



The
University
Of
Sheffield.

Recruitment &
Selection
Coordinators
Network.

**Recruitment & Selection Network Coordinators' Network
Update Email: 17 April 2013**

Toolkit for Learning and Teaching

Dear R&S Network Members,

I am delighted to announce the launch of the University's Toolkit for Learning and Teaching. The Toolkit is the University's central resource for all staff who teach or who support teaching. It provides guidance, good practice and University policies to help staff be effective and innovative in their teaching roles, providing our students with the best possible learning experience.

Some contents have been adapted from the University's Certificate in Learning and Teaching (CiLT). More information about this can be found on the Professional Development website - <http://www.shef.ac.uk/lets/cpd/cilt>.

The examples of good practice are taken from the work of academic colleagues across the University who wish to share how they are implementing policy and enhancing their teaching. The Toolkit provides hints and tips, and also further reading to support continuing professional development.

New teaching/teaching support staff are encouraged to explore the contents of the Toolkit within the first 3 months of their employment, and reflect on what information, development and support they may need. To raise awareness of the Toolkit amongst new teaching/teaching support staff, it would be helpful if you would please ensure that the Learning and Teaching Toolkit is referenced in your departmental induction materials. If any new members of staff require any further information about the contents of the Toolkit please ask them to contact their Faculty Support Team in LeTS - <http://www.shef.ac.uk/lets/about/facultysupport>.

Claire Allam
Learning and Teaching Development Manager
LeTS