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| **Unit/Course** |  | **Topic** |  |
| **Day and date** |  | **Venue** |  | **Time** |  |
| **Learning Outcomes** |
| ●●● |
| **Transferable skills developed** |
| ●●● |
| **Plan of activities** |
| Time (in minutes) | Teacher Activity | Learner activity (What the students will do?) | Hand-outs, resources & bookings needed |
| Prior to session:  | Are there spare activities for those who finish early? | Are the students required to do any reading or activity before attending the session? | What hand-outs or resources are needed to be inclusive to all students? |
| **5 mins**e.g. Welcome and recap of topic covered in the previous session |  |  |  |
| **5 mins**e.g. Introduce the current topic with learning outcomes and expected developmental skills |  |  |  |
| **10 mins***Break session into bite-size chunks*e.g. Give and /or demonstrate necessary information |  |  |  |
| **15 mins***Break session into bite-size chunks*e.g. Set activity to reinforce understanding |  |  |  |
| **10 mins***Break session into bite-size chunks*e.g. Verify understanding by all students |  |  |  |
| **5 mins**e.g. Wrap-up of learning, go over tasks and gather feedback on how the session went. |  |  |  |
| **Total time = 50 mins** |  |  |  |
| **Preparation for next lesson** |
| * What learning took place?
* Which aspects of lesson went well?
* Which aspects could be improved upon?
* Actions for the future
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