

Workshop Observer Panel Scheme

Workshop Observer Panel Scheme aims to enhance the quality assurance process of the Qualification Programme (QP) workshop component. It helps to ensure that QP workshops are in general well run and Workshop Facilitators (WF), especially newly appointed ones, are able to perform effectively and in accordance with the Institute's requirements. Workshop Observers (WO) will be appointed to visit QP workshops during each offering.

Objectives	<ul style="list-style-type: none"> - To ensure that QP Workshops are run effectively. - To ensure that the WFs assigned for a workshop group fulfil their requirements in general. - To identify areas for improvement.
Responsibilities of Workshop Observer	<ul style="list-style-type: none"> - To visit workshops to evaluate the general effectiveness of the workshops and the WFs' general performance. - The WO can choose to visit any one of the four workshops for the workshop group assigned. However, for workshops conducted by new Workshop Facilitators, the visits shall be made in the first or second workshops. - Depending on the circumstances, the observation should preferably last for the whole workshop. In no circumstances should it be less than one hour and thirty minutes. The visit should cover the following components of the workshop: <ul style="list-style-type: none"> ❖ discussion of the Workshop Preparation Questions; ❖ students' presentation on the Additional Questions; and ❖ discussion of the Additional Questions. - As a part of the observation, the WO will conduct a general assessment of the WFs for the workshop group assigned. - For workshops where serious problems have been found, the WO should report to the Institute immediately. - To complete an Evaluation Form on the workshop(s) being observed and submit it to the Institute within 3 working days after the visit. - To provide timely feedback and recommendations for improvement for WFs being observed and any matters relating to QP workshops. - To give verbal advice to the WFs being observed, as appropriate. - To attend such meetings and discussions with the Qualification and Examinations Board and/or the Institute's staff as required by the Institute. - To maintain confidentiality for any information concerning the workshops and Workshop Observer Panel Scheme.