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| **school:** |  |
| **name of Observed tutor:** |  |
| **name of Observer:** |  |
| **date of post observation meeting:** |  |

**After the observation - STAGES 3 & 4**

Following the observation, it is important for both observed tutor and the observer to take some time to reflect on how the session went, and to prepare for the post-observation discussion (Stage 3) which should take place within a week of the observed session.

If feedback has been sought from the apprentices after the session this should also be taken into consideration.

Feedback provided during the post-observation discussion is confidential and should remain focused and constructive, encouraging reflection from both perspectives.

**Good feedback will:**

* Allow the observed tutor to describe the session and say how they felt it went before the observer makes any further comment. The observed tutor might reflect on whether the observation process had affected the session in any way, for example, in his/her behaviour or that of the apprentices.
* Focus on particular issues rather than allow generalised description or evaluation.
* Positively state what the observer considers the tutor to have done with skill, insight, competence, etc. The observer will provide evidence or instances of any claims made.
* Identify what did not appear to be so successful, or any areas in which some difficulties were observed. Again, it is important that specific evidence is cited as the basis for discussion.
* Provide adequate opportunity to discuss any matters of concern to the tutor about the session or about the observation process in an atmosphere of trust and confidentiality.
* Provide an opportunity to identify constructive solutions to any agreed issues, including sources of professional educational development and support.
* Provide an opportunity to identify good practice that may benefit the School and the University

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| **Stage 3:**  **Reflective discussion notes – to be completed by observer in discussion with the observed tutor**  1.  2.  3. |
| **Stage 4:**  **Summary of feedback, actions required, agreed deadlines. To be completed by observer in discussion with observed tutor**  This is confidential to the observer and the observed tutor.  At this stage the observed tutor should also send the record of the PoT session to the DA Lead.  1.  2.  3. |

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| **Additional notes:**  (Include good practice identified which might be useful for the observer to share with the DA lead). |