

Direct Assessment	Trainee A1
Indirect Assessment	Qualified A1
Qualification	Assessor
Location	Date
Counter signatory/mentor	Internal verifier

Context

Describe what you observed in the 45 minute observation

Did the assessor/trainer:	
Make the participants feel at ease and support a team and approach with equality of opportunity for all?	
Set out the aims, objectives and outline agenda of the session?	
Identify and use embedded literacy and numeracy into the programme.	
Structure the session well to make best use of time?	
Involve all participants in debates, discussions and exercises, taking account of diverse needs?	

Ask open questions to promote learning?	
Present information clearly in a way that participants could understand?	
Use relevant exercises and activities to demonstrate learning points?	
Ask open questions to check understanding?	
Maintain interest and attention throughout the session	
Enjoy the session and convey that to the learners	
Prompt the learners to apply the learning back to work?	
Give feedback and praise to promote learner's confidence?	

Summarise main points of the learning and explain what would happen next?	
Reflect on the session and determine areas that went well and areas for improvement?	
Feedback to assessor/trainer	Comments from assessor/trainer
Areas for further personal development?	
Areas in which the Longden Centre can further support you?	

Assessor Signature _____ Date _____

Internal Verifier Signature _____ Date _____

IV Counter signature _____ Date _____