

2.4B: Proforma for monitoring careers education lessons

Features	✓ or X	Notes
Clear objectives which are made known to the learners		
Activities that are suitable for all learners, whatever their age, ability and cultural background, and which are suitably demanding		
Enthusiastic and interesting teaching that maintains the attention of all the learners		
Awareness of different individuals' needs		
Effective questioning of learners to check their understanding		
Skilful leadership of discussions to ensure that learners' contributions are encouraged and valued		
Clear explanations, particularly of the links between knowledge and its practical application		

Accurate and up-to-date careers knowledge		
Sensitivity to, and promotion of, equal opportunities issues		
Clear writing on whiteboards and overhead projectors		
Interesting and relevant use of technology to support learning		
Good-quality handouts, that are well produced and free from errors		
Sufficient coverage of ground in the topic		
Effective classroom management		
Learners demonstrate their achievements through improved knowledge, understanding and skills		
Crisp ending to the lesson, summarising what has been learned and avoiding any 'tailing off'		