

Example – Completed session plan

Teacher/trainer	<i>A G Smith</i>	Date	8 September	Venue	<i>Room 3</i>
Programme/ Qualification	<i>Introduction to Information and Communication Technology Level 1 (Ref 1.1)</i>	Time Duration	<i>6-9 pm 3 hours</i>	Number of learners	<i>10</i>
Aim of session	<i>To induct learners to the programme, organisation and assessment requirements To enable learners to use a computer</i>				
Group composition	<i>10 adults with little or no previous computer experience of computers (4 female, 6 male, age range 19-55). Initial assessment during this session will identify any prior skills, knowledge and understanding along with learning preferences. One learner has dyslexia and requires handouts on pastel coloured paper, therefore all handouts issued will be the same colour. All learners will complete all the planned activities, most will complete a gapped handout, and some will complete an additional activity if there is time.</i>				
Timing	Learning outcomes/objectives/tasks <i>Learners will:</i>	Teacher activities	Learner activities	Assessment activities	Resources
<i>6.00</i>	<i>Obtain and discuss information regarding the organisation, programme content and assessment</i>	<i>Explanation and discussion</i>	<i>Listen and ask questions</i>	<i>Oral questions</i>	<i>Handouts Flipchart, paper, pens Interactive whiteboard</i>
<i>6.20</i>	<i>Complete an icebreaker</i>	<i>Facilitate icebreaker</i>	<i>Partake in icebreaker</i>	<i>Observation</i>	<i>Handouts</i>
<i>6.40</i>	<i>Agree ground rules</i>	<i>Facilitate ground rules</i>	<i>Discuss and agree ground rules</i>	<i>Discussion</i>	<i>Flipchart</i>
<i>6.50</i> <i>Continued.....</i>	<i>Switch on a computer and use a keyboard and mouse</i>	<i>Show video via internet Practical demonstration</i>	<i>View video Observe demonstration</i>	<i>Oral questions</i>	<i>Video via internet Computers Workpacks -</i>

			Switch on computer Use keyboard and mouse to work through differentiated workpacks		differentiated based on experience Exercises Interactive whiteboard
7.30 Break					
7.45	Complete an online initial assessment and learning preference questionnaire	Facilitate initial assessment	Complete online assessments	Observation Online initial assessments	Computers connected to the internet
8.15	Discuss previous knowledge/ experience of using ICT	Discussion	Discussion	Oral questions	
8.25	Use a word processor	Facilitate practical activities	Use computer and workpacks Complete gapped handout	Oral questions Observation Written questions Gapped handout	Interactive whiteboard Workpacks Exercises
8.50	Switch off the computer	Summarise session Explain next session	Log off Hear a summary of this session and next session Ask questions	Oral questions Quiz	Flipchart Quiz
9.00 End	Tidy work area	Ensure computers are off	Tidy work area		