

**For use on one day workshop/courses**

**Session Plan (one day courses) - 2023/2024**

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| **Course Title:** |  | **Start Date:** |  | **End Date:** |  | **Session Type:** | Community Learning |  |
| Workshops/Taster (<5hrs) |  |
| **Course Aim:** |  | | | | | Learning hubs |  |

**Essential Components of the Course**

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| **Components** | | **Specify exactly how these components will be embedded into the course** |
| **Personal Development** | English |  |
| Maths |  |
| Digital Skills |  |
| Information, Advice and Guidance (IAG), including Careers Education and Guidance (CEG) |  |
| Progression, e.g. into further learning and/or employment |  |
| Health and wellbeing |  |
| Supported Learning (differentiation) |  |
| **Personal Development** | Essential Transferable Skills and Attributes | Listening: |
| Speaking/Presenting: |
| Problem Solving: |
| Creativity: |
| Staying Positive: |
| Aiming High: |
| Leadership: |
| Teamwork: |
| Resilience: |
| Confidence: |
| Independence: |
| Tolerance: |
| **Safeguarding** | Health and Safety |  |
| British Values, including PREVENT |  |
| Online safety |  |
| Equality and Diversity |  |
| Other |  |

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| **Background information about the Group (based on Initial Assessment):** |
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**SMART Tutor Set Targets and Course Related Skills**

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| **SMART Target** | | **Course Related Skills and essential**  *Skills that will be developed in order to achieve SMART Target* |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Breakdown of session activities**

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| **Time** | **Session Content** | **Resources** | **Learner Activities** | **Assessment Methods** | **Notes** |
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| **Notes and evaluation from this session** | | | | | |

**Tutor Declaration**

A risk assessment for this course/workshop has been completed and attached to this Session Plan. The Session Plan meets the aims of the programme and has been discussed with the learners.

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| --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |