



## How To... Prepare for an observation

# How to....Prepare for an observation

As part of your apprenticeship, your assessor will need to observe you undertaking a task (or series of tasks) in the setting that you work in, as part of your normal 'on-the-job' duties. The build up to this can be a bit worrying with so many questions running through your mind, like: "Do I actually know my stuff?", "What does my assessor want me to do?" "Will I fail my first observation?"

In reality, it doesn't need to be quite so scary – it can go really smoothly if you take a little time to prepare and plan.

**We have put together our top tips to give you advice and guidance on how to prepare for your observation:**

## It's all in the preparation!

Your assessor will send a plan through to you before the visit, so you'll know exactly what they want to observe you doing. By having the plan in advance, you can prepare thoroughly. You can print it out and have it with you throughout the observation so no need to memorise it! It's a really good idea to write yourself notes to jog your memory during the assessment. If you have questions that need answering relating to the plan, you could write these out before the visit for discussion. By having the plan in advance, you can also query anything that you are unsure of with your assessor before the visit.



## Look at the tasks carefully



This might seem obvious, but we know in a panic the tasks can be easily overlooked. Your assessor will have set you a list of tasks. Write them down (make them into questions if easier) and read through them carefully. You can begin to jot down notes on how you might tackle them too!

**Tip:** Have a highlighter ready and go through and highlight anything you're unsure of. You can email your assessor about these later, or ask your manager.

## Plan your answers

Using what you have learned from looking at your Gap Analysis, you can then develop more structured answers to ensure you're directly addressing the question. Make sure you use the advice given to you by your assessor or manager to tackle any of the points you were unsure of.

## Study your 'Gap Analysis'

Using OneFile, look at the 'Gap Analysis' section within 'Progress' and all your assessment criteria is listed in there. Anything that has a red box has not been completed, so these are the areas that need to be worked on during the course. If you highlight the things that are in red, this will give you an idea of what you need to work on for the unit/s planned.



## Prepare evidence

You'll need to have some evidence to back up your answers – this might be a copy of some emails you've sent out or a letter you've created or an activity that you've done with the children in your setting. If you need to write a letter or email, jot down the main points of what you need to write, how you would like it laid out and whether you need a response to it. You can then formulate it around what you need to say. Whatever it is, make sure you have it ready, either electronically or on paper.

## Practice

Go through the questions and your answers with someone to make sure you know exactly what it is you want to say. There will be no trick questions; the assessor will ask you the same questions you have prepared for and all you'll need to do is expand on your answer whilst they record you.

Tip: You'll have time before your assessor begins your observation to sit down and talk through what you've prepared; they will be able to answer any questions you have to ensure you're 100% ready before you begin.



**Remember, your assessor is there to support you throughout your apprenticeship and they will be available to contact by phone and email during your training. If you are unsure about any aspect of your course, make sure you discuss it with them – they are there to help you every step of the way!**

# Parenta Solutions



## SOFTWARE

### NURSERY MANAGEMENT - ABACUS

- Save hours by reducing planning time by 50%
- Speedy invoicing to all parents and carers in minutes
- Instant view of all financial reports
- Manage payments and track debt

### EYFS LEARNING JOURNEY TRACKER - FOOTSTEPS 2

- Record meaningful and detailed EYFS observations
- Improve essential safeguarding and save hours of time
- Reduce your workload and spend more time with the children
- Identify at a glance each child's development pathway

### ONLINE DAILY DIARY - DAYSHARE

- Share every magical moment of each child's day with their parents and carers with our online diary software

### PARENT PORTAL APP

- Bringing parents and carers closer to their child's day by providing a timeline of their progress
- Download Parent Portal App on Android or iOS

## FEE COLLECTION

- We collect fees, allowing you to focus on childcare, not credit control
- Fee collection reduces stress about pay day
- Maintain good relationships with parents
- Eliminate bad debt from your setting
- We operate on a 98% success rate across the board



## TRAINING

Increase employee motivation and keep staff for longer within your setting by offering training – the ideal tool for you to develop your team.

Parenta courses include:

- Level 2 Childcare
- Level 3 EYE Diploma
- Level 5 Childcare Leadership Qualification
- Business Admin Levels 2 and 3
- Advanced Qualifications in Team Leading and Management

*PLUS ...* Parenta offers a free recruitment service - no fees!



## ONLINE CPD COURSES

No deadlines, no time restrictions, no classroom! Support your staff or further your professional development with our online CPD accredited courses



## MARKETING SOLUTIONS

### WEBSITE DESIGN

- Our childcare websites generate genuine interest and leads from parents and carers
- We specialise in designing and building childcare websites so you can rest assured that our team know what Ofsted and parents/carers are looking for

### BRANDING & DESIGN

- Showcase your setting with branded products. From newsletters to logos and prospectuses to business cards, we take care of all your branding needs

### SOCIAL MEDIA

- We assist you with setting up and using your social media accounts in no time to help you increase your setting's visibility

## Working together for our children



0800 002 9242



hello@parenta.com

Follow us on social media @TheParentaGroup



[www.parenta.com](http://www.parenta.com)

Parenta, 2-8 London Road, Rocky Hill, Maidstone, Kent, ME16 8PZ  
Reg No 05249690

Updated: 24/04/20