



This guidance is valid for the **Certificate in Training Delivery** and the **Certificate in Corporate Training**, which both require a teaching session to be observed.

The Training Session

- Plan and design a training session in a subject of your choice.
- Your training session should last a minimum of 20 minutes, up to 1 hour maximum.
- The lesson must appeal to all types of learners.
- Include a method of assessment
- Create a session plan and any required learning materials (you may use the lesson plan created in an earlier assessment).
- Choose from four different ways to be observed, as detailed below.

How can a teaching session be observed?

You can demonstrate your teaching skills using one of the four options:

If you are working in a training or teaching role currently:	If you are not working in a training or teaching role or are not able to deliver a 'real' training:
<ol style="list-style-type: none"> 1. Record yourself while delivering a real training course (either classroom or online) in your workplace or school/college etc. 2. Invite your tutor to observe you deliver live training (observing via Zoom or Microsoft Teams). 3. Be observed delivering a training session in your own workplace (or online) by a qualified trainer or teacher. 4. Plan and design a micro-teach session and deliver it to your ATC Tutor and/or other ATC Training students. 	<ol style="list-style-type: none"> 4. Plan and design a micro-teach session and deliver it to your ATC Tutor and/or other ATC Training students.

Further guidance is available on the following page for each option.

Sending a recording (Option 1)

If you need to send a video or any large file to us, we suggest using www.wetransfer.com, with support@atctraining.co.uk as the recipient. You can also share large files using OneDrive, Dropbox or Google Drive if you have one of those services.

Alternatively, we can provide you with a secure OneDrive folder link to drop the files into if required.

If you are recording a session delivered in a classroom, ensure you have a laptop or tablet positioned to record you and the screen/whiteboard etc. or any resources you use. It does not need to include the learners in the recording. If you are using a remote teaching session, be sure to get permission from your learners before recording.

Inviting your tutor to watch a session (Option 2)

Contact your tutor to check availability to join your session. If you are delivering the session remotely, you can invite your tutor as a delegate. If your session will be delivered in the classroom, ensure you have a laptop or iPad that can be positioned to see you and the screen or any resources you use. It does not need to see the learners.

Your tutor will send you a Zoom or Microsoft Teams calendar invite for the agreed time. You will not need to interact with the tutor observing the session, once connected you can continue as normal.

Who can carry out the observation in your workplace? (Option 3)

The training observation should be carried out by a qualified observer using the form provided. The observer must hold a formal training or teaching qualification and be able to provide evidence if requested.

Examples of acceptable qualifications include:

- Level 3 Award in Education and Training / PTLLS (or higher)
- CIPD Certificate in Training Practice / Learning and Development Practice
- Equivalent trainer or teaching qualifications at RQF Level 3 or above
- Teaching degrees

The observer must complete a teaching observation form during the session, contact your tutor to obtain a copy of the form and provide the following information:

- Name of the person carrying out the observation
- Job title/position
- Qualification held
- Email address

If you have any further questions about your teaching observation, please contact your tutor or email support@atctraining.co.uk.