# Workplace Advocate

We have asked you to formalise the support from someone at work, and establish a workplace advocate. This is seen by us as a helpful initiative to you and one that advances the cause of change and improvement in practice.

The following two draft documents are suggested guidance for you as researchers, and for potential advocates.

## Guidance for Researchers

Dear Researcher,

The degree is focused upon change and improvement, in you, in your work practice and in your organisation. To enable you to be successful in this it is preferable that you work with the support of an Advocate; a person who is both able to support your studies and ensure that your place of work will benefit. The Advocate is not involved with the academic side of your work and its assessment but is involved in helping to provide an environment which will maximise your learning in the interests of your workplace. You may have already been working with someone last term who can continue to fill this role.

**Role of your Advocate:**

1. To discuss with you the degree and expectations
2. To negotiate learning activities appropriate to you and your role in the organisation
3. To support the sharing of effective practice
4. To support the action enquiry and reflective practice encouraged by the degree
5. To advise you

**Who it might be:**

* A Head Teacher
* Senior member of Staff
* A line manager

**Tasks and Time Commitment**

We suggest that a minimum of two meetings per semester might be required to keep updated on ILP and progress with developments.

The agenda of such a meeting should be kept by you and posted in their portfolio. This could include the date and time of meeting, items discussed and targets set.

This will form part of your assessment portfolio. You will need to discuss your choice of mentor with your learning facilitator.

## Guidance for Workplace Advocates

Dear Prospective Advocate,

If you are thinking of becoming a Workplace Advocate for an Ultraversity student, the following may help to clarify what your role could include:

The Ultraversity Degree is focused upon change and improvement, in the researcher, his or her work practice and in your organisation. To enable the researcher to be successful in this it is essential that he or she works with the support of an Advocate to both support studies and ensure that your place of work will benefit. You will not be involved with the academic side of work and its assessment but is involved in providing an environment which will maximise learning in the interests of your workplace. This kind of relationship may already have been established.

Expectations of your role:

1. To discuss with the researcher the degree and expectations
2. To negotiate assignments appropriate to the researcher and his or her role in the organisation
3. To support the dissemination and spread of effective practice
4. To support the action research and reflective practice encouraged by the degree
5. To advise the researcher
6. To ensure that his or her experience on the Ultraversity programme can be used to promote change and improvement

Tasks and Time Commitment

We suggest that a minimum of one meeting per term might be required to keep updated on learning contracts and progress with developments.

The agenda of such a meeting should be kept by the researcher and posted in their portfolio. This could include the date and time of meeting, items discussed and targets set.