



# Observation of Teaching, Training & Learning Qualification.

## **Blended Qualification Course Information**



# Comprehend (People Projects UK Ltd)

## Contents

<u>Introduction</u> .....	3
<u>Duration</u> .....	3
<u>Course Learning Outcomes</u> .....	4
<u>The Course Components</u> .....	4
<u>Using Targets and the ILP</u> .....	6
<u>Module Completion Time</u> .....	6
<u>Webinars</u> .....	7
<u>Assessment</u> .....	8
<u>Course Completion Requirements</u> .....	8
<u>Support for Participants</u> .....	9
<u>Registration</u> .....	9
<u>Fees</u> .....	10
<u>Course Webinars</u> .....	10

**Click on the Page Numbers to go to a specific Page.**

# Comprehend (People Projects UK Ltd)

## Introduction

This level 4 endorsed qualification has been designed for individuals who do or will, undertake formal observations of colleagues delivering teaching or training sessions. The course leading to the qualification, should significantly enhance your confidence and skills in undertaking teaching, training and learning session observations. Course participants are not expected to have an understanding of the skills and knowledge specific to the observation and post observation feedback processes. This is what the course will teach. Participants are expected to have a good understanding of teaching and learning skills, and how learning takes place. They are also required to have a good standard of written and spoken English. Participants who already have observation experience will still benefit considerably from completion of this course and the achievement of the qualification because it provides recognition of their skills.

The course has been designed by people who have been delivering observation training for over 10 years, and who remain observation practitioners. The principles and practice taught have been implemented in a wide range of organisations. When these organisations have been inspected, observation practice has been judged to be good or better.

The delivery of this qualification is regulated by a government licensed qualifications awarding organisation, Training Qualifications UK <http://www.tquk.org/>.

## Duration

We expect participants to complete a course over a 25 to 30 week period. The course is delivered using a continuous delivery model. This means participants start once they are registered (see below), and finish when they have met all the course requirements. They must however complete the course within a 12 month period.

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## Course Learning Outcomes

On completion of the course participants should be able to describe and explain clearly:

- the fundamental ideas which underpin effective Observation of Teaching and Training practice
- what activities observers need to undertake to help you prepare effectively for an observation
- and with greater accuracy, what good and better teaching looks like
- how to make effective use of a range of training and teaching observation techniques
- how to record performance notes which accurately and fairly represent, what a tutor has done, and which facilitate the production of accurate and fair performance judgement
- how to develop evidence based observation judgements, which are an accurate and fair representation of the significant things that have taken place in a learning session
- the essential concepts which enable the effective management of post observation feedback
- how to prepare effectively for a post observation feedback session
- how to develop a range of post observation feedback management techniques
- how to manage post observation feedback sessions effectively.

## The Course Components

The course has two main components. These are:

- E-learning modules
- Learning consolidation Webinars (virtual classroom sessions).

Participants must complete **all the e-learning Modules** and **pass** the assessments for each module. These modules include:

Module number	Title	Approximate Study Time
Module 1	<b>Observation Fundamentals</b> This first module explores and helps you to understand the absolute essentials of effective observation practice.	2 hours

# Comprehend (People Projects UK Ltd)

Module 2	<p style="text-align: center;"><b>Observation Preparation</b></p> <p>The module looks at and helps you to understand the essential teaching and learning documentation that observers should try to see, and what they should be looking for in the documentation.</p>	2.5 hours
Module 3	<p style="text-align: center;"><b>Excellence Looks Like?</b></p> <p>This module focuses on helping you to develop or further develop a robust mental model of what good and better teaching looks like.</p>	2 hours
Module 4	<p style="text-align: center;"><b>Evidence Gathering</b></p> <p>This module evaluates and helps you to understand the different ways observers can collect performance evidence, during an observation.</p>	3 hours
Module 5	<p style="text-align: center;"><b>Producing Performance Notes</b></p> <p>This module explores and helps you to understand how an observation is recorded using evaluative statements called performance notes.</p>	2.75 hours
Module 6	<p style="text-align: center;"><b>Producing Observation Judgement Statements</b></p> <p>This module explores and helps you to understand how to produce fair, accurate and robust, evidenced based judgements.</p>	3 hours
Module 7	<p style="text-align: center;"><b>Post Observation Feedback Essentials 1</b></p> <p>This module is designed to introduce you to what observation feedback is designed to achieve, and four key aspects of the psychology of feedback</p>	2.75 hours
Module 8	<p style="text-align: center;"><b>Post Observation Feedback Essentials 2</b></p> <p>This module is designed to help you understand; what are appropriate feedback locations, what an appropriate feedback discussion structure looks like, a range of communication skills essential to effective feedback practice, the importance of clear judgements and sufficiency of evidence in feedback, how language supports or inhibits good feedback, what part ground rules and etiquette can play in the process and the importance of vocal projection.</p>	4 hours
Module 9	<p style="text-align: center;"><b>Post Observation Feedback Essential 3</b></p> <p>This module will help you to plan a feedback session. It will look specifically at determining the order judgements will be covered in, methods and approaches to use, how much evidence to use, when and if to make improvement suggestions, possible tutor reactions during feedback, appropriate use of vocal emphasis, and when and where the feedback should take place.</p>	3 hours
Module 10	<p style="text-align: center;"><b>Feedback Techniques 1</b></p> <p>This workshop will help you to understand what is required in order to deliver effective feedback using two specific techniques. The techniques are called: Direct Feedback approach and Dialogue Feedback approach.</p>	2.5 hours
Module 11	<p style="text-align: center;"><b>Feedback Techniques 2</b></p> <p>This workshop will help you to understand what is required in order to deliver effective feedback using two specific techniques. The techniques are called:</p>	2.5 hours

