**Writing SMART Tutor Set Targets/Session Outcomes**

The acronym **SMART** is widely used to describe targets (goals). This means targets should be:

1. **S**pecific Describe the Target in precise terms so there is no confusion as to what needs to be achieved. Try answering the

"W.s": Who, What, Where, When, Why

1. **M**easurable The target can be written so that you can measure learners' progress and achievement towards the target.
2. **A**chievable Create a target that can be achieved by the end of the course.
3. **R**elevant Targets need to be relevant to the course, learner's aspirations and learner's needs
4. **T**ime related A target must have a deadline. By when do you think learners will achieve the target?

**Useful tip:** When creating tutor set targets avoid verbs that may have vague meaning to describe intended set targets (e.g: “understand”, “be aware of”, “know”, “realise”). Using these verbs may prove difficult to measure each target. Instead use action verbs (e.g: by the end of the course learners will identify, describe, list, produce…..)

**Example of SMART targets:**

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| Not SMART | SMART |
| Understand behaviours that are conducive to group work | By the end of the course learners will:  Describe 3 behaviours that are conducive to group work |
| Know how to produce craft related projects | By the end of the course learners will:  Produce a piece of artwork using at least two different materials |
| Know personal skills learned in life, work and training | By the end of the course learners will:  Identify five personal skills learned in life, work and training |
| Be aware of roles and responsibilities of a team | By the end of the course learners will be able to:  List five main roles and responsibilities of a team |
| Cook healthy meals | By the end of the course learners will:  Cook three healthy meals |