Instructor observation record

Record what was observed and any prompts given. Circle the support, setting and evidence status. Reference the applicable Workbook criterion and original record. This is not the final assessment or a certificate.

Instructor _____ Learner or group _____

Date _____ Session _____ Module _____ Record ID _____

Criterion and required evidence reference

_____

Support: Independent / Prompted or coached
Setting: Live task / Practical simulation / Written or verbal scenario

Observed action, measurements and result

_____

_____

_____

Prompts, corrections and equipment limitations

_____

_____

Applicable safety requirements and evidence

_____

_____

Feedback and agreed next practice

_____

_____

Evidence status: Observed / Partly observed / Not observed

Follow-up date _____ Supporting record _____

Instructor signature _____ Discussed with learner / date _____

For module scoring, use Workbook page 72. For final sign-off, use the repeated observations and all requirements on pages 106–113. A written answer or discussion-only simulation does not establish independent practical performance.

May be copied for personal or in-house training. Keep completed learner records private.