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| Direct Observation |

**Observation Guidance:**

Over stage 1 and 2 a minimum of three direct observations are required.

* **Two** of these must be conducted face to face or via teams   
  **One** can be a digital recording (please see digital recording guidance)
* Observations must be undertaken by a PE stage 2 or a PE stage 1 with the oversight of a PE 2.
* **Two** of these observations must be of supervising at least two different learners. One in PEPS 1 and one in PEPS 2 to account for the two different learners required.  
  **One** can be of another activity e,g peer supervision, leading group supervision, leading teaching and development opportunity for learners. If the third observation is to be of another activity this can be undertaken by a peer e.g a practitioner confident in their PE role to observe might be working towards PEPS 2.

The Practice Education Team will help identify a suitable observer. You can contact them individually, or by e-mailing [PracticeEducation@cumberland.gov.uk.](mailto:PracticeEducation@cumbria.gov.uk)

The PE is expected to **complete Part A** **in advance** and to send to the Observer before the observation.

If the Observer attends in person or the observation happens on Microsoft Teams with the Observer present, the Observer will provide some **initial verbal feedback** after the session and a written **report (Part B) within two weeks**. The Observer will ask the **learner(s)/ NQSW for verbal feedback** about their experience of the session immediately after if present via teams or in person and will complete **(Part D)** or will seek feedback ASPA if observation is done via a digital recording.

Following the return of the Observer’s report to the PE, they will complete their section **(Part C)**

The PE is expected to update their **PDP plan** following the observation.

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| ***Part A***  ***This should be completed by the Practice Educator and sent to the observer before the session.***  **Context**  This might include a brief summary (250 words approx.) of:   * the level of the learner * any reasonable adjustments in place or issues which may impact on them during the supervision (being mindful of the student’s right to confidentiality) * the point in placement * any relevant information leading up to the session * the objectives for the session   How you have prepared for the session (relevant readings, reflections, actions from a previous session) |
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| ***Part B To be completed by the Observer and sent to the Practice Educator within two weeks of the observation.*** | |
| **Name and role of Observer** |  |
| **Observer’s PE Stage** |  |
| **Date and setting of the Observation** |  |
| Guidance   * **Please link to the PEPS standards and values statements** in writing this assessment and refer to those which are covered during the session, although not all statements will be relevant for each session. * The observer’s role is to assess whether the standards have been adequately met at this stage and to provide clear reasons to justify their views and recommendations. * Previous learning action points should be addressed in this report. * You may want to comment on theoverall quality of session (this may include pace, focus, structure, balance of task and reflection, and other areas at the discretion of the observer). | |
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| **Summary of areas for the PE’s development**:   * Please make suggestions about areas for further development which could be included in the Practice Educator’s professional development planning. | |

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| **Observer’s signature** |  |
| **Date** |  |

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| ***Part C To be completed by the candidate within a week of receiving feedback from the Observer.*** |
| **Critical reflection on your practice**  Guidance  Approximately 300 - 500 words   * How did you establish and sustain a collaborative working relationship * How and why did you create reflective spaces for learning and support the learner’s critical reflection * What relevant social work knowledge and integration of theory in practice was facilitated * How did you enable the learner to self-evaluate * What timely, honest and constructive feedback on the learner’s performance did you provide * What feedback did you seek from the learner on their experience of the session * What went well and what would you have liked to have done differently * Using the Statement of Values and Domains A,B,C,D identify your areas for development for your Professional development plan (PDP). Please transfer to your PDP below |
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| ***Part D Learner Feedback on the Session***  Comments on how helpful you found this session: for example, was it a supportive learning environment, did the session support your learning, did the PE create reflective spaces for you, have you been helped to understand your own learning processes, was there a collaborative working relationship, did you receive *specific* feedback on your practice |
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| ***Any action points arising from the Learner’s feedback?*** |
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| **Candidate’s signature** |  |
| **Date** |  |