|  |  |  |
| --- | --- | --- |
| Pg Cert Teaching in Higher Education application  **Line manager checklist** | | |
| **Line managers need to complete this checklist which the applicant should submit with their application form to** [**specialistroutes@shu.ac.uk**](mailto:specialistroutes@shu.ac.uk) | | |
| Applicant name |  | |
| Academic Department |  | |
| Line manager name |  | |
| Line manager e-signature |  | |
| Date signed |  | |
| **Line manager, please confirm the following by checking each box** | | |
| The applicant will have 60+ hours teaching over the duration of the course, including teaching in both semester one and two | |  |
| The applicant will have the opportunity to design and develop teaching and learning opportunities in semester one and semester two | |  |
| The applicant is able to attend the two-day mandatory induction in September 2025 and the one-day induction in January 2026. | |  |
| The applicant will be supported to attend each scheduled F2F and online session and complete all necessary tasks for the course | |  |

Please be aware that line manager approval confirms the allocation of workplan hours, release time to attend the course and the autonomy to design and deliver teaching and learning opportunities. Approval must be confirmed via the line manager checklist (e-signature required) and failure to submit a signed form with the application will result in a delay in the admissions process and potential loss of an allocated place on the course.