



Writing SMART Tutor-set Targets and Session Outcomes

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

S pecific	Describe the Target in precise terms so there is no confusion as to what needs to be achieved. Try answering the Ws: Who, What, Where, When, Why
M easurable	The target can be written so that you can measure learners' progress and achievement towards the target.
A chievable	Create a target that can be achieved by the end of the course.
R elevant	Targets need to be relevant to the course, learner's aspirations and learner's needs
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 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 active verbs (e.g: by the end of the course learners will identify, describe, list, produce etc)

SMART targets

Not SMART	SMART
Understand behaviours that are helpful group work	By the end of the course learners will describe 3 behaviours that are helpful 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 have cooked three healthy meals