

EDUCATION & TRAINING AWARD TRAINING — LESSON PLAN

4-Hour Training Session

LEARNING OBJECTIVES

- ✓ Understand the roles and responsibilities of a teacher/trainer in education and training
- ✓ Plan and design inclusive learning sessions with clear objectives
- ✓ Deliver engaging and effective training using a variety of methods
- ✓ Use assessment methods to check and record learner progress
- ✓ Evaluate and improve teaching practice through reflection and feedback
- ✓ Understand legislation and codes of practice relevant to education and training

SESSION TIMETABLE (09:00–16:00)

09:00–09:15	Welcome & Introductions — Trainer introduces themselves and the course. Participants introduce themselves. Overview of the day, housekeeping, fire exits, breaks.
09:15–09:45	Icebreaker Activity — Icebreaker: Teaching Styles Quiz. Participants complete a short quiz to identify their preferred teaching style — results shared and discussed
09:45–10:30	Topic Introduction & Background — Introduction to Education & Training Award. Legal framework: Education and Training Foundation Ofqual Qualification Framework... Key statistics and why this training matters.
10:30–10:45	Morning Break — Comfort break — 15 minutes
10:45–11:30	Core Knowledge Session 1 — Learning objectives 1–3. Needs Analysis: Identify learner needs, prior knowledge and preferred learning styles before designing training. Session Planning: Design structured sessions with clear SMART learning objectives and varied activities.
11:30–12:15	Core Knowledge Session 2 — Learning objectives 4–6. Delivery: Deliver training in an engaging, inclusive way using visual, auditory and kinaesthetic methods. Assessment: Use varied assessment methods to check learning and provide constructive feedback.
12:15–13:00	Lunch Break — Lunch break — 45 minutes
13:00–13:45	Practical Activities — Hands-on practice and group activities. Best and Worst Lesson: Pairs share their best and worst learning experience — what made the difference?
13:45–14:30	Case Studies & Scenarios — Group work on real-world scenarios. Learning Styles Bingo: Bingo cards with different learning activities — participants find others who prefer each style
14:30–14:45	Afternoon Break — Comfort break — 15 minutes
14:45–15:30	Assessment & Quiz — Written assessment: 8-question multiple choice quiz. Review answers as a group. Address any knowledge gaps.
15:30–16:00	Evaluation & Close — Complete feedback forms. Q&A session. Summary of key learning points. Next steps and CPD recommendations.