

## The 4 stage process

<p><b>Stage 1:</b> Preparing to assess and develop personal and social skills.</p>	<ul style="list-style-type: none"> <li>• Agree with your fellow teachers and trainers on a framework of personal and social skills as a basis for observation.</li> <li>• Create an observation checklist.</li> <li>• Engage learners in meaningful and motivating activities that will help them develop personal and social skills.</li> <li>• Determine which activities provide the learner with opportunities to demonstrate the skills you have defined and also help you profile their strengths.</li> <li>• Decide which learners you will observe during a session.</li> </ul>
<p><b>Stage 2:</b> Using observation to gain evidence about personal and social skills.</p>	<ul style="list-style-type: none"> <li>• Agree with the learner what skills you will observe and give feedback on.</li> <li>• Using the checklist, observe the skills you have identified.</li> <li>• On a recording sheet, record what you observe.</li> </ul>
<p><b>Stage 3:</b> Making objective assessments.</p>	<ul style="list-style-type: none"> <li>• Share your observations with appropriate fellow teachers and trainers and partners.</li> <li>• Compare evidence you have from other activities where the learner had a chance to demonstrate the same skills.</li> <li>• Record your assessments, noting progress the learner has made.</li> <li>• Prioritise areas for development that will make a key difference in helping positive progression.</li> <li>• Identify short-term targets for discussion with the learner.</li> </ul>
<p><b>Stage 4:</b> Giving feedback and agreeing key objectives.</p>	<ul style="list-style-type: none"> <li>• Encourage learners to reflect on their experience.</li> <li>• Give learners positive feedback about what they do well and check that they 'hear what you say'.</li> <li>• Help learners understand the skill areas they need to develop and agree priorities for action.</li> </ul>

**Stage 4:** Giving feedback and agreeing key objectives.

- Set short-term targets that are specific, measurable, achievable, realistic and time-related (SMART) and further assessment activities and record.
- Agree learning objectives for personal and social skills.