

**INSTRUCTION PRACTICAL ASSESSMENT**  
FOR COMPLETION BY THE TUTOR/VQ OFFICER OR APPROPRIATE ASSESSOR

CVQO registration number:	VQ
Learner name(CAPS):	

**Type of instruction: Lesson/Presentation/Briefing**

**Subject:**

**Number of lessons observed:**

**Learner must achieve at least six of the following points:**

ASSESSMENT		✓ OR X	
<b>PREPARATION</b>	Materials or equipment organised in advance		
	Evidence of planning the delivery		
<b>MATERIALS AND RESOURCES</b>	Resources used:		
	Demonstrated appropriate use of resources		
<b>KNOWLEDGE</b>	Demonstrated knowledge and understanding of the subject		
<b>MANNER AND IMPACT</b>	Delivery is confident		
	Instructor makes eye contact with audience		
	Voice is audible		
	Speech and language is appropriate		
<b>TIMING</b>	Aims completed in allocated time		
<b>ENTHUSIASM</b>	Evidence is displayed of engagement with the audience		

**Tutor - Comments and feedback:**

Learner signature:	<i>"I confirm that I have read and understand the feedback given to me"</i>	Date:
Tutor signature:	<i>"I confirm that I have witnessed the instruction and given feedback"</i>	Date:
Tutor name (CAPS):		