



ENABLE

The Voluntary and Community Sector
Learning and Skills Consortium

Observation of Teaching, Learning & Assessment Policy

Change History

First Published:		28/10/2008	Originally Created by:	Quality Lead
Person Responsible for Policy:		Enable CEO		
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
16 Feb 2018	Standards Officer	Changes to job titles to reflect new organisational restructure. Small changes to wording and referencing	Operations Manager	23 July 2018
13/09/2018	Standards Officer	No Changes	Operations Manager	17/09/2019
17/08/2019	SMT	CIF 2015 changed to 2019 Omitted operations manager and replaced with SMT Included distance learning tutors in scope of observations	CEO	17/08/2020
21/04/2020	SMT	No Changes	CEO	21/04/2021

Strategic Commitment

Enable is committed to ensure a high quality delivery of teaching, learning and assessment across all contracts.

Purpose

The purpose of observing learning, teaching and assessment of Enables delivery is to:

- To continually improve the standards of learning, teaching and assessment across all contacts.
- To recognise, share, celebrate and transfer better practice across the membership.
- To promote across the Enable membership that learning, teaching and assessment is the key to success.
- To enable tutors to identify individual and development needs through the observation and feedback process.
- Evaluate the impact of learning, teaching, and assessment to determine the achievement and progression of learners.

Policy

The policy applies to all organisations that are funded through Enable or who use Enable's Accreditation service.

Observation Arrangements

Tutors will receive an observation of teaching, learning and assessment. Further observations will be based on the outcome of previous observations and subsequent development activities identified. Consequently, this may mean that tutors who require further development may be observed more than once. New delivery partners delivery on Enable contracts will receive an observation as a matter of priority as they will automatically be rated high risk.

This includes:

POL-006

- Tutors who are teaching classroom delivery, distance learning & apprenticeship tutors as part of Enable's contracted and funded provision.
- Tutors who are using Enable's Accreditation Services.
- Enable members who request observations/ wish to use Enable's observation procedures.

If a tutor has had an observation from another organisation whose documentation complies with Enable's guidelines this can be used as evidence of their practice.

Observations will comply with standards laid down by the Common Inspection Framework 2019 and will reflect the Ofsted inspection process. The observation reports are monitored by the Standards Officer and Operations Manager.

In the event of a disagreement on any points relating to the observation report, tutors will have the right to a second observation by a different observer at a mutually agreed time and as soon as is practical. Concerns should be raised in the first instance with the SMT who have responsibility for Quality Assurance.

In the event of substantial concerns being identified during the observation; actions will be taken to safeguard in the best interests of the learners.

The tutor will receive individual support and further observation according to the judgements conveyed on the day.

If further observations identify that the provision is not improving in line with the key judgements, a decision will be taken by the Contract Managers about the length of the contract.

Standardisation meetings will take place at Enable on an annual basis where all observations will be reviewed to ensure equality and consistency.

Implementation

1. The policy will be communicated with all organisations and published on the Enable website www.enable.uk.net

Related Documents and Location

- OLTA Procedure -
- Observation Form -
- Complaints Procedure

Review

- annually
- legislative changes

Signed: _____

Position: _____

Date: _____

