

LESSON PLAN

Trainer: _____ Course: Basic Digital Skills

Modules: 11 – Learn My Way, 12 – Learner Skills Feedback

Location: _____ Date: _____

Number of Learners: _____ Week Number: 8

Previous Knowledge of the Topic: Basic

Aims of the Lesson:

To gain feedback from the Learner about the course, introduce them to Learn My Way and City and Guilds Accreditation.

Objectives and Learning Outcomes:

At the end of the session the Learners will have a good understanding about what the ‘Learn My Way’ e-learning software is all about and how to gain accredited certification for the course. They will also have completed a Learner feedback survey relating to the course.

Assessment Methods

Ongoing exercises, Questions and answers

Promotion of Equality, Diversity and Every Learner Matters

Additional notes:

TEACHING AND LEARNING STRATEGIES

| <i>Modules / Units</i> | <i>Learning / Teaching Outcomes</i> | <i>Learners' Activities</i> | <i>Trainer Notes</i> |
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| Introduction to Session | <ul style="list-style-type: none"> • Explanation of the content that will be covered in the session <ul style="list-style-type: none"> ➤ Introduction to 'Learn My Way' e-learning software ➤ Accessing the skills survey online | <ul style="list-style-type: none"> • Listening • Watching | <ul style="list-style-type: none"> • General overview of what is going to be covered during the session |
| Module 11 Learn My Way | <ul style="list-style-type: none"> • Understand how to access the 'Learn My Way' e-learning website • Learn how to sign-in to or register for a 'Learn My Way' account • Understand how to access the learning modules available | <ul style="list-style-type: none"> • Practical Activities | <ul style="list-style-type: none"> • Slide 258 – The 'Learn My Way' website • Slide 259 to 260 – Sign-in or Register • Slide 263 - Access the learning modules |
| Module 12 Learner Skills Feedback | <ul style="list-style-type: none"> • How to complete the Learner skills survey | <ul style="list-style-type: none"> • Practical Activities | <ul style="list-style-type: none"> • Slide 264 – Learner Survey |
| Session Recap | <ul style="list-style-type: none"> • Recap of what has been covered during session | <ul style="list-style-type: none"> • Answering Questions | <ul style="list-style-type: none"> • Questions <ul style="list-style-type: none"> ➤ How can you access the 'Learn My Way' website |