

Teaching Orienteering Tutor Observation Checklist



Tutor Name:		Date:	
Course observed, Pt1 / Pt 2		Venue:	

The Tutor is able to:		Comment:
Planning and preparation		
1	Complete pre-course administration correctly and promptly.	
2	Plan course using the appropriate session planner for Teaching Orienteering Pt 1/2.	
3	Have appropriate equipment and resources available.	
4	Demonstrate all the used areas have been checked before the course starts.	
5	Show the needs of the individual learners are understood.	
Delivery		
6	Establish the learning outcomes for the course.	
7	Demonstrate a knowledge and understanding of how orienteering is used as a tool to achieve curricular and non-curricular outcomes.	
8	Demonstrate the sessions meet the needs of the individual learners.	
9	Use a variety of learning activities including a range of audio/visual aids and practical activity to engage learners	
10	Demonstrate how activities used can be used with large groups.	
11	Deliver sessions with realistic and appropriate timings.	
12	Maintain a safe and supportive learning environment	
13	Involve learners and provide sufficient opportunities for them to ask questions	
14	Show an understanding of the jargon that learners use within their work environments	
Evaluation		
15	Provide structured opportunities for learners to provide feedback on the learning session	
16	Review own practice, identifying an action plan and CPD opportunities	

Feedback should confirm how well the Tutor has performed and the action plan should focus on areas of knowledge and competence that need to be improved.

Feedback					
Action plan					
Ref No from Checklist	* C/O	Action	How this will be evidenced	Completed	
Overall decision		Pass	Defer		
Tutor signature					Date
Observer signature					

* C = Action is compulsory and becoming a Teaching Orienteering Tutor is deferred until complete. O = Action is optional. Completing this action should raise the quality of provision but it not required to become a tutor.