



Peer Enrichment of Teaching

peer-enrichment-of-teaching-pet-guidelines.pdf (birmingham.ac.uk)

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):	
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

¹ All forms of teaching activity should be subject to observation. The observee should be allowed to nominate what they want observed.



[peer-enrichment-of-teaching-pet-guidelines.pdf \(birmingham.ac.uk\)](https://www.birmingham.ac.uk/peer-enrichment-of-teaching-pet-guidelines.pdf)

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):	

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

<p>Were there any issues affecting the session that were outside the control of the lecturer/tutor e.g. accommodation, resources?</p>	
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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):		

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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