Reflecting on practice with colleagues

Appendix 1: ‘Teaching conversation’ pro-forma

The purpose of this pro-forma is to encourage reflective, explorative and supportive conversations regarding a specific aspect of practice beyond the direct observation of teaching. It is designed to be **completed by the facilitator** and **retained by the practitioner**.

**Use of this pro-forma is** **optional**. Colleagues may adapt it to suit the focus of the ‘teaching conversation’. Following a teaching conversation, practitioners should complete the local online reporting form available from their School Director of Teaching and Learning (or their nominee).

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| --- | --- | --- | --- |
| Facilitator: |  | Practitioner: |  |
| Focus of teaching conversation: |  | Date: |  |
| Programme/ Module: |  | Length of session or approximate hours of student effort required: |  |
| Level of students: |  | Number of Students: |  |

|  |
| --- |
| Feedback on topics specifically requested by the practitioner |
|  |
| Other feedback |
|  |
| Agreed actions |
|  |

Please comment on strengths and areas for enhancement. You will need to agree the most relevant areas for comment as contexts will vary.

|  |  |  |
| --- | --- | --- |
| Prompts\* | Strengths | Areas for enhancement |
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\*Practitioners and facilitators can draw on existing guidance/frameworks to help identify and agree potential prompts for dialogue. Examples of these can be found in the *Guidance on reflecting on practice with colleagues*. You could also draw on any relevant dimensions of the [UK Professional Standards Framework (UKPSF)](https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf). This may assist practitioners with providing evidence of engagement with the UKPSF for applications via the FLAIR CPD Scheme. Facilitators/practitioners are not required to be familiar with the UKPSF for the purposes of completing this form.