



People Projects UK Ltd  
Training Solutions Specialists

# Observation of Teaching, Training & Learning - Accelerated Course



## Course Programme

# Observation Qualification Accelerated Course Programme

There may be some variance to this programme depending upon how quickly we complete the various components.

## Day1 (0930 assemble for 1000 start)

Lunch at 1230. Mid Morning break 1100. Afternoon 1500

### Course Introduction.

- Logistics of each day and the week – session start and finish times, food arrangements, toilets, parking
- The programme – what we should achieve by when including when assessments will happen.
- Types of learning activities.
- Introductions hopes, fears and expectations and experience of OTL.

### Observation Essentials – Module 1.

- Aims and learning outcomes.
- Topic 1 – objectivity and personal preference.
- Topic 2 Key Questions.
- Topic 3 Observation Criteria.
- Topic 4 Fence sitting.
- Learning Review.
- Topic 5 Mixed evidence situations.
- Topic 6 What is evidence – specific things?
- Using the Moodle.
- Learning Review.
- On line assessment task.

### Observation Preparation – Module 2.

- Aims and learning outcomes.
- Topic 1 – Types of documentation that can be helpful to see
- Topic 2 – the information the observer can extract from the different types of document.
- Topic 3 – meeting with a tutor before an observation.
- Learning Review.
- On line assessment task

### What Does Excellence Look Like – Module 3 part 1

- Aims and learning outcomes.
- Characteristics of excellence.

### Observation practical.

**Review of the day and what has been covered and learnt.**

**Close 1630 to 16.45**

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**Day 2 (0845 assemble for 0900 start)**

Lunch at 1230. Mid Morning break 1100. Afternoon 1500

**Recap on Day 1 learning.**

**What Does Excellence Look Like – Module 3 part 2.**

- Topic 1 - Differentiating between levels of good to excellent.
- Topic 2 - Impact on learners?
- Topic 3 - How do we know if learning is taking place?
- Topic 4 - Topic Learning Review.
- On line assessment task.

**Evidence Gathering – Module 4.**

- Aims and learning outcomes.
- Topic 1 - Evidence gathering techniques.
- Learning Review.
- On line assessment task.

**Producing Performance Notes – Module 5 – part 1.**

- Aims and learning outcomes.
- Topic 1 - What are Performance Notes.
- Topic 2 - Producing Performance Notes.
- Topic 3 - Short Form language.
- Topic 4 - Seating Plans.
- Learning Review.

**Review of the day and what has been covered and learnt.**

**Observation practical.**

**Close 1630 to 16.45**

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## **Day3 (0845 assemble for 0900 start)**

Lunch at 1230. Mid Morning break 1100. Afternoon 1500

### **Recap on Day 2 learning.**

#### **Producing Performance Notes – Module 5 – part 2.**

- Topic 1 - Types of Language.
- Topic 2 - Structure of Performance Notes.
- Topic 3 - The relationship between Performance Notes and Judgements.
- Learning Review.
- On line assessment task.

#### **Producing Observation Judgement Statements – Module 6.**

- Aims and learning outcomes.
- Topic 1 - What is a Judgement?
- Topic 2 - Why are observation Judgement statements necessary?
- Topic 3 - Observation Judgement Categories.
- Learning Review.
- Topic 4 - Analysing Performance Notes to produce Judgements.
- Topic 5 - Producing Judgements.
- Topic 6 - Judgement Validation.
- Learning Review.
- On line assessment task.

#### **Post Observation Feedback Essentials – Module 7 part 1.**

- Aims and learning outcomes.
- Topic 1 - Purpose of Post Observation Feedback.
- Topic 2 - The 4 Questions.
- Learning Review.
- Topic 3 - Teflon tutors.
- Challenging Personal Integrity.
- Learning Review.

### **Review of the day and what has been covered and learnt.**

### **Observation practical.**

### **Close 1630 to 16.45**

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## **Day4 (0845 assemble for 0900 start)**

Lunch at 1230. Mid Morning break 1100. Afternoon 1500

### **Recap on Day 3 learning.**

#### **Post Observation Feedback Essentials 1 – Module 7 part 2**

- On line assessment task.

#### **Post Observation Feedback Essentials 2 – Module 8.**

- Aims and learning outcomes.
- Topic 1 - Characteristics of Poor feedback.
- Topic 2 - The properties of appropriate feedback locations.
- Topic 3 - An effective structure for feedback.
- Topic 4 – Judgement clarity.
- Topic 5 - Ground Rules and Etiquette.
- Learning Review
- Topic 6 – Feedback communication skills.
- Topic 7 - Using questions before offering negative judgements.
- Learning Review.
- Topic 8 - How language supports or inhibits effective feedback.
- Topic 9 – Vocal projection.
- Learning Review.
- On line assessment task.

#### **Post Observation Feedback Essentials 3 – Module 9.**

- Aims and learning outcomes.
- Topic 1 - Selecting Methods and approaches.
- Topic 2 – The Order and Presentation of Judgements.
- Topic 3 – Range & Sufficiency of Evidence.
- Learning Review.
- Topic 4 – Improvement suggestions?
- Topic 5 – How much emphasis on specific judgements.
- Topic 6 – When & Where.
- Learning Review.
- On line assessment task.

### **Review of the day and what has been covered and learnt.**

### **Observation practical.**

## **Close 1630 to 16.45**

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## Day5 (0830 assemble for 0845 start)

Mid Morning break 1100.

### Recap on Day 4 learning.

#### Feedback Techniques 1 – Module 10

- Aims and learning outcomes.
- Topic 1 - Rationale for different techniques.
- Topic 2 – Direct Feedback technique.
- Learning Review.
- Topic 3 – Dialogue Feedback technique.
- Topic 4 – Feedback Scenarios exercises.
- Learning Review.
- On line assessment task.

#### Feedback Techniques 2 – Module 11

- Aims and learning outcomes.
- Topic 1 - Thematic Feedback.
- Topic 2 – Self Assessment.
- Topic 3 – Sandwich.
- Topic 4 – Layering.
- Learning Review.
- On line assessment task.

#### Feedback Practicals

- Topic 1 – A range of practical exercises in managing feedback.

#### Course Review

- Final on-line assessments and how they are organised.
- Requirements for Witness Statements.

#### Close 1330

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