

**Diploma in Communication, Speech and Drama Education (QCF)
(Syllabus effective from 1 January 2011)**

**Unit 3: Demonstrating Practical Teaching Skills relating to
Communication, Speech and Drama.
Teaching Practice; Internal Teaching Observation
Supervising Teacher Report Form**



IMPORTANT

- 1 COMPLETE IN BLOCK CAPITALS ONLY**
- 2 READ THE INSTRUCTIONS ON THE BACK BEFORE COMPLETING THIS FORM**
- 3 Learners being entered for LSDE (QCF) units must be registered with LAMDA Examinations before submitting examination unit entries**

1. Supervising Teacher Contact Details

Full Name:	Miss / Mrs / Ms Mr / Dr / Other		
Address:			
Postcode:		Tel No:	
e-mail:		Qualified Teacher Status Number	

2. Learner Details

a. Unique Learner Number (if known)	b. LAMDA Pin No:	d. Given Name	e. Family Name

3. Internal Teaching Observation Details

Place of Internal Observation			
Dates of Internal Observation			
Type of Teaching Centre	Size of Sessions Taught	Ages of Students Taught	
School <input type="checkbox"/>	Individuals <input type="checkbox"/>	Children <input type="checkbox"/>	
Further Education Institution <input type="checkbox"/>	Small Groups (2 -10) <input type="checkbox"/>	Adolescents <input type="checkbox"/>	
Higher Education Institution <input type="checkbox"/>	Large Groups (11- upwards) <input type="checkbox"/>	Adults <input type="checkbox"/>	
Private Training Provider <input type="checkbox"/>			
Please tick all applicable	Please tick all applicable	Please tick all applicable	

4. Supervising Teacher Declaration

I the named Supervising Teacher confirm that the Learner has completed 5 / 10 / 20 (circle as applicable) hours of Teaching Practice.

I the named Supervising Teacher confirm that this Internal Teaching Observation, Supervising Teacher Report is a true and accurate reflection of the observations made on the learner during the observed teaching practice.

Signature of Supervising Teacher _____

Date _____

5. Planning

The Learner has demonstrated that he/she can:	please circle
• identify the learning needs of individuals	yes / no
• research and use the requirements of awarding bodies that offer speech and drama/performing arts components when planning sessions/programmes	yes / no
• use appropriate and relevant criteria when planning sessions/programmes	yes / no
• research, select and prepare suitable resources for stimulus, inspiration, explanation and information	yes / no
• plan and structure sessions/programmes for both individuals and groups with clear and appropriate learning outcomes to motivate students	yes / no

Please comment on the learners strengths and areas for development when planning:

Please refer to page 41 of the Syllabus Specifications for further information

6. Teaching

The Learner has demonstrated that he/she can:	please circle
• teach different ages and abilities of students individually and groups	yes / no
• identify and match appropriate teaching/learning styles and strategies to student's needs	yes / no
• communicate instructions, explanations, directions and feedback clearly and appropriately	yes / no
• direct dramatic work displaying artistic and technical understanding	yes / no
• manage time effectively within the teaching environment	yes / no
• evaluate and review own practice and adjust content and delivery accordingly	yes / no

Please comment on the learners strengths and areas for development when teaching:

Please refer to page 42 of the Syllabus Specifications for further information

7. Supporting Learning

The Learner has demonstrated that he/she can:	please circle
• recognise when students are in need of additional support	yes / no
• devise strategies to meet these areas of additional support	yes / no
• identify where alternative advice and support are available in order to make appropriate referrals	yes / no
• identify appropriate progression opportunities for students	yes / no
Please comment on the learners strengths and areas for development when supporting learning:	
Please refer to page 43 of the Syllabus Specifications for further information	

8. Assessing

The Learner has demonstrated that he/she can:	please circle
• use a range of initial assessment techniques to suit age, ability and requirements of students	yes / no
• assess the outcomes of learning in line with national standards and awarding body requirements	yes / no
• monitor programmes and use results to improve teaching and learning	yes / no
• evaluate their own work and identify opportunities for Continuous Professional Development (CPD)	yes / no
Please comment on the learners strengths and areas for development when assessing:	
Please refer to page 43 of the Syllabus Specifications for further information	

How To Complete This Form

1. Enter the Supervising Teacher details.
2. Enter the learner details.
 - a. Unique Learner Number (ULN): Please enter the learner's 10 digit Unique Learner Number (if known)
 - b. LAMDA Pin No: Please enter the learner's 6 digit LAMDA Examinations Pin number (if known)
 - c. Learner's Name: This is the learner's legal name and not nickname or abbreviated name. It will be printed on the Examination Report and Certificate
 - d. Given Name: This is the learner's first name
 - e. Family Name: This is the learner's surname
- * Learner Identity Learners aged 16 years and over must have their identity verified prior to taking their examination. Acceptable documents for identification are: Passport, Driving Licence, National Insurance Card, Certificate of Entitlement to Funding, Bank Credit/Debit Card, Armed Forces Services ID Card, Student Union Card and Travel Pass
3. Enter details of where, dates, sizes and ages taught during observation
4. Supervising Teacher to sign to confirm the declaration
5. Please complete as appropriate with comments
6. Please complete as appropriate with comments
7. Please complete as appropriate with comments
8. Please complete as appropriate with comments

Further Guidance on Completing and Submitting This Form

- Please do not write outside of the lines
- The required standard number of Teaching Practice Hours is 20 hours unless the Learner has made an application for prior learning recognition. If requested by the Learner and granted by LAMDA Examinations the Learner will be issued with a letter of confirmation. A copy of this letter should be attached to Supervising Teacher Report Form.
- When completing sections 6,7,8 and 9 the Supervising Teacher should refer to the appropriate sections within the Syllabus Specifications for guidance
- The Internal Teaching Observations Supervising Teacher Report Form and Teaching Observation need to be completed prior to the Assessed External Teaching Observation component of Unit 3
- The original completed and signed Internal Teaching Observations Supervising Teacher Report Form needs to be handed to the examiner before the commencement of the Assessed External Teaching Observation component of Unit 3
- A security photocopy of the original completed and signed Internal Teaching Observations Supervising Teacher Report Form must be taken by and retained by the Supervising Teacher for a period of 12 months