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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 | | | | | | | |