

We've listened to you and...



Angela Gascoyne (right) with Anne Peat (School of Nursing & Midwifery)

...as a result of your comments we are introducing new ways of working, including:

- The offer of Departmental or Faculty Surgery Sessions
- Information Sessions on Unit and Programme approval processes
- The development of an area on the LeTS website for you to log an idea for a new programme and indicate any specific areas where you might need assistance
- Enhanced links with Departmental Administrators to ensure a two-way information sharing network about the approval process and the way it works
- Streamlined approval documentation
- Direct assistance with the completion of documentation
- Clear, detailed guidance documents
- Liaison with other Professional Support Services to deliver an integrated service.

LeTS colleagues made an excellent contribution to our programme development and approval through early exchanges on both the details and the broader principles of proposals. This was a great help in informing the development of our proposals and easing their progress through departmental and Faculty committees.

Professor Grant Bigg, Department of Geography

LeTS do it!

Learning and Teaching Services (LeTS) is part of the University of Sheffield's Academic Services. LeTS works proactively and collaboratively to offer advice and support to staff on a wide range of areas relating to the University's learning, teaching and assessment activities. Our aim is to promote excellence in both the development and the delivery of these activities in order to enhance the student learning experience.

We offer the following expert services to help you enhance and develop your learning and teaching:

- Guidance and support for programme design and approval
- Advice and support for linking curricula to departmental Learning, Teaching and Assessment Strategies
- Integrating new technologies into your learning and teaching
- Producing rich media e.g. video, audio, graphics, animation and simulation
- Help with podcasting
- Individual guidance and support in making an application to the Senate Awards for Excellence in Learning and Teaching Scheme
- Support for evaluation of learning and teaching including individual consultations, bespoke workshops and online resources
- Regular information sessions
- Support and advice for disseminating your work and sharing good practice in learning and teaching
- Funding for large and small learning and teaching development projects

For more information about our services, please contact us using the email address below, or visit our website.

Learning and Teaching Services

205 Brook Hill, Sheffield S3 7HG

email: lets@shef.ac.uk

website: www.shef.ac.uk/lets

LeTS: working in partnership to promote excellence



Learning & Teaching Services.

LeTS Talk About...

Developing and approving programmes

Have you got a great idea for a new programme?

Do you need to update or enhance one of your current programmes?

Do you want to discover more about the resources and support available?

Would you like guidance and a helping hand with the documentation from beginning to end?

Then read on to find out how LeTS' expertise can help.

Developing and maintaining high quality programmes of study that attract the best students is crucial to the success of individual departments and the University as a whole. LeTS can offer support and professional advice to anyone wanting to develop a new programme or refresh an existing programme. We have a range of expertise and a wealth of experience to assist with every stage of the process, from an initial idea to approval and beyond.

This leaflet will introduce you to the support service we offer and the new ways of working we've put in place to help you with all your programme development and approval requirements.



About Programme Development and Approval

Departments need high quality programmes that are attractive to students. Of course, when it comes to academic content and standards, programmes also need to meet the requirements of the University, external agencies and sometimes professional bodies too.

Looking at the approval process, you might feel that having the initial idea is the easy part and that getting the proposal approved will be the real challenge - well help is at hand. LeTS can support you every step of the way and we'll try to make the journey as easy and stress-free as possible.

How can we help you?

Our Faculty Policy and Programme Advisers provide a variety of support for academic departments and their staff. We have hands-on involvement with the programme development and approval process and will work directly with you offering guidance, support and referrals to other support services as needed.

Get in touch and we'll arrange an initial meeting or discussion to talk through your needs so we can guide you through the entire process.

Here are some examples of the sorts of assistance we can offer:

- One to one support from the outset
- Help with the formal procedures and the documentation needed to get a module or programme approved
- Cross-faculty knowledge and support for intra- and inter-Faculty developments
- Specialist knowledge of, and support for, collaborative developments involving a partner institution
- Provision of advice on other support available to you from LeTS, such as developing learning technologies, pedagogical aspects of curriculum design, using MOLE or grants to support development in teaching and assessment
- A knowledge of Institutional policies and regulations
- Updates on progress throughout the approval process

Everything can be tailored to personal or departmental requirements. For more information, help or advice please contact your Faculty Adviser or refer to the LeTS website www.shef.ac.uk/l ets/design

Your Faculty Policy and Programme Advisers are:

Faculty of Arts and Humanities	James Goldingay Ext. 21740 j.goldingay@shef.ac.uk
Faculty of Engineering	Juliet Storey Ext. 21204 j.storey@shef.ac.uk
Faculty of Medicine, Dentistry and Health	Angela Gascoyne/ Ext. 21366 a.gascoyne@shef.ac.uk Jane Spooner Ext. 21203 j.spooner@shef.ac.uk
Faculty of Science	Angela Marron Ext. 21751 a.marron@shef.ac.uk
Faculty of Social Sciences	Simon Beecroft/ Ext. 21748 s.beecroft@shef.ac.uk Alison Griffin Ext. 21752 alison.griffin@shef.ac.uk



James (left) with Mark Limb from the Faculty of Medicine

Guiding you through development and approval

