

The 4 stage process

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

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.