



Passport to your future

Your future, your hands

Mentor assessment: Direct observation report

No.	Learning outcome	
	Assessment criteria	

Before the observation happens, write down a checklist of what you expect to be observed in the table below. These statements should directly relate to the assessment criteria.

No	Today I observed the candidate....	Initials
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Don't forget to expand on these comments in the feedback box below

The feedback box is for you to:

- i. Give a clear picture of what you saw.
- ii. Expand on what was not observed.
- iii. Explain what is needed to bring the performance up to standard.
- iv. State why you did not feel it was not up to standard and NYC.

If the feedback box is left blank, the evidence will be deemed insufficient.

Feedback/ comments:

Questions asked and answers given to verify evidence:

Was the evidence valid? Did the observation meet the assessment criteria?

Was the evidence authentic? Was the evidence the trainees own work?

Was the evidence sufficient? Were the assessment criteria met in full during this observation? If not use the question section to ask any questions you needed to supplement the report to give a full competency decision.

	Name	Signature	Date of observation	Date of feedback
Candidate				
Assessor				