



Comprehend (People Projects UK Ltd)

Observation of Teaching, Training & Learning Qualification.

Open Qualification Course Information



Comprehend (People Projects UK Ltd)

Contents

Introduction	3
How and How Long?	3
Course Learning Outcomes	4
The Course Components	4
Course Induction	6
Teaching and Learning.....	6
Assessment.....	6
Course Completion Requirements	7
Support for Participants.....	8
Registration	8
Fees	8

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, will 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/>.

How and How Long?

An Open Course will require participants to attend 12 two hour Virtual Classroom sessions. These highly interactive sessions will be spread out over a 3 to 4 month period. Participants will need a computer, a decent internet connection and a headset (headphones with attached microphone – like ones used by call centre workers).

The course has been designed as a rolling programme of sessions. If you miss one you can pick it up later. There will be at least two sets of Course Dates on the website at all times.

Comprehend (People Projects UK Ltd)

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 covers the content of 11 modules. These are shown below. You can also complete the 3 optional on-line modules shown below.

Module number	Module Titles
1	Observation Fundamentals This first module explores and helps you to understand the absolute essentials of effective observation practice.
2	Observation Preparation 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.
3	Excellence Looks Like? This module focuses on helping you to develop or further develop a robust mental model of what good and better teaching looks like.
4	Evidence Gathering This module evaluates and helps you to understand the different ways observers can collect performance evidence, during an observation.

Comprehend (People Projects UK Ltd)

5	<p style="text-align: center;">Producing Performance Notes</p> <p>This module explores and helps you to understand how an observation is recorded using evaluative statements called performance notes.</p>
6	<p style="text-align: center;">Producing Observation Judgement Statements</p> <p>This module explores and helps you to understand how to produce fair, accurate and robust, evidenced based judgements.</p>
7	<p style="text-align: center;">Post Observation Feedback Essentials 1</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>
Module number	Module Titles
8	<p style="text-align: center;">Post Observation Feedback Essentials 2</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>
9	<p style="text-align: center;">Post Observation Feedback Essential 3</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>
10	<p style="text-align: center;">Feedback Techniques 1</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>
11	<p style="text-align: center;">Feedback Techniques 2</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: 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.</p>

Participants may also choose to complete three Option Modules:

Module number	Title	Approximate Study Time
Module 12	<p style="text-align: center;">Observation Report Writing</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	<p style="text-align: center;">Observation Action Plan Production</p>	2 hours

Comprehend (People Projects UK Ltd)

13	The module looks at how to produce post observation improvement action plans which help to define, and track, meaningful and measurable improvement actions.	
Module 14	Inspection Perspectives on Observation This module focuses on what Ofsted has had to say through publications and pronouncements which has a specific impact on observation practice.	3 hours

These would have to be completed outside of the scope of the course.

Course Induction

Each course will commence with an Induction. This will introduce participants to the:

- course module topics
- module assessment completed during the course.
- post course final assessments.

Teaching and Learning

The delivery of the content of the various modules is highly practical. Participants will engage in a wide variety of practical learning including:

- presentations illustrating examples of good practice
- group and individual problem solving exercises
- discussions
- research tasks
- observation analysis and evaluation of video demonstrated teaching and training
- tutor feedback to individuals
- participants' critical evaluation of their own skills and knowledge
- a wide variety of formative assessment exercises.

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
- production of a witness statement.

Comprehend (People Projects UK Ltd)

To pass each module participants must achieve a score of 65% or better on each of the 11 module multiple choice assessments. To pass the two on-line assessments participants must achieve a score of 65% or better on each assessment.

Participants will be required to complete the module assessments at different points during the course. Participants will arrange with the People Projects Qualifications Administrator times and dates to complete the two final online formal timed observation skills assessment tasks.

Participants 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

There are no specific academic entry requirements, but participants must have a good standard of written and spoken English and at or above GCSE Grade C. It is also essential that course participants have a good understanding of:

- learning activity planning
- formative assessment
- teaching and training delivery methods
- how participants 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.

Comprehend (People Projects UK Ltd)

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 to complete the course. It is essential however, that course participants do have the prerequisites 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 Accelerated course should visit:

<https://people-projects.co.uk/otl-qualification-open-course/>

and download the application form and return it as directed on the form. It is important to indicate on the form the specific course you wish to undertake by identifying the course dates. Please return this document as directed on the form.

Fees

There are two 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. If participants are referred for a final assessment they will be required to pay a re-assessment fee. Specific information on fees can be obtained from:

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

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

<http://people-projects.co.uk/store/observation-acceleration-course/>