



# USER GUIDE - STUDENT OBSERVATION TEMPLATES

## ABOUT THE STUDENT OBSERVATION TEMPLATES

These templates can be used by teachers and/or teacher's aides and other support staff to plan, monitor and review the adjustments made for students. They can be used in intervention programs or to document explicit adjustments provided to students in the classroom. The two templates capture similar evidence, but have been tailored to suit the user's needs:

- **Student observation template - Single student:** This template has been designed to capture evidence for an individual student and includes additional fields specific to the student's needs and goals.
- **Student observation template - Multiple students:** This template has been designed to capture evidence for a group of students, such as those in an intervention program.

## HOW TO COMPLETE THESE TEMPLATES

There are a few things to be mindful of when completing either of these documents:

- **These templates can complement an Individual Learning Plan or Consultation template in capturing evidence of delivered adjustments.** The fields in the template support schools in capturing evidence of the frequency and intensity of the adjustments being provided to students for a minimum of 10 weeks over the 12 months preceding the NCCD reference date.
- **Changes need not be made when reviewing ongoing adjustments.** While the final column in each template prompts the user to consider any changes to be made in following sessions, if the adjustments are appropriate in supporting the student(s) needs and goals, there is no need to change the nature of the adjustment. This assessment should still be specified in the relevant field.

## FOR GUIDANCE ONLY

## GENERAL AREAS OF EVIDENCE COVERED BY THIS TEMPLATE

General areas of evidence	Evidence covered
Adjustments being provided to the student to address their assessed needs associated with disability	<ul style="list-style-type: none"> <li>Evidence of <b>adjustments being planned</b> to support the student's needs arising from a disability.</li> <li>Evidence of <b>delivered adjustments</b> for <b>10 weeks or more</b> (including the frequency and intensity of adjustments)</li> </ul>
Ongoing monitoring and review of the adjustments	<ul style="list-style-type: none"> <li>Evidence of review of the <b>impact and effectiveness of the adjustment(s)</b> being provided to the student.</li> <li>Documentation of <b>any outcomes or changes to adjustment(s)</b> from the monitoring and review.</li> <li>Evidence that the review occurred <b>within the NCCD reference period</b> and <b>with the student and/or their associates</b>.</li> </ul>

## GENERAL AREAS OF EVIDENCE NOT COVERED BY THIS TEMPLATE

General areas of evidence	Evidence not covered	Suggested template(s)
Assessed individual needs of the student	<ul style="list-style-type: none"> <li>Evidence that the student has a <b>disability as defined by the DDA</b>.</li> <li>Evidence that the school has assessed the <b>functional impact</b> of the student's disability <b>in relation to their education</b>.</li> <li>Evidence of <b>consultation with the student and/or their associate in planning adjustments</b> to support the student's needs.</li> </ul>	<ul style="list-style-type: none"> <li><b>Individual Learning Plan template</b></li> <li><b>Consultation template</b></li> </ul>
Consultation and collaboration with the student and/or associates	<ul style="list-style-type: none"> <li>Evidence of <b>consultation and collaboration</b> with the student and/or their associate about the <b>student's assessed individual need</b> and the <b>adjustments to be provided</b> to support this need.</li> <li>Evidence that the consultation occurred <b>within the NCCD reference period</b>.</li> </ul>	<ul style="list-style-type: none"> <li><b>Consultation template</b></li> </ul>
General evidence	<ul style="list-style-type: none"> <li>Evidence of <b>moderation</b> employed by the school, approved authority, and/or the representative body.</li> <li>Evidence that the school <b>Principal has verified that there is evidence to support the inclusion of each student</b> on the NCCD data submission.</li> <li>Evidence that an <b>approved authority has verified the data</b> prior to submission to the Department.</li> </ul>	<ul style="list-style-type: none"> <li><b>The NCCD Moderation template (click on link below to access this document on the NCCD website)</b></li> </ul>

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Student observation template - Multiple students

Completing staff member(s) name			
If document is being used for an intervention program, please outline program details.			
Grade/Year		Subject/Class	

Date of observation(s)	Name of student(s) supported 	Nature of adjustments provided to allow student(s) to work towards their goals (as outlined in their Individual Learning Plan) 	Progress notes (effectiveness of adjustments provided) 	Changes to be made to the next session to support students' achievement of their goals 

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#### Additional comments

Do you have any other notes or comments?