ANNEX C   LESSON PLAN TEMPLATE

Course / Module Title:		Course / Module Code:	
Duration:	**Delivery Type:** ☐ ILC ☐ Practical ☐ OJT ☐ eLearning	**Prepared by:**	**Date Prepared:**
Language: English	**Number of Trainees:**	**Location:** HRH	
Pre-requisite: (includes qualifications, experience, preceding internal courses) ●			

Learning Outcomes:
Main Topics: ●
Course Objectives: ●

Teaching and Learning Methods (check applicable)				
☐ Class Discussion	☐ Written Assessment	☐ Video	☐ Group Work	☐ Question and Answer
☐ Presentation	☐ Role Play	☐ Coaching	☐ Drawings / Schematics	☐ Simulation
☐ Practical Exercise	☐ Oral Assessment	☐ eLearning	☐ Reading / Research	☐ Demonstration

Resources (check applicable)		
☐ Training Venue	☐ Exercise Material	☐ Access to Train
☐ Training PowerPoint Slides	☐ Assessment Documents	☐ Access to Station
☐ Flipcharts, Pens, Stationery	☐ Portable Radio	☐ Access to OCC
☐ Projector / Screen	☐ PPE (vest, boots, helmet, safety glasses)	☐ Access to Infrastructure
☐ Laser Pointer / Presenter	☐ Transportation	☐ Access to Depot
☐ Test Equipment	☐ Mobile Device	☐ Others (please specify):

Trainers Documents Checklist		
☐ Hand Outs	☐ Sign-in-Sheet	☐ Instructor Guide
☐ Online Training Evaluation	☐ Practical Assessment (online or paper)	☐ Participant Behavior Assessment

Reference Documents	
Document Number	Document Title

Assessment & Certification Level				
Certification level: *(refer to Table below)*	☐ A ☐ B ☐ C ☐ D			
Assessor:	☐ Instructor ☐ Supervisor ☐ Competent Person			
Assessment Method:	☐ Written	☐ Practical	☐ OJT	☐ PQCA
Assessment Details: *(refer to Assessment Manual for more information)*	**Duration:** **Location:** **Pass Criteria:** **Post Test** **Pass mark: %**	**Duration:** **Location:** **Pass Criteria:** **Pass mark: %** **Required Competency:** ≥ 3	**Duration:** **Location:** **Supervisor's Approval:**	**Duration:** **Location:** **Pass Criteria:** **Pass mark: %** **Required Competency:** ≥ 4

Table 1 - Certification Level

Level of complexity of the training course	Certificate Level	Assessment Criteria			
		Written Assessment	Practical Assessment	OJT	Post Qualifying Competency Assessment
Low	D: Attendance Certificate	Not Required	Not Required	Not Required	Not Required
Medium	C: Basic Level Certificate	Required	Not Required	Not Required	Not Required
High	B: Intermediate Level Certificate	Required	Required	Not Required	Not Required
Very High	A: Advance Level Certificate	Required	Required	Required	Required

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Table 2 - Competency Levels

1	2	3	4	5
Not Competent	Basic comprehension but **cannot** demonstrate	Can demonstrate **with** assistance	Can demonstrate **without** assistance	Can demonstrate, teach, and certify others.

Time	Module	Key Learning Points	Teaching & Learning Strategies	Materials
Week 1, Day 1 – AM		●		
[add rows as necessary]				
Week 1, Day 1 – PM				
[add rows as necessary]				
[add rows as necessary]				

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