**Required for observed sessions only**

**Session Plan** Most recent update: 16 October 2025

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 and 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, where appropriate**

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| --- | --- |
| Digital Skills including Artificial Intelligence and useful websites |  |
| English |  |
| Maths |  |
| Information, Advice and Guidance including Careers Education Guidance (IAG/CEG): |  |
| Progression, e.g. into further learning and or employment |  |
| Health and Wellbeing |  |
| Supported Learning (differentiation) |  |
| ED&I and Safeguarding (including PREVENT, British Values and Online safety) |  |
| Behaviour and Attitudes (BA) and Personal Development (PD) |  |
| Skills development, including course related and transferable |  |
| Health and Safety |  |

**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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| Notes for observer: |
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| **Tutor Name:** |  | **Signature:** |  | **Date:** |