007) 30. Geography (2014) 31. Health studies (2008) 32. History (2014) 33. History of art, architecture and design (2008) 34. Hospitality, leisure, sport and tourism (2008) 35. Housing studies (2014) 36. Landscape architecture (2007) 37. Languages and related studies (2007) 38. Law (2007) 39. Librarianship, Information, Knowledge, Records and Archives Management (2015) 40. Linguistics (2007) 41. Materials (2008) 42. Mathematics, statistics and operational research (2007) 43. Medicine (2002) 44. Music (2008) 45. Optometry (2007) 46. Osteopathy (2007) 47. Philosophy (2015) 48. Physics, astronomy and astrophysics (2008) 49. Politics and International Relations (2015) 50. Psychology (2010) 51. Social policy and administration (2007) 52. Social work (2008) 53. Sociology (2007) 54. Theology and religious studies (2014) 55. Town and country planning (2008) 56. Veterinary Nursing (2015) 57. Veterinary science (2015) 58. Welsh (2008) 59. Youth and community work (2009)   Health   1. Audiology 2. Arts therapy 3. Clinical psychology 4. Clinical science 5. Dental care 6. Dietetics 7. Health visiting 8. Midwifery 9. Nursing 10. Occupational therapy 11. Operating Dept. practice 12. Orthotics 13. Paramedic science 14. Physiotherapy 15. Podiatry 16. Prosthetics & orthotics 17. radiography 18. radiographer therapeutic 19. speech & language therapy |