



Teaching Observation Record Sheet 2022/2023

Lecturer/Observee:		Observer:		Date:		Time of observation	
Course Details:							
Course Title				Number of learners on register:			
Course Subject				Course Level:	HND Level 4/5		
Learner Details:							
Location				Number of learners present		Number of Support Staff:	
Age Group	<input type="checkbox"/> Adult 19-25 <input type="checkbox"/> 26 Plus			F/T or P/T			

QTLS Domain D: Planning for learning

(PTLLS 1.4, 3.1, Planning and enabling learning 2.1-2.5, 3.1)

During the observation did the trainee:

- DP 1.1 Plan coherent and inclusive learning programmes that meet learners' needs and curriculum requirements promote equality and engage with diversity effectively.
- DP 1.2 Plan teaching sessions which meet the aims and needs of individual learners and groups, using a variety of resources, including new and emerging technologies.
- DP 1.3 Prepare flexible session plans to adjust to the individual needs of learners.
- DP 2.2 Negotiate and record appropriate learning goals and strategies with learners.

Learning and teaching

(Planning and enabling learning 2.1, 3.1, 3.4, 4.1)

During the observation did the teacher:

- 2.1. Provide learning activities which meet curriculum requirements and the needs of all learners.
- 2.2. Use a range of effective and appropriate teaching and learning techniques to engage and motivate learners and encourage independence.
- 2.3. Implement learning activities which develop the skills and approaches of all learners and promote learner autonomy.
- 2.4. Apply flexible and varied delivery methods as appropriate to teaching and learning practice.
- 2.5. Encourage learners to use their own life experiences as a foundation for their development.
- 3.1 Communicate effectively and appropriately using different forms of language and media, including written, oral and non-verbal communication, and new and emerging technologies to enhance learning.
- 3.2 Use listening and questioning techniques appropriately and effectively in a range of learning contexts.
- 3.3 Structure and present information clearly and effectively.

<p>: Specialist learning and teaching</p> <p>(PTTLS 2.1, 4.2, Planning and enabling learning 3.1, 3.3, Enabling learning and assessment 1.1, Theories and principles for planning and enabling learning 2.3)</p> <p>During the observation did the teacher:</p> <p>1.2 Provide opportunities for learners to understand how the specialist area relates to the wider social, economic and environmental context.</p> <p>2.1 Implement appropriate and innovative ways to enthuse and motivate learners about own specialist area.</p> <p>3.2 Work with learners to address particular individual learning needs and overcome identified barriers to learning.</p> <p>4.2 Work with learners to identify the transferable skills they are developing, and how these might relate to employment opportunities.</p>	
<p>: Assessment for learning</p> <p>(Enabling learning and assessment 3.1, 3.3, 4.1, 4.2)</p> <p>During the observation did the teacher:</p> <p>1.3 Develop, establish and promote peer- and self-assessment as a tool for learning and progression.</p> <p>2.1 Apply appropriate methods of assessment fairly and effectively.</p> <p>3.1 Ensure that learners understand, are involved and share in responsibility for assessment of their learning.</p> <p>4.1 Use assessment information to promote learning through questioning and constructive feedback, and involve learners in feedback activities.</p>	

<p>: Access and progression (PTTLS 1.3, Planning and enabling learning 4.3, Theories and principles for planning and enabling learning 2.2)</p> <p>During the observation did the trainee:</p> <p>FP 2.1 Provide effective learning support, within the boundaries of the teaching role.</p> <p>FP 3.1 Provide general and current information about potential education, training and/or career opportunities in relation to own specialist area.</p> <p>FP 4.1 Provide general and current information about a range of relevant external services.</p>	
<p>: Professional values and practice (PTLLS 2.1, 3.1, 4.2, 4.4, 4.5)</p> <p>During the observation did the teacher:</p> <p>1.1 Encourage the development and progression of all learners through recognising, valuing and responding to individual motivation, experience and aspirations.</p> <p>2.1 Use opportunities to highlight the potential for learning to positively transform lives and contribute to effective citizenship.</p> <p>2.2 Encourage learners to recognise and reflect on ways in which learning can empower them as individuals and make a difference in their communities</p> <p>4.1 Use relevant theories of learning to support the development of practice in learning and teaching.</p> <p>AP 6.2 Demonstrate good practice through maintaining a learning environment which conforms to statutory requirements and promotes equality.</p>	

Post-Observation Action Plan

Lecturer:

Observer:

Ref. (from observation form)	Actions agreed Record & track on ILPs Yr 1	Possible sources of support

Outstanding:

Good

Satisfactory

Unsatisfactory

Signed (Observer)Date:.....

Signed (Lecturer) Date

REMINDER: Please place a copy of today’s session plan and sample in the central file and record the Grade in the system

