**HA27 Informal Observation**

|  |  |
| --- | --- |
| **Name of tutor**: | **Name of observer**: |
| **Centre**: | **Venue**: |
| **Course Title**: | **Course Code**:  **Session:** x of x |
| **Date of session**:  **Time of Session**: | **Time of Visit**: start and end times |
| **Type of observation**: learning walk/peer observation/supportive learning walk/other  delete as applicable | |
| **People Present**: no of learners/SC/LSA/visitors | e.g. 7 learners  1 volunteer helper |
| **Focus of observation**: e.g. new tutor/OTLA follow up/EPA prep | |
| **Context of session**: Include a paragraph covering basic information such as learning objectives, supporting information about group. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Specific** | **Yes, in place** | **Develop-ment action** | **Not seen** |
| **Curriculum** | Clear sharing of the learning objectives |  |  |  |
| Session sequence is logical |  |  |  |
| Learning links made where appropriate |  |  |  |
| Learners are stretched |  |  |  |
| Learning is objective focused |  |  |  |
| **Teaching** | Misconceptions/misunderstandings corrected |  |  |  |
| Secure subject knowledge |  |  |  |
| Adjustments made to match learner need (including SEND) |  |  |  |
| Learning independence promoted |  |  |  |
| Questioning used for assessment |  |  |  |
| Cognitive load considered |  |  |  |
| Questioning develops and extends thinking |  |  |  |
| Assessment for learning evident |  |  |  |
| Learners know how to make progress |  |  |  |
| Feedback is precise and helpful |  |  |  |
| **Expectations / Aspirations** | Expectations are clear |  |  |  |
| Tutor expects learners to participate and engage in activities |  |  |  |
| Learners can talk about their learning |  |  |  |
| Collaboration between learners is promoted |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Key elements of observed practice**: Include here evaluative comments about the key elements observed | | |
| **Area of good practice** | **Observed strength** | |
|  |  | |
|  |  | |
| **Development Area** | **Development action** | |
|  |  | |
|  |  | |
| **Developing good practice**: | | |
| **Tutor file checklist completed**: Yes/no | | **Tutor file meets expected standard**: Yes/no |

**Signed**: **Observer**: **Date**:

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.

Blue text is for guidance only and should be deleted prior to observation submission

|  |  |
| --- | --- |
| **Hampshire Achieves**  **Tutor’s Course File Checklist** |  |
| **Marked Register**  (For each session record attendance and punctuality and initialled and dated by the Tutor) electronic or paper based | Y/N |
| **Information about the Course**  e.g., course information leaflet and/or flyer, this should include course aims (Intent), learning objectives, and progression opportunities. | Y/N |
| **Learner Induction Checklist**  (signed by Tutor) | Y/N |
| **Planning documentation (Implementation)**  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) * Session plan review and evaluation (completed after each session) | Y/N |
| **Recognising and Recording Progress and Achievement (RARPA) (Impact)**  This includes:   * Recorded detail on individual learners, including outcomes of initial assessment, prior knowledge, and skills, learning style and additional support needs (HL/HM16a) * Recording learners’ progress and achievement against course objectives and individual learning goals, also to include attendance and intended destination (HL/HM16b) * Recording initial assessment activities, tutor and learner feedback (HL/HM16c/e). | Y/N |
| **Health and Safety Classroom / Activity Risk Assessments**   * For sports/physical activity classes: additional health assessment for all learners * Safeguarding considerations e.g., classroom environment (face to face and/or online) * Supported by centres own health & safety considerations/assessments in relation to infection control.   (Signed by Tutor, updated when appropriate) | Y/N |
| **Safeguarding & Prevent Tutor Checklist**   * Completed | Y/N |