**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)

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| Not SMART | SMART |
| Understand behaviours that are help 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 |

**SMART targets**