

Teacher / Tutor		Course Title / Topic	Certificate in Training Delivery	Duration	Session 1 (3 hours)
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Timing	Topic / Objectives	Teacher/Trainer Activities	Learner Activities	Resources Required	Assessment Methods	Embedding of Functional Skills
1730	Course Introduction - Tutor Introduction - Learner Introduction	- Explain course structure - Explain progression (L3AET/L4/L5 etc.) - Explain assessment requirements - Ensure learners have all materials - Point out centre policies	- Listening - Asking Questions - Two way communication	- PowerPoint - Learner Files - Learner Portfolio - Pens - Notepads/paper - Name Cards/paper	- Q&A	N/A
1800	Ice Breakers and Energisers - Introduce Icebreakers - Introduce Energisers	- Discuss Icebreakers - Discuss Energisers - Deliver Icebreaker - Observe	- Listening, - Asking Questions, - Deliver Icebreaker in groups - Deliver energiser	- PowerPoint - Icebreaker Hand-out - Key Task 1	- Q&A - Key Task 1 - Practical Icebreaker - Practical Energiser	- Writing skills (English)
1900	Break					
1915	Setting Ground Rules - Set ground rules - Discuss benefits - Demonstrate	- Lead ground rules activity - Encourage learners to add information & suggestions	- Listening, - Asking questions - Provide examples	- PowerPoint - Whiteboard/Flip	- Q&A - Participation	- Writing skills (English)
1945	The Learning and Training Cycle - State importance of the learning cycle - Discuss the 4 stages	- Verbal and visual two way communication - Ask questions - Explain learning cycle 4 and/or 5 stages	- Listening - Verbal two way	- PowerPoint	- Q&A	N/A
2020	Q&A, confirm homework					

Teacher / Tutor		Course Title / Topic	Certificate in Training Delivery	Duration	Session 2 (3 hours)
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Timing	Topic / Objectives	Teacher/Trainer Activities	Learner Activities	Resources Required	Assessment Methods	Embedding of Functional Skills
1730	Role, Responsibilities and Relationships - Discuss responsibilities - Discuss boundaries	- Verbal and visual two way communications - Suggest boundaries - Encourage discussion	- Listening, - Asking Questions, - Key Task 2	- PowerPoint - Whiteboard/Flip - Key Task 2	- Q&A - Practical Work	- Writing skills (English)
1830	Legislative Requirement and Codes of Practice - Discuss requirements - Explain differences	- Verbal and visual two way communications - Observe - Provide examples	- Listening, - Asking Questions, - Key Task 3	- PowerPoint - Whiteboard/Flip - Key Task 3	- Q&A - Practical Work	- Writing skills (English)
1915	Break					
1930	Safe and Supporting Learning Environment - Points of referral - Requirements	- Verbal and visual two way communications - Observe	- Listening, - Asking Questions, - Complete hand-out	- PowerPoint - Whiteboard/Flip - Hand-out, Safe & Supporting Information	- Q&A	- Writing skills (English)
2000	Equality and Diversity in the classroom - Introduce Equality - Define Diversity	- Verbal and visual two way communications	- Listening, - Asking Questions	- PowerPoint	- Q&A	N/A