

# **Queen Mary Degree Apprenticeship Teaching Observation Form**

## Pre-observation: Observer to complete

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| --- | --- |
| **Name of Observee** |  |
| **Degree apprenticeship programme** |  |
| **Name of Observer** |  |
| **Date of observation** |  |
| **Time of session** |  |
| **Location of session** |  |

|  |  |
| --- | --- |
| **Module/Course/Unit**  |  |
| **Year**  |  | **No. students** |  |
| **Type of session (lecture/seminar/practical)** |  |

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| --- |
| 1. **What are the intended learning outcomes of the session?**
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| 1. **What are the Knowledge, Skills, Behaviours (K/S/Bs) addressed in this session?**
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| 1. **How do you plan to achieve the outcomes and address the K/S/Bs (e.g. what the structure of the session and the key activities)?**
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| 1. **What have learners been asked to do in preparation for the session?**
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| 1. **What would you like the observer to focus on during the observation? Are there particular areas you would like feedback on?**
 |
| 1. **Date/time/location of post observation discussion:**
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During observation: Observer to complete

Use the following boxes to record what you observed. Focus on strengths of the session and areas for development

|  |  |
| --- | --- |
| * *Embedding employability*
* *Work based principles*
* *Methods and skills*
 |  |
| * *Timings and pace*
* *Learners progressing from their starting point*
* *Reference to learners’ targets and action plans*
 |  |
| * *Supporting learners’ personal development (British values, E&D etc)*
* *Learner engagement*
 |  |
| * *Topic for focus identified by observee (if this is not covered in the boxes above)*
 |  |

## Post-Observation Discussion: Observee to complete **before** the discussion

## Date and time of discussion meeting:

|  |
| --- |
| 1. **What were the key successes?**
 |
| 1. **How did the session evolve differently than planned?**
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| 1. **What will you do differently next time?**
 |
| 1. **What happens next?**
 |
| **Other comments** |

### Development areas: to be agreed during the post-observation discussion

Identify the areas of development using the table or free space below. The Appendix provides a list of useful resources and workshops available to develop areas identified.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Timings and pace |  | Work-based principles |  | Learners progressing from their starting point |  |
| Learner engagement |  | Constructive alignment between learning outcomes and activities  |  | Reference to learners’ targets and action plans |  |
| Embedding employability |  | Methods and skills |  | Supporting learners’ personal development (British Values, E&D etc) |  |

Other (state topic and how this will be supported):