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	Thematic Feedback approach and Self Assessment Feedback approach It will also help you to understand how to use 'Sandwich' and 'Layering' as ways of organising the topics covered in feedback sessions.	
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**Participants may also choose to complete three Option Modules:**

<b>Module number</b>	<b>Title</b>	<b>Approximate Study Time</b>
Module 12	<p style="text-align: center;"><b>Observation Report Writing</b></p> <p>This module explores the different approaches to producing observation reports , and the relative merits of the different approaches.</p>	2.5 hours
Module 13	<p style="text-align: center;"><b>Observation Action Plan Production</b></p> <p>The module looks at how to produce post observation improvement action plans which help to define, and track, meaningful and measurable improvement actions.</p>	2 hours
Module 14	<p style="text-align: center;"><b>Inspection Perspectives on Observation</b></p> <p>This module focuses on what Ofsted has had to say through publications and pronouncements which has a specific impact on observation practice.</p>	3 hours

## Using Targets and the ILP

You are strongly advised to use the Course Individual Learning Plan (ILP) and set yourself targets to complete Modules and webinars. Experience has shown that participants who set themselves targets are more likely complete the course. You will be sent an ILP – and asked to return a copy of the updated plan after each webinar.

## Module Completion Time

The estimated time required to complete each e-learning module, as specified above, will vary considerably with each individual. Once a participant has completed one module and identified the time it has taken, they will then be able to make more accurate estimates for other modules. They will be able to do this by comparing the guide time with the actual time for the first module and then extrapolating this to the other modules.

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## Course Induction

This process is managed through a video. It is vital that all participants view this video. It can be located at <http://portal4learning.co.uk/ELearning/>

The video covers these topics:

- Module Navigation and learning activities.
- Accessing the Course – Login.
- Module Topics.
- Assessments.
- Types of Learning Experience.
- Course Webinar Calendar.
- Assessment processes.

## Webinars

Participants **must** undertake: 5 Learning Consolidation Webinars. Each webinar will be no more than 90 minutes duration.

The Learning Consolidation Webinars provide the opportunity for participants to:

- gain clarification about specific aspects of the modules they have been completing
- explore the specific application of the knowledge and skills learnt, to the context in which they work
- develop more enhanced understanding of key topics and issues covered in the e-learning modules..

Each Consolidation Webinar will be linked to specific modules – see the end of this document. **It is essential and mandatory that you participate in the webinars.**

A Google Calendar visible at: <http://bit.ly/1muxlcN> will show dates when Webinars can be booked. Provided there are available slots you can book any webinar on any date shown in the Webinar Calendar. Please book your webinars as early as you can. **Participants must** contact [ebony@people-projects.co.uk](mailto:ebony@people-projects.co.uk) or call 01924 276862 at least **1 week in advance** to register for a webinar. Once booked webinars cannot be cancelled. A re-arrangement fee of £75 will be required to rebook a webinar which a participant has failed to attend.

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## Assessment

Assessment on this course is intentionally very robust. It has to meet the requirements of a government approved qualifications awarding organisation. Course participants are strongly advised to complete a Mock Final Assessment 1, and get feedback, before attempting Final Assessment 1.

There are three forms of assessment on the course. These are:

- module multiple choice tests
- two online formal timed observation skills assessment tasks - these are called final assessment one and final assessment two
- production of a witness statement.

To pass each module, learners must achieve a score of 65% or better on each of the module multiple choice assessments. To pass the two on-line assessments learners must achieve a score of 65% or better on each assessment.

