**HEFi MicroCPD Submission Form**

HEFi MicroCPD is published weekly on the HEFi web page. Whilst designed to support the continuing professional development of internal staff it is also public facing and supports the external profile of HEFi and the University of Birmingham.

We welcome contributions from across the University and the following guidelines and submission form will provide a framework for your proposal. Contributions are reviewed by HEFi staff and final sign-off is given by Professor Kathy Armour, PVC Education. We will work with you during the review process and if you have any queries please send them to: HEFi@contacts.bham.ac.uk

MicroCPD takes the following format:

* **90-second (max) video summarising information on an important aspect of teaching and learning. Typically this requires a script of up to 250 words.**
* **For the curious: A summary text on the topic.**
* **For the very interested: link(s) to further resources or information**

Contributors are therefore asked to provide the following in advance of being added to the production schedule:

**Name:**

**Department:**

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1. Script for 90-second video (Approx. **250 words**)

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1. A summary text on the topic. This can range from roughly **220-700 words** and can, if necessary, contain several links.

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1. Further reading/further resources. This section signposts for those interested in spending more time on the topic where to look. It should typically only contain oneweb link (if there are reasons why more than one is needed please let us know). Wherever possible these links should be to open access resources. If the resources are not publicly available then a full reference should be given to enable the resources to be located (and a second, open access, resource should be added if at all possible).

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1. If you think the resource you are discussing could be suitable for further CPD please give brief details.

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For examples of previous MicroCPD please see the [MicroCPD Library](https://www.birmingham.ac.uk/university/hefi/staff-development/MicroCPD-Library.aspx)