**Observer Update Autumn 2022**

Dear All, it’s good to see observations coming through and seeing how the new recording of strengths and actions is evolving. We have moderated a number of reports now and wanted to feedback how the updated forms are being used.

**Categorising strengths and development areas**

For our standardisation meeting in January, we will be looking at actions we struggled to define and review if we need to add any further categories. With this in mind please send through any actions that you were unsure of which category to give with the following;

|  |  |  |
| --- | --- | --- |
| Development area used on report | Development action | Suggestion for alternative category |

I’ll be keeping a list to see if there are any common areas and use this as a basis for discussion.

**Context of Session**

For this section, please make sure you identify the **session** objectives as opposed all the course objectives, if these are the same then please identify the objective being covered within the session.

**Tutor file checklist**

From our moderation we can see that the tutor file checklist is being completed in slightly different ways, so we wanted to clarify how to record where the file does not meet all of the expected standards

1. Where there is only one element then record as No/N, and make sure an action for it is included
2. Where there are bullet points of areas record partial at the top of the section, and then clearly identify the bullet points that need addressing

e.g.

|  |  |
| --- | --- |
| 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)
 | PartiallyNoYes Yes YesNo  |

1. Registers – if you have not seen the register as it is completed electronically then please record **not seen - electronic**

**Points to note on Curriculum Plan:**

When reviewing the curriculum plan please check the following

* Do the assessment methods match the learning objectives?
* Are the LO for each session identified?