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| **Apprenticeship Delivery Guide** |
| A Handbook for Apprenticeship Course Leaders, Work Based Learning Coaches and the delivery team |
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APPENDIX 6:

Peer Observation Template

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|  This refreshed version, April 2020 is a second approved version reflecting early implementation of actions identified in the University's Quality Improvement Plan. |

**Appendix 6: Peer observation Template**

 **…**for Internal and Sub-Contracted Apprenticeship Provision

## Session Details and Planning:

This is to be used when preparing for an observation.

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| Colleague being observed |  |
| Colleague observing |  |
| Date and time of session |  |
| Venue |  |
| Number and level of students |  |
| Course Title |  |
| Module Title |  |
| Title of session |  |
| Type of session (i.e. lecture) |  |
| Aims/planned learning outcomes |  |
| Learning Materials? |  |
| How does the session fit in with the module/course? |  |
| Are there any specific issues to take into account? |  |
| What are the particular elements that feedback is required on? |  |
| Should feedback be provided on any aspect of the session or restricted only to the agreed elements above? |  |
| Date and time of feedback and reflection discussion? |  |

## Session Observation:

This is to be used by the observer as a guide to assist the taking of notes during the observation and conducting the discussion and reflection after the observation. Refer to the guidance in the Peer Review and Enhancement Handbook which also provide detail to support the observation activity.

What feedback has the observed individual specifically asked for:

What were the positive elements in the session?

*Apprenticeship Specifics*

* Can the observer identify any specific work based learning principles deployed or methods and skills used in the session and ask the academic to positively embed those?
* How was the tutor able to work with learners to look at development in specific areas or learning outcomes, or knowledge, skills and behaviours as measured from the learner's starting -point?
* Did the feedback include discussion of new targets to develop and action plans to develop within the apprenticeship and for future career direction?

What could be improved or developed?

*Apprenticeship Specifics:*

* Consider feedback on the extent to which the academic provided opportunity to learn or gain feedback on the development of English and Maths Skills within curriculum.
* Did the theme of equality and diversity emerge at all and were opportunities used to examine any issues within or around the session
* Did the discussion lead to any opportunities t to discuss British Values, potentially in a global context and how were these themes taken up?

This form is intended to facilitate the observation and is private to the observed individual. Outcomes of the observation should be shared with the line manager at appraisal but the form does not need to be shared.

*To be completed after the observation*

Notes of the joint reflection of the observed individual and the observed:

Suggested action points:

*Action points may for the observed individual or the observer. Both colleagues should reflect on their experience of the session and consider what they may wish to do as a consequence of that reflection.*