

Check Activity Observation Template

Date: ____/____/____

Time: ____ : ____

Location: _____

Institution: _____

Instructor: _____

Participant(s):

Information about the activity

Activity name: _____.

Objective of the Activity:

Describe main tasks of the activity:

Observed Competencies and Associated Behaviours

Competency
Name. _____. Description. <i>Provide a brief explanation of the competency being observed.</i> _____ _____ _____ _____ _____ _____ _____.
Observed Behaviour: <i>Describe specific actions/behaviours that demonstrated this competency</i> _____ _____ _____ _____ _____ _____ _____.
Context. <i>Detail the situation or task where the competency was observed.</i> _____ _____ _____ _____ _____ _____ _____.
Frequency. <i>Note how often the behaviour was observed during the activity.</i> _____ _____ _____ _____ _____ _____ _____.

Effectiveness. *Assess the effectiveness of the behaviour in achieving the activity's objective.*

Additional Comments

Overall Observations. *Summarise general observations about the participants' engagement, any notable interactions, or other relevant points.*

Suggestions for Improvement. *Provide recommendations for future activities based on the observed competencies and behaviours.*

Competency level

- ☐ **Level 1: Awareness.** The participant shows familiarity with the competency but has not yet applied it during the observed activity or in prior tasks.
- ☐ **Level 2: Basic Application.** The participant demonstrates the ability to apply the competency when prompted or in specific situations but may require guidance or structured support.
- ☐ **Level 3: Regular Application.** The participant regularly uses the competency during the observed activity or in relevant tasks, showing growing independence and confidence in applying it.
- ☐ **Level 4: Mastery.** The participant consistently applies the competency across all relevant tasks or during the observed activity, demonstrating full proficiency and autonomy.