



# Top 10 Tips for Professional Recognition

If you want to be successful in submitting an application for Professional Recognition, follow these top tips to help you get started. Whichever level of recognition you are applying for, these tips will help you avoid some of the common pitfalls that applicants encounter..

## READ THE HANDBOOK

Ensure you are familiar with the criteria for the type of recognition you are applying for and have read the Participants Handbook.

## WRITE IN THE FIRST PERSON

Your reflective account of your professional practice is about you, so write it in the first person.

## USE THE SAMPLES

Refer to and use the Canvas Resources. These include example portfolio's as well as Frequently Asked Questions.

## LINK TO THE SCHOLARSHIP

Underpin your reflection with the theory and scholarship related to advising/tutoring

## USE THE UKAT BIBLIOGRAPHY

The UKAT Bibliography has thousands of references to peer reviewed scholarly literature relevant to personal tutoring and academic advising:  
<https://www.ukat.uk/bibliography>

## LINK EXPLICITLY TO THE FRAMEWORK

Ensure you are signposting to the competencies of the UKAT Professional Framework in the text of your reflections (C1, I2).  
Make sure your evidence and examples relate directly to personal tutoring/academic advising.

## DRAFT YOUR APPLICATION IN WORD

Draft your application in Word and transfer to PebblePad when you are ready to submit. This allows you to share your drafts easily with your Mentor more easily.

## USE THE AVAILABLE WORD COUNT

Use all of the available word count to make the most of your application.

## ASK QUESTIONS

If you're not sure about something, ask the UKAT Recognition team ([recognition@ukat.uk](mailto:recognition@ukat.uk))

## CONFIRM YOU HAVE SUBMITTED

Once your application is completed, confirm with UKAT that your application is ready for assessment.

