**Required for observed sessions only**

**Session Plan 2025/2026**

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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, 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):** |  |

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| --- | --- |
| **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:** |