



The
University
Of
Sheffield.

Human
Resources.

Academic Probation

Partial Exemption from the Certificate in Learning and Teaching

All new Lecturers must successfully complete, or gain approved full exemption from the University's requirements in respect of the Certificate in Learning and Teaching (CiLT). CiLT provides initial training and development in learning and teaching and its interaction with research and management /administration which new lecturers will encounter.

The Head of Department may support an application to Learning & Teaching Services that the probationary lecturer may be exempt from certain parts of the CiLT (see CiLT Course Handbook Section 7 - <http://www.sheffield.ac.uk/lets/lt-supp/cilt.html>).

In cases where full exemption is sought, please refer to Form CiLT (Full/Exempt)

Requests for partial exemption should be forwarded to Learning & Teaching Services who will initiate School of Education APEL procedures.

SECTION 1 - TO BE COMPLETED AND SIGNED BY THE PROBATIONARY LECTURER

(i) PERSONAL DETAILS

Name: **Dr/Mr/Ms**

Department:

Date of initial appointment:

Length of Probation:

Name of Probation Adviser:

(ii) DETAILS AND EVIDENCE OF EXPERIENCE GAINED IN OTHER RECOGNISED INSTITUTIONS

LEARNING AND TEACHING PROGRAMME(S) UNDERTAKEN

Please provide details and evidence of any Learning and Teaching Programmes you have undertaken which you believe may qualify you for partial exemption from participation in the CiLT; including details of the activities undertaken and experience gained (such as preparing and delivering teaching, reflection on and subsequent development of personal teaching practice), the qualification(s) achieved and the institution(s) where these were undertaken.

TEACHING

Please provide details and evidence of teaching activities you have undertaken which you believe may qualify you for partial exemption from the CiLT, such as lectures and tutorials, practical supervision, field supervision, extramural tuition and anything else which you think should appear under this heading. Indicate the size of classes taught, and the number of teaching periods given to each class. State the institution(s) in which the experience was gained.

ANY OTHER INFORMATION

Please give any other information which, in your view, qualifies you for partial exemption from the CiLT.

(Signature of Probationary Lecturer)

(Date)

SECTION 2 - TO BE COMPLETED AND SIGNED BY THE HEAD OF DEPARTMENT

1. Do you confirm the accuracy of the account given above? (Any disagreement should be explained here.)

2. Please provide any other information which you deem relevant to whether the probationer above should qualify for partial exemption from the CiLT.

I certify that the Probationary Lecturer has had an opportunity to see this report.

Signature of Head of Department

Print Name

Date

Please forward this form to Learning & Teaching Services who will initiate School of Education APEL procedures.

APPROVAL OF APPLICATION FOR PARTIAL EXEMPTION (LeTS use only)

Signed

Print Name

Date