Learners will achieve, depending on the outcomes of the assessments, one of the following levels of attainment:

**Refer.**

**Pass.**

**Merit.**

**Distinction.**

[Click here for more details](#)

## Course Completion Requirements

All participants must have access to a computer with a good internet connection, a headset (ear phones and a microphone for webinars) and basic familiarity with the use of said equipment. We will provide guidance and support to help you complete the e-learning modules and participate in the webinar sessions. We are happy to provide guidance and information on the ICT aspects of the course prior to participants registering for the course.

There are no specific academic entry requirements, but participants are likely to have significant difficulties completing the course successfully, if they do not have very well developed spoken and written English Skills, e.g. at or above GCSE Grade C.

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It is also essential that course participants have a good understanding of:

- learning activity planning
- formative assessment
- teaching and training delivery methods
- how learners learn
- differentiation
- the active promotion of equality and diversity in learning contexts
- learning session and behaviour management
- general (not vocationally specific) health and safety and hygiene issues applicable to learning situations.

There will be no formal initial assessment of the extent to which participants have the above knowledge, but participants are clearly advised of the importance of this knowledge, and that no refund of fees will be considered because participants find the course too challenging.

## **Support for Participants.**

People Projects UK Ltd will ensure that participants are given the support they require through Webinars, in order to complete the course. It is essential however, that course participants do have good English language skills, and a good understanding of the teaching and learning topics referred to above.

Potential participants who are unsure whether they have appropriate teaching and learning knowledge should contact People Projects and seek guidance.

## **Registration**

People interested in undertaking the course should visit:

<http://people-projects.co.uk/otl/blended-course/>

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and download the application form and return it as directed on the form. Where the course is being delivered in a project context, you may have already been given an application form. Please return this as directed on the form.

## Fees

### Course Fees

There are two course fees payable. The first is the course tuition fee which must be paid in advance. Refunds will only be considered in exceptional circumstances. The second is the qualification awarding organisation certification fee.

### Other Fees

Several Other Fees may apply due to the following:

- If participants are referred for a final assessment they will be required to pay a re-assessment fee.
- Cancellation or failure to attend a webinar will incur a re-arrangement fee.
- If participants do not complete the course, including all the assessments in a 12 month period they will be required to pay an extension fee.

Specific information on fees can be obtained from – click here:

<http://people-projects.co.uk/otl/blended-course/>

We are happy to invoice but payments can also be made via our shop at:

<http://people-projects.co.uk/all-products/observation-of-teaching-learning-modules/observation-of-teaching-learning-qualification/>

**We will be happy to negotiate group rates.**

## Course Webinars

All webinars will be 60 to 90 mins duration depending on the number of participants.

Webinars	Webinar Content A Google Calendar is visible at: <a href="http://bit.ly/1muxlcN">http://bit.ly/1muxlcN</a>
WEB 1	<u>Consolidation Webinar – 1 Session Content.</u> This session will concentrate on the contents of: <ul style="list-style-type: none"><li>• OTL Fundamentals Module 1.</li><li>• Observation Preparation Module 2.</li></ul>

## Comprehend (People Projects UK Ltd)

WEB 2	<p><u>Consolidation Webinar – 2 Session Content.</u></p> <p>This session will concentrate on the contents of:</p> <ul style="list-style-type: none"><li>• What does Excellent look like? Module 3.</li><li>• Evidence Gathering. Module 4.</li><li>• Producing Performance Notes. Module 5.</li></ul>
WEB 3	<p><u>Consolidation Webinar – 3 Session Content.</u></p> <p>This session will concentrate on the contents of:</p> <ul style="list-style-type: none"><li>• Producing Observation Judgement statements. Module 6.</li><li>• Post Observation Feedback Essentials part 1. Module 7.</li><li>• Post Observation Feedback Essentials part 2. Module 8.</li></ul>
WEB 4	<p><u>Consolidation Webinar – 4 Session Content.</u></p> <p>This session will concentrate on the contents of:</p> <ul style="list-style-type: none"><li>• Post Observation Feedback Essentials part 3. Module 9.</li><li>• Post Observation Feedback Techniques part 1. Module 10</li><li>• Post Observation Feedback Techniques part 2. Module 11.</li></ul>
Web 5	<p><u>Consolidation Webinar – 5 Session Content.</u></p> <p><b>Final Assessment preparation</b></p> <p>This webinar looks at the requirements that have to be met for the two final assessments and the production of the witness statement.</p> <p>Attendance at this webinar is vital to success with the assessments.</p>

Space to make note of questions you wish to raise with the tutor.

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