|  |  |
| --- | --- |
| **Coventry University Group (November 2022)****Apprenticeship Teaching Observation Form** | university_logo |

 **Part 1 – (to be completed by Tutor/lecturer before the observation)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lecturer/Tutor Name** | **Faculty/School/Curriculum.** | **Course Title*** Module Title
* Level
 | **Year** |
| **Observation Date** | **Observer’s Name** | **Session Type** *(e.g. lecture, seminar, tutorial, practical demo, online, other)* |
| **Reflection on previous observations** *(your reflections on your previous observation)* |
| **Session Purpose and Aims** *(a brief outline of the purpose of the session being observed, including details of the KSBs that the session will enable the apprentices to develop. Also specify how the session has been contextualised to the apprenticeship cohort, identifying the level of study, type of company/workplace and learner roles. Total number of students should also be specified.*  |
| **Session Learning Outcomes –** *(indication of what the lecturer/tutor expects the learner to be able to do by the end of the session. include reference to the KSBs taught and developed, and how they can apply these in their workplace and/role, where applicable)* |
| **Observation Focus** – (*what particular aspects of your teaching or learning would you like the observer to focus on and provide feedback?)*  |

**Part 2 – (observer to complete and to discuss with lecturer/tutor)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Session aims  | Outstanding | Good | Requires Improvement | n/a |
|  Module and content sequencing | Outstanding | Good | Requires Improvement | n/a |
|  Intent to provide for the personal development of learners | Outstanding | Good | Requires Improvement | n/a |
|  Learner challenge and progress | Outstanding | Good | Requires Improvement | n/a |
|  Learner engagement, participation and interaction | Outstanding | Good | Requires Improvement | n/a |
|  Content is presented/delivered clearly, effectively, and free from errors | Outstanding | Good | Requires Improvement | n/a |
|  Planning and delivery is responsive to learner needs and adapted based on context (workplace/learner role/s) | Outstanding | Good | Requires Improvement | n/a |
|  Checks on learning and opportunities provided for recall | Outstanding | Good | Requires Improvement | n/a |
|  Promotion of professional behaviours  | Outstanding | Good | Requires Improvement | n/a |
|  Expert and up-to-date knowledge of the subject/vocational area demonstrated | Outstanding | Good | Requires Improvement | n/a |

|  |
| --- |
| **Discussions with learners** -*consider learner responses to session content, focusing on what are they learning and why, own view of progress being made, retention of knowledge and links made to previous sessions, and capacity to apply content to the workplace.*  |
| **General feedback** |
| **Strengths** |

**Part 3 – (Outcome)**

|  |
| --- |
| **Action Plan -** This should be jointly discussed and agreed by the observer and lecturer/tutor) |
| **Critical evaluation of the observation covering key aspects** (this should be completed by the lecturer/tutor) |
| Lecturer/tutor Signature: DateObserver’s Signature Date |

 **Part 4 – (Observer to complete and to discuss with lecturer as necessary)**

|  |
| --- |
| **Institutional Feedback for Action**1. quality of the equipment, learning space, including platform provided for online teaching if applicable
 |
| 1. Opportunities identified to share good practice across the wider apprenticeship provision
 |