

Part 3 Test Planning Form 1

Trainee Name:

Sign:

Date

Assessed by:

Sign:

Date

Driver Name:

Lesson Details

Why is this lesson appropriate for this driver and what makes this driver suitable for test purposes?

Beginner New Subject	
Beginner Developing	
Intermediate New Subject	
Intermediate Developing	
Test Standard	
FLH	

Test Centre

Why is this lesson appropriate for this driver and what makes this driver suitable for test purposes?

List the key phases of the lesson and the purpose of each – number your route map to show where each phase of the lesson starts and finishes.

List the key phases of the lesson and the purpose of each – number your route map to show where each phase of the lesson starts and finishes.

Part 3 Test Planning Form 2

Trainee Name:

Sign:

Date

Assessed by:

Sign:

Date

Please complete this planning process in conjunction with the accompanying notes

Lesson Introduction

Key learning points for the lesson introduction

Why is this important for the lesson introduction and what makes this driver suitable for test purposes?

Time in
minutes

Key learning points for the lesson introduction

Time in
minutes

Key learning points for the lesson introduction

Part 3 Test Planning Form 3

Trainee Name:

Sign:

Date

Assessed by:

Sign:

Date

Please complete this planning process in conjunction with the accompanying notes

Drive to the start of the main training route and/or 'warm up drive'

Time in
minutes

Key learning points and training method for this phase of the lesson

Time in
minutes

Key learning points and training method for this phase of the lesson

Potential issues that might arise and contingency plans

Potential issues that might arise and contingency plans

Part 3 Test Planning Form 4

Trainee Name:

Sign:

Date

Assessed by:

Sign:

Date

Please complete this planning process in conjunction with the accompanying notes

Main lesson practise/learning phase 1

Time in
minutes

Key learning points and training method for this phase of the lesson

Time in
minutes

Key learning points and training method for this phase of the lesson

Potential issues that might arise and contingency plans

Potential issues that might arise and contingency plans

Part 3 Test Planning Form 5

Trainee Name:

Sign:

Date

Assessed by:

Sign:

Date

Please complete this planning process in conjunction with the accompanying notes

Main lesson practise/learning phase 2

Time in
minutes

Key learning points and training method for this phase of the lesson

Time in
minutes

Key learning points and training method for this phase of the lesson

Potential issues that might arise and contingency plans

Potential issues that might arise and contingency plans

Part 3 Test Planning Form ___ of ___

Trainee Name:

Sign:

Date

Assessed by:

Sign:

Date

Please complete this planning process in conjunction with the accompanying notes

Main lesson practise/learning phase *(additional - - complete for each additional phase of the lesson, including the 'drive back to the test centre')*

Time in minutes

Key learning points and training method for this phase of the lesson

Time in minutes

Key learning points and training method for this phase of the lesson

Potential issues that might arise and contingency plans

Potential issues that might arise and contingency plans

Part 3 Test Planning Form ___ of ___

Trainee Name:

Sign:

Date

Assessed by:

Sign:

Date

Please complete this planning process in conjunction with the accompanying notes

Lesson de-brief/reflection

Expected key points for the lesson de-brief

Expected key points for the lesson de-brief

Time in
minutes

Example of questions you might use to encourage reflection

Time in
minutes

Example of questions you might use to encourage reflection

Part 3 Test Comps. 1

Trainee 1 sign

Date

Trainee 2 sign

Date

Lesson Planning

For each competency explain how you will cover it in your lesson plan.

Ref 3

Did the trainer identify the pupil's learning goals and needs?

3.1

Was the agreed lesson structure appropriate for the pupil's experience and ability?

3.2

Were the practice areas suitable?

3.3

Was the lesson plan adapted, when appropriate, to help the pupil work towards their learning goals?

3.4

Part 3 Test Comps. 2

Trainee 1 sign

Date

Trainee 2 sign

Date

Risk Management For each competency explain how you will cover it in your lesson plan.

Ref 4

Did the trainer ensure that the pupil fully understood how the responsibility for risk would be shared?

4.1

Were directions and instructions given to the pupil clear and given in good time?

4.2

Was the trainer aware of the surroundings and the pupil's actions?

4.3

Was any verbal or physical intervention by the trainer timely and appropriate?

4.4

Was sufficient feedback given to help the pupil understand any potential safety critical incidents?

4.5

Part 3 Test Comps. 3

Trainee 1 sign

Date

Trainee 2 sign

Date

Teaching & Learning Strategies 1 For each competency explain how you will cover it in your lesson plan.

Ref 5

Was the teaching style suited to the pupil's learning style and current ability?

5.1

Was the pupil encouraged to analyse problems and take responsibility for their learning?

5.2

Were opportunities and examples used to clarify learning outcomes?

5.3

Was the technical information given comprehensive, appropriate and accurate?

5.4

Part 3 Test Comps. 4

Trainee 1 sign

Date

Trainee 2 sign

Date

Teaching & Learning Strategies 2 For each competency explain how you will cover it in your lesson plan.

Ref 5

Was the pupil given appropriate and timely feedback during the session?

5.5

Were the pupil's queries followed up and answered?

5.6

Did the trainer maintain an appropriate non-discriminatory manner throughout the session?

5.7

At the end of the session – was the pupil encouraged to reflect on their own performance?

5.8

Part 3 Test Comps. 5

Trainee 1 sign

Date

Trainee 2 sign

Date

Trainer's Comments

Comment(s)

Ref