Heriot-Watt University

Peer Support of Teaching: Proforma for Good Practice and Learning Points

The University's framework for Peer Support of Teaching does not require the use of a proforma. Use of this short *Good Practice and Learning Points Proforma* is entirely optional and can be used by both participants to communicate to the School any examples of good practice and/or learning points which have been identified by peer pairs (communication of this information and confirmation that the peer support activity has taken place are the only formal reporting requirements of Peer Support of Teaching).

Good practice and learning points may be applicable to the wider School and/or the University as a whole. The form can be used to capture good practice and learning points from both peer support sessions.

Teaching Activity
Please use this section to describe briefly the teaching activity which was reviewed/observed; this will be useful in contextualising the Good Practice and Learning Points being highlighted.

Good Practice
Please use this section to highlight any examples of good practice which could be adopted more widely by the School and/University (eg approaches to using feedback).

Learning Points
Please use this section to highlight any learning points which should be considered by the School and/or University (eg technology; support for learning and teaching development; infrastructure).

| **Return of Proforma** | Please return the completed proforma to: .... *(School to specify)* |