

## 5 SESSION AND COURSE PLANNING

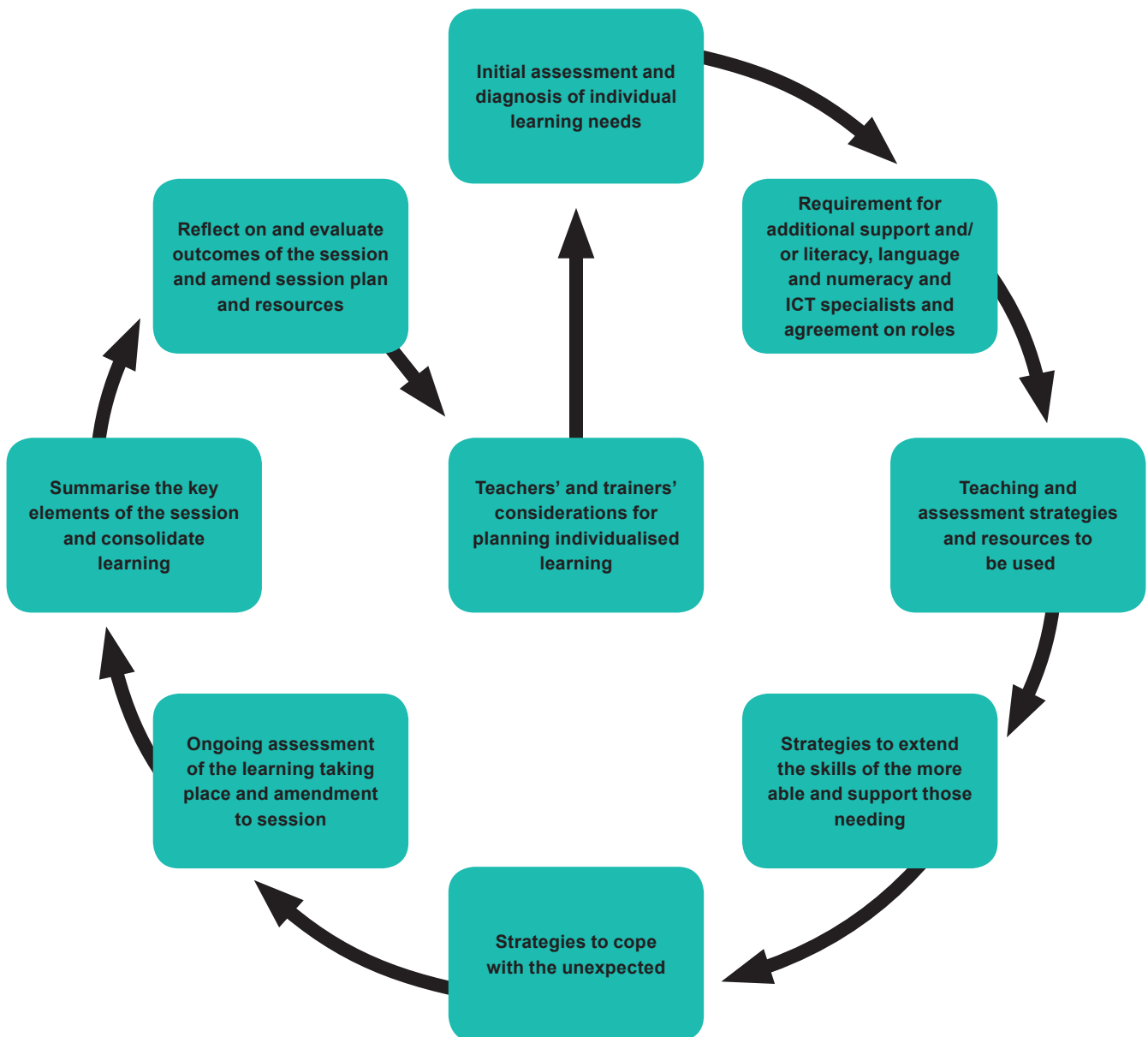
Planning programmes, lessons and schemes of work, as well as planning for differentiated learning, are core elements of teaching and learning.

Information gained from collaboration with specialists can be used to plan learning which takes account of the literacy, language, numeracy and ICT skills of learners. It is recognised that it may not always be possible to have specialists available, particularly in some contexts where teaching and learning takes place, such as in the community and in offender settings. However, there are still actions that can be taken to support learners' needs.

This may mean:

- including sessions on study skills, using libraries and using ILT in their programmes
- planning regular sessions with teachers of other areas of specialism and literacy, language, numeracy and ICT specialists and/or additional support staff to review learners' progress
- using teaching materials which use language at an appropriate level
- planning the use of clear language in giving instructions, both spoken and written
- developing or contributing to the development of activities that promote literacy, language, numeracy and ICT learning alongside other skills
- ensuring a complementary sequence of work in area of specialism and literacy/language/numeracy/ICT taught sessions
- planning for inclusive learning for those with specific learning difficulties/disabilities or those with sensory impairment.

The following provides a diagrammatic overview of the planning process adapted from the Gold Dust resources website, [www.golddust.org.uk](http://www.golddust.org.uk).



⬆️ At each stage of this process the impact of and opportunities for literacy, language, numeracy and ICT development should be taken into account. Contributions to this process will ensure that the individual needs of each learner are met and that all stages are planned with reference to the appropriate literacy, language, numeracy and ICT support that may be employed or required. A literacy, language, numeracy or ICT specialist will be able to provide more targeted skills development for learners who need specialist help and support with their language, number and ICT skills.