

Peer Observation and Professional Development Action Plan

Please use this action plan following a learning observation to set objectives to further develop teaching and learning strategies and professional practice, and to plan activities to share excellent practice. This action plan will be inserted in to the tutor/ assessor's Personal Development Review (PDR) document

Name:

Job Title:

Peer Observation Date:

To be reviewed by Date:

Review/Sign off Date:

Obj No.	Observation Objective <i>NB This must be achieved within 7 weeks of the observation</i>	How measured	Support/ Training required (Refer to QI Staff development directory for internal opportunities)	By when	Done Date: (Confirmed by CM)

Learning Observation Feedback & Action Planning (complete after the Peer Observation Post-meeting discussion)

Signed Member of Staff		Signed CM		Date	
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Learning Observation Feedback & Action Planning (check completion and sign by week +9)

Signed Member of Staff		Signed CM		Date	
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Copies to: Quality Improvement, HR, CM, HE Department and Tutor/Assessor

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Authorised by: A Birch

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