

Checklist for Planning and Recording Embedded Teaching and Learning

(Developed through the LDA/Basic Skills Agency Project, Embedding Basic Skills in London Local Authorities, 2003-2005.)

The following is an overview of the process of planning and recording teaching and learning for embedded LLN programmes and has been adapted from the DfES' *Planning Learning and Recording Progress and Achievement* (2003).

Plan learning objectives, activities and resources using -

- **the primary learning goal(s)**
- **the learners' targets**
- **information from initial and diagnostic assessments of LLN skills**
- **information about learning styles, learning disabilities, and learner backgrounds**

Build in opportunities to check progress with the learner

Build in opportunities for the learner to provide evidence of his or her achievements

Keep records of the learner's progress and achievements.

Keep records of the learning activities and resources used.