PROFESSIONAL DOCUMENTS

MASTER TRAINING AT CEMASTEA
PROFESSIONAL DOCUMENTS

- Scheme of work
- Lesson plan
- Record of work
- Progress record
- Individualized Education Programme (IEP)
SCHEME OF WORK

- Developed from the curriculum designs
- Plan of how learning shall be organised within the allocated time.
- Allows the teacher to manage the time appropriately
- All aspects of the learning process are thought through well in advance
COMPONENTS

- Administrative details
  1. Week
  2. Lesson
  3. Strand
  4. Sub strand
CONT.

5. Specific Learning Outcomes
6. Learning Experiences
7. Key Inquiry Questions
8. Learning Resources
9. Assessment
10. Reflection
## Scheme of Work Template

**School, Grade. Learning area, Term , Year**

<table>
<thead>
<tr>
<th>Week</th>
<th>Lesson</th>
<th>Strand</th>
<th>Sub-strand</th>
<th>Specific learning outcome</th>
<th>Learning experience</th>
<th>KIQ</th>
<th>Learning resources</th>
<th>Assessment</th>
<th>Reflection</th>
</tr>
</thead>
</table>


LESSON PLAN

- A breakdown of the Scheme of work into teachable units for the lesson
LESSON PLAN COMPONENTS

- Administrative details } School, Grade, Learning area, Date Time, Roll
  1. Strand
  2. Sub strand
  3. Specific learning outcomes
  4. KIQ
  5. Core competencies
  6. Values
  7. Pertinent and Contemporary issues (PCIs)
  8. Learning resources
  9. Organisation of learning
Cont.

10. Introduction
11. Lesson development
12. Conclusion
13. Extended activity
14. Reflection on the lesson
RECORD OF WORK COVERED

Provides evidence of work covered by the teacher

Components
- Administrative details
- Time frame
- Lesson
- Work done
- Reflection
- Signature
LEARNER’S PROGRESS RECORD

- Record the learner progress over time
- An analysis of this will show what progress the learner is making
- Takes different formats depending on the type of assessment
ASSIGNMENT

Using the curriculum designs

1. Develop a scheme of work for one week in the learning area
2. From the scheme of work develop a lesson plan
3. In pairs, critique the scheme of work and lesson plan developed