

Observation of Learner Progress Reviews



Information Pack

Pack Contents

This Pack comprises a comprehensive set of observation criteria, for use when observing tutors undertake learner progress reviews.



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 Learner Progress Reviews.

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 progress review 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 Progress Review performance
- good and better practice.

Product Details

Observation Feedback.

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

- model for how effective feedback should be delivered;
- and a
- set of criteria against which an observer should make judgements, when observing someone managing a Progress Review.

There are 25 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 delivering post observation feedback. Things such as:

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

XYZ Training

Progress Review Observation Criteria

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Two levels of information are provided in the documentation. Supporting a number of the individual bullet point statements are 'Notes'. These provide more detailed information for less experienced staff.

Progress Reviews in different learning contexts include different components. The context which the criteria in this tool were designed for, is a workbased learning Apprenticeship review.



This context has been chosen because it is a particularly complex review, which has to cover many dimensions. 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.