



**Tutors to complete for observed sessions only Session Plan**

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| **Tutor Name:** |  | **Course Title:** |  | | | **Venue:** |  | | |
| **Date:** |  | **Start Time:** |  | **End Time:** |  | **Session Number:** |  | **Level:** |  |
| **Session Aim:** |  | | | | | | | | |

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| **SMART Session Outcomes (linked to Course /Tutor Set Targets):** |
| By the end of the session, all learners will be able to:      Some learners will be able to (extension outcomes if required) |

**Key Components to be embedded into the session (refer to Scheme of Work)**

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| **Useful Websites:** |  |
| **Differentiation:** |  |
| **E&D and Safeguarding (including PREVENT, British Values and Online safety)** |  |
| **Behaviour and Attitudes (BA) and Personal Development (PD)** | NB: maths, English, Digital Skills, time keeping, communication, organisation, leadership, team work, effort and attitude, tolerance, reliability, problem solving, staying power |
| **Skills development:** |  |
| **Information, Advice and Guidance (IAG)/** **Careers Education Guidance (CEG):** |  |

**Breakdown of session activities**

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| --- | --- | --- | --- | --- |
| **Time** | **Teacher Activities** | **Resources** | **Learner Activities** | **Assessment method(s)** |
| 10 minutes | Example:  Introduction of the session outcomes, initial assessment, recap of previous learning and safe learner issues addressed |  |  |  |
|  |  |  |  |  |
| 10 minutes | **Break –** re-evaluate pace of session and what to cover next |  |  |  |
|  |  |  |  |  |
| End | Review of session outcomes and satisfaction |  |  |  |

\*Tutor to add additional lines if required

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| **Session evaluation (including unplanned learning):** |
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| **Tutor Name:** |  | **Signature:** |  | **Date:** |