

Leadership in Education Awards Programme Frequently Asked Questions

1. Applying for the LEAP

▪ **Am I eligible for the LEAP?**

The LEAP is open to all students and staff. To be eligible for a place on the LEAP, you must have an active University of Manchester email account at the time you receive your award. This will be approximately 12 weeks after you submit your LEAP application.

▪ **How can I apply for the LEAP?**

To apply for a place on the LEAP please complete the online application form found here: <http://www.staffnet.manchester.ac.uk/bmh/pss-activities/training/education/leadership-in-education-awards-programme/apply/>

▪ **Are there a limited number of places available on the LEAP?**

Each LEAP pathway has a limited number of places available depending on the number of LEAP mentors available. Places will be allocated on a first come first serve basis and all those wanting to register on the LEAP must complete the online registration form.

▪ **What is the difference between LEAP and applying directly to the HEA?**

The LEAP scheme provides a range of support including workshops, LEAP Mentors and the peer support scheme.

2. The LEAP Pathways

▪ **What is a LEAP pathway?**

LEAP is able to award Associate Fellow, Fellowship, Senior Fellow and Principal Fellow of the HEA. As each of these fellowships has different requirements, we have broken the LEAP into four pathways – one for each level of fellowship. The pathway you are registered on will depend on which level of fellow you have chosen to apply for.

▪ **I'm not sure what LEAP Pathway I should register for?**

If you aren't sure which LEAP pathway is best for you, please attend the LEAP Introduction session where activities will help you to determine the appropriate level.

▪ **What do I do if I want to change LEAP pathway?**

If you would like to change LEAP pathway and apply for a different level of fellowship please email leap.cpd@manchester.ac.uk. Please state your name, current registered pathway and the pathway you would like to register on.

- **How many sessions are there on each LEAP Pathway?**
Each LEAP Pathway has two 2-hour workshops for participants to attend. There will also be a limited number of 1-2-1 appointments available after the final workshop.
- **Do I need to attend all the LEAP workshops?**
- No - the LEAP workshops are there to support you in developing your fellowship application however, attendance at the workshops is not compulsory.
- **Will LEAP be running again in future?**
LEAP is scheduled to run twice a year with submission deadlines in October, February and June. The LEAP deadlines can be found here: [deadlines and submission information](#).

3. LEAP Mentoring and Peer Support Scheme

- **What is the LEAP peer support scheme?**
All participants on the LEAP will be allocated a peer support group of up to 5 participants per group who are registered on the same LEAP pathway.
- **Will I be allocated a LEAP Mentor?**
All participants who have received confirmation that they have been successful in securing a place on the LEAP will be allocated a LEAP mentor.
- **When will I be allocated a LEAP Mentor?**
LEAP Mentors will be allocated to peer support groups after workshop two. Information about LEAP Mentors will be sent out by the LEAP Administrator via email.
- **Who will be my LEAP Mentor?**
A LEAP mentor will be a colleague who already holds the level of fellowship for which you are applying.
- **What is the purpose of my LEAP Mentor?**
LEAP Mentors will read and comment on one draft of your fellowship application to help you shape and develop your application.

4. The LEAP Assessment Process

- **Why do I need to give notice of submission?**
By giving notice of submission the LEAP Administrator can organise the appropriate assessors to review your application.

If you have any further queries, please check the [LEAP information page](#) or contact leap.cpd@manchester.ac.uk.

- **How do I complete the notice of submission form?**
The online Notice of Submission form can be found online here: [online Notice of Submission form](#).

- **What is the deadline for the notice of submission form?**
The notice of submission closes 4 weeks before the submission deadline. The LEAP deadlines can be found here: [deadlines and submission information](#).

- **I have applied for a LEAP fellowship in the past and am now ready to apply for a higher award. Can I use the same referees?**
Using the same referees is fine, but they will need to write a new reference that covers the next level of fellowship and link to the UKPSF to support your application. It should not be identical to what was submitted last time.