

Guidance Session / Personal Tutorial Observation Criteria



Information Pack

Pack Contents

This Pack comprises a comprehensive set of observation criteria, for use when observing tutors undertake guidance sessions and personal tutorials. The criteria are based upon national Guidance Standards



Context

There is increasing inspection focus on the quality of all learner journey processes.

Consequently organisations are under greater pressure to ensure the standards of delivery continue to improve. Graded observations are a key tool for determining whether standards are improving, and they also provide a stimulus for improvement. The quality of graded observations must be high, if it is to inspire staff confidence and achieve these outcomes.

Benefits

This comprehensive Observation Criteria Pack, based on very well established good practice, ensures that you have the essential tools, to ensure robust and effective:

- observation of Guidance sessions and Personal Tutorials.

The specific benefits of the pack are, that the clearly defined standards it includes, ensure that observers:

- understand the standard to which they are expected to undertake guidance sessions and personal tutorials observations
- consistently produce accurate and robust:
 - judgements and supporting evidence notes
 - session / activity grades



Because clearly defined standards make it easier to identify the required standard of performance, they also make it easier to identify:

- staff who require support to enhance their delivery of Guidance Sessions or Personal Tutorials
- good and better practice.

Product Details

Guidance Sessions / Personal Tutorials

This tool consists of a series of clear and precise statements. These statements are both a:

- model for how effective guidance sessions and personal tutorials should be delivered;
- and a
- set of criteria against which an observer should make judgements, when observing someone delivering guidance sessions and personal tutorials.

There are 45 statements several of which are broken down into a series of additional supporting statements. They very clearly articulate the things that need to be done well when undertaking guidance sessions and personal tutorials observations. Things such as:

- general management of the session
- commencing the session
- analysing progress to date
- monitoring Health & Safety & Equality of Opportunity experience and knowledge
- exploring pastoral matters
- managing Forward Planning & Target Setting

XYZ Training

Guidance Sessions and Personal Tutorials Observation Criteria

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The observation criteria in this tool, assume a context where a learner is seeking support from a tutor in relation to a personal or course related problem, which:

- it would be appropriate to discuss in front of an observer
- would not be more appropriately dealt with by a drugs or other specialist counsellor.



There are many types of guidance session, and different focuses to some personal tutorials. You will need to decide, for the context in which you operate, how and in what ways you need to change or adapt the observation criteria provided. The criteria in this pack will at the very least, provide you with a robust framework against which to decide what other, or additional criteria you might need, and how they should be written.