# TEAP Officer’s Annual Report

##### **Jenny Kemp**

## Overview

*The BALEAP TEAP Scheme is an individual accreditation scheme which aims to encourage and recognise the continuing professional development of individual BALEAP members. There are 3 pathways: Associate Fellow, Fellow and Senior Fellow. Participants write a reflective claim, making reference to the TEAP competencies, which were researched by the TEAP Working Party and published in the TEAP Competency Framework 2008. They have to support their claim by compiling an e-portfolio of evidence.*

*TEAP is overseen by the BALEAP Accreditation Scheme Committee, which is responsible for institutional (BAS) and individual (TEAP) accreditation.*

This TEAP Report covers the period from March 20th 2016 to March 31st 2017. This year has seen a growth in interest in the Scheme. This has centred around the two UK TEAP workshops, but we have active participants in other countries, such as the U.S.and the U.A.E. There are now 29 BALEAP members who are TEAP fellows.

## Main achievements this year

## Supporting participants and expanding the Scheme:

#### TEAP workshops

Two full-day TEAP workshops were held which were open to members and non-members. A charge was made for these events in order to cover costs.

Durham, Friday 22nd April – 19 participants

Bristol, Saturday 21st May – 43 participants

The aim of the workshops was to provide participants with information and support, as well as time for planning and writing. Feedback from these events was extremely positive. Comments included:

“Does what it says on the tin.” “Very informative sessions.”

 “Felt reassured about both value and workload of the scheme.”

“An excellent introduction to TEAP and what is involved”. “A great day which flew past.”

5 participants collaborated with me to write a report for the IATEFL ESP SIG newsletter:

Clark, R., Fordham, R., Gurr, H., Kemp, J., Marks, R., & Ward Goodbody, M. (2016). 'The BALEAP TEAP Scheme: Promoting CPD among TEAP professionals.' Event Report: Durham & Bristol TEAP workshops, Spring 2016. *Professional and Academic English* (journal of the IATEFL ESP SIG), 48, 43-4.

In addition, there was a BAS/TEAP event in Edinburgh on 14th May which focussed on observations. (See BAS Chair Report for details)

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#### BASC Pre-Conference event

At the time of writing there are 15 participants booked on the BAS/TEAP pre-conference event ‘Observations in the EAP classroom’ which aims to use videos to facilitate a discussion on what EAP teaching looks like.

#### Facebook group

[The BALEAP TEAP Facebook group](https://www.facebook.com/groups/642967865851174/?ref=group_cover) is a discussion group for the TEAP Scheme with 191 members to date. Discussions are centred on the TEAP Scheme and criteria, and the group thus is a means of providing guidance and support to participants globally.

#### Other support provided to individuals and institutions

The TEAP Mentors have also provided bespoke support throughout the year on a voluntary basis, ranging from mentoring individuals to running workshops for specific institutions.

As Assessors, they have also carried out TEAP observations for institutions who have no Senior Fellow. This is a private arrangement between the institution and the Assessor. Of course, the aim is for institutions to have their own Senior Fellow who can fulfil this role.

## Recognition

The other main activity of the year is the process of the submission, assessment and ratification of portfolios. This has included moderation processes, but now that we have more Senior Fellows, more comprehensive standardisation processes are planned for the coming year.

The following fellowships were ratified in the current period:

***Senior Fellow****,* ***TEAP Mentor and Assessor***

Jane Bottomley, University of Manchester (Senior Fellow March 2016, now also TEAP Mentor and Assessor)

Gary Riley-Jones, Goldsmiths London

John Wrigglesworth, Sheffield Hallam University

***Fellow***

Jayn Kilbon, University of Leicester

Hazel McAllister, University of Northampton (previously Associate Fellow)

Sheila Spencer (Nottingham Trent University)

***Associate Fellow***

Beverley Allen, Middlesex University

Sarah-Kate Fletcher, BPP University

Peter Gee, King’s College London

Helen Lyttle

Michelle Segger, University of Glasgow

Caroline Taylor, University of Northampton

Successful November 2016 applicants who are attending the conference will receive their certificates at the AGM in Bristol.

This brings the totals to: 11 Senior Fellows, of whom 10 are TEAP Mentors and Assessors; 6 Fellows; and 12 Associate Fellows. The full list of accredited individuals is available on the BALEAP website: <https://www.baleap.org/about-baleap/baleap-fellows>

#### Feedback on assessment procedures

Applicants were asked to complete a feedback survey on the process. The application process itself was seen as good, both in terms of the online application and the quality of the feedback received.

However, participants did report difficulty in interpreting some of the criteria. Mentors were aware of this – indeed we have discussions ourselves on some of the criteria. There is a need for clarification of some of the criteria: for example, by linking the ‘activities’ and ‘suggested evidence’ more closely to the associated ‘knowledge and values’ in the tables in the Handbook.

## Upcoming events

#### Webinar

BALEAP Webinar: BALEAP TEAP Fellowship Scheme – building a portfolio

10th May 2017 – see <https://www.baleap.org/event/baleap-webinar-teap>

#### March 2018 AGM TEAP event

There will be a free TEAP event in association with the 2018 AGM. Details will be published on the website.

## Online resources

#### TEAP pack for Summer Inductions

Aware that many of you would like to have an introduction to the TEAP Scheme for your summer staff, we plan to produce an activity pack for you to use. This will be freely available for BALEAP members.

#### Screencasts

We also plan to have informative screencasts on the website.

## Other activities

#### TEAP Handbook

A TEAP working party will undertake a revision of the Handbook, with updated information, samples of reflective writing and a clearer layout.

### External Examiner

BASC aims to appoint an External Examiner for the TEAP Scheme. The ideal candidate will be an HEA Assessor from the area of Applied Linguistics, TESOL or Education who is not a member of BALEAP. This is because we aim to strengthen our ties with the HEA and the HE sector more widely. If you know of a suitable candidate who you think would be interested, please contact the TEAP Officer via teap@baleap.org.