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| --- | --- | --- | --- | --- | --- | --- |
| **Tutor**: | | **Tutor Code:** | | | | **Tutor Status:** casual/part-time/full-time |
| **Observer**: | | **Date of observation**: | | | | |
| **Date of previous observation**: | | **Tutor in place less than a year**: yes/no | | | | **Time of observation**: |
| **Provider**: | | **Venue**: | | | | **Session** x of x |
| **Course title**: | | | | | | **Course code**: |
| **Session times**: | | **Course dates**: | | | | **Level of course**: |
| **Programme type**: | | **Age of Learners**: | | | | **LSA present**: |
| **Number on register at start of course**: | | **No on course register currently**: | | | | **Learners present**: |
| **Context of session:** include intent of course and session objectives and any relevant information about the course and or learners. | | | | | | |
| **Quality of teaching learning and assessment**:  Delivery (implementation)  Teaching (pedagogy)  Assessment (formative + summative) | Include judgements and evidence of how learners are being supported in learning and how they are being assessed – see guidance booklet for more detail, | | | | | |
| **Behaviour and attitudes** | | | | **Personal development** | | |
| Attendance and punctuality  Respect  Behaviour  Attitudes to learning | | | | Health and wellbeing  Equality and diversity  British Values  Employability  Progression + Next steps | | |
| **Safeguarding:**  Safeguarding arrangements are effective and adhered to Yes/No  Comment: | | | | | | |
| **Learner comments**:  See guidance book for suggested questions to ask | | | | | | |
| **Tutor comments/record of tutor discussion**:  See guidance book for suggested questions to ask | | | | | | |
| **Area of strength** | | | **Example of strength** | | | |
|  | | |  | | | |
|  | | |  | | | |
| **Examples of best practice to share**  Include here examples of best practice seen that would benefit other tutors, delete box if no best practice to share | | | | | | |
| **Development Area:** | | | **Development Action:** | | | |
|  | | |  | | | |
|  | | |  | | | |
| **Developing good practice**:  Suggestions for things to try, develop, resources, methodology – the aim of this section is not to judge but to encourage, how could the tutor be even better still | | | | | | |
| **Actions for Centre Manager/Curriculum Manager**:  Need for tutor support, environment, course leaflets, enrolment | | | | | | |
| **Tutor file checklist completed**: Yes/no | | | | | **Tutor file meets expected standard**: Yes/no | |
| **Actions from previous observation**: | | | | | **Comment on changes in practice**: | |
| **Observation outcome** (delete as appropriate)   * Tutor meets or exceeds expected standard of teaching learning and assessment * Tutor needs further support to achieve minimum expectations, reobservation needed. | | | | | | |

Signed: XXX Print: XXX (Observer) Date: XXX

Signed: XXX Print: XXX (Joint Observer) Date: XXX

Have you given verbal feedback to the tutor? **Yes / No**

Completed observation reports to be returned to [participation.lifelong.learning@hants.gov.uk](mailto:participation.lifelong.learning@hants.gov.uk) within **3 working days** of the observation taking place.

Please delete the blue guidance notes before submission.

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| **Hampshire Achieves**  **Tutor’s Course File Checklist (Apprenticeships)** | ü |
| **Marked Register**  For each session record attendance and punctuality. For paper registers these should be initialled and dated by the Tutor. |  |
| **Information about the Course**  e.g., course information leaflet and/or flyer, this should include course aims (Intent), learning objectives, and progression opportunities.  Apprenticeship Standard and Assessment Plan |  |
| **Learner Induction Checklist**  (Signed by Tutor) |  |
| **Planning documentation** (Implementation)   * Apprenticeship Agreements and Training Plan * Curriculum Plan for duration of course showing session by session content and delivery methods.   Documentation should clearly identify:   * SMART objectives * Assessment; Differentiation; Resources * Opportunities for promoting Health and Safety; Safeguarding and Prevent; & Equality and Diversity * Embedding of English, maths, and British values (where appropriate) * Curriculum plan review and evaluation (completed after each session). |  |
| **Confirm location of learner records:**  Initial assessment results, Assessment results, Progression and 3-way reviews   * [Skills Forward](https://live.myskillsforward.co.uk/login/index.php?returnurl=https%3A%2F%2Flive%2Emyskillsforward%2Eco%2Euk%2F) * [Eportfolio | OneFile](https://onefile.co.uk/eportfolio/) |  |
| **Safeguarding & Prevent Tutor Checklist**   * Completed checklist |  |
| **Health and Safety Classroom / Activity Risk Assessments**   * Classroom risk assessment * Safeguarding considerations e.g., classroom environment (face to face and/or online) * Supported by centres own health & safety considerations/assessments   (Signed by Tutor, updated when appropriate) |  |