**Peer Enrichment of Teaching**

[*peer-enrichment-of-teaching-pet-guidelines.pdf (birmingham.ac.uk)*](https://intranet.birmingham.ac.uk/as/registry/policy/documents/public/peerenrichment/peer-enrichment-of-teaching-pet-guidelines.pdf)

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| **Part 1-** **Record of Observation of a Session**  *This part to be* ***completed by the observer and submitted to the staff member who coordinates PET for recording purposes only****.* | | | | |
| *School:* | | | | |
| *Name of Lecturer/tutor:* | *Name of Observer:* | | | |
| *Degree/Apprenticeship programme:* | | | *Date & time:* | |
| *Module Title and level:* | | | *Year of programme / study:* | |
| *Topic / Title of session* | | | *No. of Students/Apprentices present:* | |
| *Type of activity (e.g., teaching, lab practical, seminars, tutorials, feedback session[[1]](#footnote-1)):* | | | | |
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| *We confirm that this observation was made in accordance with School procedure, or that School procedure was not followed for the reason given:* | | | | |
| *Signature of observer:* | | | | *Date:* |
| *Signature of person observed:* | | | | *Date:* |
| *Comments to be shared with PET coordinator about the observation process or session:* | |  | | |
| **Good Practice Worthy of Dissemination** | | | | |
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| **Part 2-** **Observer Record / Reflection notes of a Session**  ***PRIVATE AND CONFIDENTIAL*** *– to be completed by the observer during / after the observation.*  *Use the sections below to reflect on how the teaching is happening and what learning is taking place.*  These comments might be made by inference from how the session went, and/ or preferably as a consequence of the pre-session meeting. | | | |
| *School:* | | | |
| *Name of Lecturer/tutor:* | | *Name of Observer:* | |
| *Degree/Apprenticeship programme:* | | | *Date & time:* |
| *Module Title and level:* | | | *Year of programme / study:* |
| *Topic / Title of session:* | | | *No. of Students/Apprentices present:* |
| *Type of activity (e.g., teaching, lab practical, seminars, tutorials, feedback session[[2]](#footnote-2)):* | | | |
| **Comments to be raised during the debriefing / follow-up session and aspects for improvement:**  Consideration should be made to:   * Preparation and Planning: identification of key learning outcomes, context of the session, the space and technology use. * Starting the Session: introduction of the subject, clarity of aim and learning outcomes, links to previous or future sessions. * During the session: the grasp of the subject area, a structured approach, key points emphasised and explained, use/clarity of audio-visual material and handouts, feedback gathered from students’ learning, pace and clarity of delivery, level of control and discipline. * Learner Engagement/Participation: attendance, punctuality, student attention, participation in tasks, questions and answers. * Finishing the Session: learning outcomes reiterated, summary of key points, any future task setting.   **In addition to the above, consideration for apprenticeship programmes should be made to:**   * The activity’s relevance in relation to the knowledge, skills and behaviours contained within the apprenticeship standard. * The appropriate embedding of Safeguarding, British Values; Equality, Diversity, and Inclusion. * The content (currency, accuracy, relevance, and level) to match apprentice’s needs. * Apprentices’ feedback | | | |
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| *Were there any issues affecting the session that were outside the control of the lecturer/tutor e.g. accommodation, resources?* |  | | |
| **Part 3-** **Lecturer / Tutor Record of an Observed Session**  ***PRIVATE AND CONFIDENTIAL*** *– to be completed jointly by both participants, after the session and post-observation discussion has taken place* | | | |
| *School:* | | | |
| *Name of Lecturer/tutor:* | | *Name of Observer:* | |
| *Degree/Apprenticeship programme:* | | | *Date & time:* |
| *Module Title and level:* | | | *Year of programme / study:* |
| *Topic / Title of session* | | | *No. of Students/Apprentices present:* |
| *Type of activity (e.g., teaching, lab practical, seminars, tutorials, feedback session[[3]](#footnote-3)):* | | | |
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| **Reflection** | | | |
| *What do I feel went well? Why did it go well? How could I extend this element of my teaching to other sessions / courses / interactions with students?* | | | |
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| *On reflection, what do I feel could have been improved? Why do I think it did not go as well as hoped / expected? Is there anything I can try doing to improve this type of event in future?* | | | |
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| *Any other comments?* | | | |
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1. All forms of teaching activity should be subject to observation. The observee should be allowed to nominate what they want observed. [↑](#footnote-ref-1)
2. All forms of teaching activity should be subject to observation. The observee should be allowed to nominate what they want observed. [↑](#footnote-ref-2)
3. All forms of teaching activity should be subject to observation. Observee should be allowed to nominate what they want observed. [↑](#footnote-ref-3)