

Guidance notes for facilitators of group sessions

1. Share and discuss the objectives of the session with participants and give them participants' Guidance notes, if appropriate.
2. Explain to participants that you will be showing video interviews with a number of language learners.
3. Ask participants to make notes of the type of information these learners give when interviewed.
4. Divide participants into groups and nominate someone from each group to feed back to all participants.
5. Ask groups to discuss which parts of the information on the video would be useful for initial assessment and why.
6. Ask them to summarise on sticky notes all the types of information they need, directly from individual learners, as a basis for effective initial assessment.
7. Ask groups to arrange these sticky notes on a flipchart under two headings – one for a beginners' level course and the other for courses at non-beginners' level – as the basis of two proformas.
8. Ask them then to share their findings with all participants.
9. When this has been completed, hand out the two **Sample Proformas A and B** for groups to discuss and compare with their own findings.

Variations

10. Ask groups to identify ways in which this professional development activity can most effectively be used for individual Continuing professional development.
11. Ask them to record their findings on a flipchart and share their ideas with all participants.
12. Discuss with participants how the **Sample Proformas A and B** can be adapted to meet the needs of the organisation and learners.
13. If appropriate ask them to devise additional guidance notes for individual use.