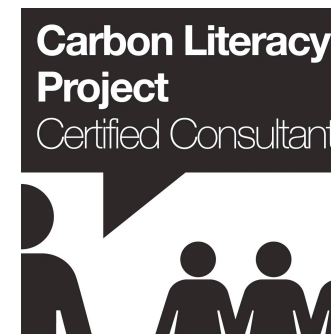


The Carbon Literacy Project

Candidate Training Observation

This document will be completed by the Carbon Literacy Project during the observation exercise. This is part of the CLC Application Pack so that you may review it in preparation for observation.



Certification Candidate/Trainer	Course Title /Organisation
Location	Date of observation
Number of learners in group	Type of Audience (Community/Workplace/Education)
Notes	Observer

Evidence will be taken from:

Direct observation of Carbon Literacy Consultant delegate, and listening to and obtaining feedback from learners.

1.Accommodation	
Was the training location and accommodation safe, appropriate and conducive to learning?	
How did the CL Consultant adjust the location and environment to ensure suitability for learners?	
2. Aims and Objectives	
How clearly stated were these? How were they stated?	
How did the learners know what they would learn and how they would learn it?	
How was learner understanding of the objectives checked?	
Was a positive expectation of learning created?	
3. Plan and Structure	
How well-planned was the session? (State how this was clear and evidenced).	

<p>Was the structure of the session clear to learners?</p> <p>Were the learners reminded of that structure during the training? Give examples.</p>	
<p>How was the session closed?</p> <p>Was it closed appropriately?</p>	
4. Variety of Learning Styles	
<p>How did the session accommodate a variety of learning styles?</p>	
<p>How were the session and materials used and adjusted to engage learners interest and to meet individual learners needs?</p>	
5. Learner Support	
<p>Were learners given appropriate "space" to learn for themselves, from the group, and from their peers?</p>	
<p>When they chose to intervene, how constructive were the trainer's interventions?</p>	

How effective was the trainer at giving individual feedback (both positive and/or corrective) during the training?	
How did the trainer check that learning had taken place both within the training and at the end of each session?	
How did the activities delivered take account of individual and group needs?	
How were learners signposted to other or further resources or methods of learning?	
How positive and constructively supportive was the trainer to learners?	
6. Materials and Resources	
How were the materials and resources used? Were they used appropriately and effectively?	

How did the trainer adjust or create materials and resources for individuals as circumstances arose?	
7. Assessment Activities and Feedback to the Learner	
Did the learners understand the CL evidence/assessment process or how their activities are reviewed?	
How effectively were learners given direct feedback on completion?	
8. Leadership and Management	
Did learners understand the purpose of the session?	
Did individual learners understand how the learning outcomes fitted into their own personal goals and/or the needs of their organisation or group?	
Did the learners leave with a clear understanding of what they had achieved?	

How was this related back to the training objectives?	
How inspired were the learners as they left?	

Summary	
Did the training session more than meet the requirements of the Carbon Literacy Standard?	
Strengths identified in this observation.	
Areas for development identified in this observation.	

Overall Observation Grade Awarded and Comments:	
--	--

Grading Guide	Pass	1 – Excellent 2 – Very Good 3 – Good 4 – Satisfactory	Outstanding Performance with many major strengths and few if any weaknesses Strong Performance with major strengths Strengths clearly outweigh weaknesses A balance of strengths and weaknesses but a satisfactory performance
	Fail	5 – Unsatisfactory 6 - Poor 7 - Very Poor	Weaknesses somewhat outweigh strengths Weaknesses clearly outweigh strengths Many serious weaknesses and few if any strengths

I confirm that I have carried out this observation and have presented my views to the Candidate

Observer's name..... Observer's signature..... Date.....

Observer's phone number..... Observer's email.....