

HWGTA Associate Appraisal

Sections in Blue to be completed by the Appraisee prior to the meeting

Name	Lynne Taylerson	Associate Job role	Associate lecturer: ILM, Management 'day courses' PTLLS, IT day courses
Time in role with HWGTA	2 years	Appraiser	D
Date	27/11/2019		
Has the past year working for HWGTA been good/bad/satisfactory or otherwise for you, and why?			
<p>LT: The past year has been excellent from my point of view as an associate. I have worked with some challenging groups and have been very pleased with the feedback I have received from the learners as well as the levels of engagement and results of assessment done on teaching and learning.</p> <p>I have received excellent support from all of the team at HGTA both in terms of course organisation and booking, rooming and resources and in terms of getting really good knowledge of learner profiles when I takeover of course already in progress.</p> <p>D: Lynne is not only a fantastic trainer but a genuine pleasure to work with. A real 'safe pair of hands'! She always goes the extra mile, is always positive and, by the way, trains superbly too. I would suggest Lynne is our primary associate.</p> <p>Lynne has really started to grow the IT portfolio of work despite there being a number of other agencies (in Hereford) that are delivering free training. The fact we are still getting business in this area is testament to her and her training. Lynne has supported us on ILM, day courses and PTTLs too.</p>			
What do you consider to be your most important achievements of the past year?			
<p>The feedback received from learners particularly on the IT courses has shown that they are getting a very good experience with useful learning coming from the sessions. They have been very complimentary regarding the course structure, resources and delivery.</p> <p>D: Yes feedback is always good on Lynne's courses. I have appreciate the refresh of the IT workbooks and Lynne covering on PTTLs when Jen was off. Lynne has also delivered 3 mentoring/CPD sessions on blended learning for HWGTA.</p>			
What do you like and dislike about working for this organisation?			
<p>There is nothing really to dislike at all!</p> <p>As noted above I receive an absolutely brilliant support from all of those that I work with at the Association. There are many things which I like - having worked at several organisations where teachers are not supported nearly as well as they are here. Whenever I work with a group I am always really well briefed on the learners' needs and profiles and I receive excellent support in terms of setting up rooms for training and managing IT systems when delivering computer courses.</p> <p>D: Good to hear the above and the feeling is extremely mutual. I genuinely cannot find anything to dislike about Lynne too!! The team are always so positive about Lynne's connection with us</p>			
What elements of your role with HWGTA do you find most difficult?			
<p>At times it can be challenging when I have worked hard to prepare a course which does not recruit, though this is never any fault of anyone at the organisation as all courses are widely publicised, I think it's just the way it is sometimes.</p>			

<p>D: Totally agree. We do seem to have had a run of cancellations and are sorry about this but, as Lynne says, little we can do about it. We are always happy to cover costs when we have to give less than 2 weeks notice</p> <p>Frustrations have (historically) come in IT training when the rooms are not set up and the systems are updating etc. I think we are better at this now than ever but do say if we can do more.</p>
<p>What elements of your role with HWGTA interest you the most, and least?</p>
<p>I particularly enjoy the teacher training, train the trainer and the mentoring and coaching elements of the ILM courses, but I have to say that I enjoy the whole of my role as an associate lecturer.</p> <p>D: Great to have Lynne as back up to PTTLs and I am hoping in time we can use Lynne to refresh some of our content. Personally I have appreciated Lynne's 'push' on the IT courses</p>
<p>What action could be taken to improve your performance in your current position by you, and HWGTA?</p>
<p>I need to ensure that I am always staying on top of new innovations in technology and also keeping abreast of new techniques that can be used with the Office suite.</p> <p>I'm not aware of anything that the association can do to improve my performance but I'm always happy to discuss ways that we can work together to ensure we are delivering outstanding teaching and learning.</p> <p>D: I am always 100% confident Lynne is up to speed on all aspects of IT and PTTLs innovations. Her approach to CPD is second to none so I have never had issues in this area</p>

Score your own capability or knowledge in the following areas in the "Your score" section in terms of your current role requirements (**Grade 1: Consistent** **Exceptional Performance**, **Grade 2: Performance Generally Exceeds Expectations** **Grade 3 Performance Meets Expectations** or **Grade 4: Performance is Below Expectations**). Please mark NA if you think any area does not form part of your job role. Your manager will score your performance separately and independently you will then compare grading during the Appraisal meeting.

	Your Score	Score from your manager
Programme Success Rates	2	2
Quality of your training	2	1
Rapport and relationship with learners	2	1
Rapport and relationship with HWGTA staff	2	1
Time and workload management	2	2
Responding to requests for information from colleagues or managers	2	1
Communication skills	2	1
Meeting deadlines/commitments	2	1
Team-working	2	1
Problem-solving	2	2
Adherence to HWGTA's Policies and Procedures	2	2
Adaptability and Flexibility	2	1
Steadiness under pressure	2	2
Creativity and Innovation	2	1

IT/equipment/machinery skills	2	1
Reporting and administration	2	2
Positivity	2	1
Projecting a positive image of the Association	2	1
Acting as a role model to Apprentice learners	-	NA
Meeting targets from previous performance review	NA	NA

Comments on comparison of Appraisee's and Appraisers scoring

D: My scores are higher in most areas as I genuinely believe that Lynne is 'consistent' in her 'exceptional' performance and rate her as a 1 in many areas

Please detail your CPD activity in last 12 months

What	When	What impact has this CPD activity had on Performance and/or knowledge?
Jisc Technologist Experts Group	3, 1-day meetings, April, Oct, Jan	Better knowledge of needs of Apprentices and how digital tools can be used to support learning
Digital Footprint MOOC (Edinburgh Uni)	2 weeks, Nov 19	Knowledge of how to support learners in developing positive footprints

Appraisers General Feedback on performance in review period

D: As mentioned a few times above we are really delighted with all that Lynne contributes to the team and the Association as a whole. So pleased that our 'chance' meeting in Worcester that day has turned out this way!! Thanks so much for all you do Lynne. It really is appreciated.

I genuinely have nothing negative/improvements for Lynne (unusual for me!) as it really does feel that good. Thanks

Performance Development Plan

Performance/Operational Targets

What	Target Date	Priority
Just to continue to be available to us when we need you – balanced with all else that you do		

Training/ CPD Targets

What	Responsible for organising training/CPD	Target Date	Priority
None set from us as Lynne always has this in hand			

Appraisee Signature	
Appraiser Signature	
Date	1.12.2019