

Session Planning

Part B: Trainer session sequence planning tool

Part of the AUSMASA Trainer and Assessor VET Career Framework



Session snapshot

Session/topic:		Learner Group:	
Delivery mode:		Duration:	
Objectives:			
Resources:			
Assessment:			
WHS implications:			

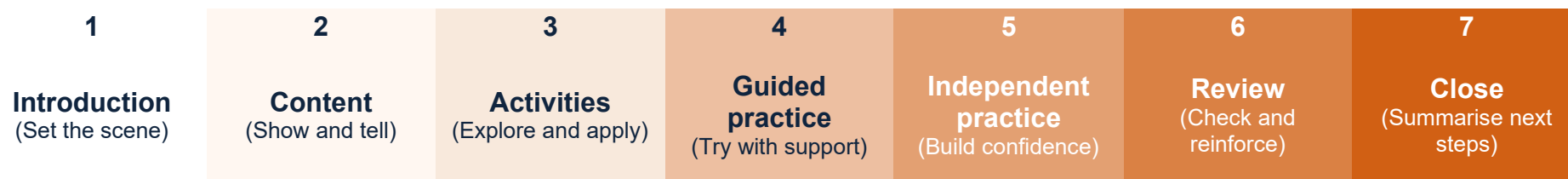
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Visual Session Flow



Follow the rule: Tell them why it matters, show them how it works, let them explore, help them practice, let them apply
➡ check learning close with next steps.

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Session sequencing planner

Stage	Purpose	Trainer actions	Learner actions	Engagement strategy	Time	Resources
1. Introduction	Help learners get oriented, spark interest, set expectations, and show relevance.	Greet learners, introduce the topic, outline the outcomes, and explain why it matters.	Listen, ask questions, and link the topic to prior experience.	Icebreaker, scenario, poll, or workplace example.		
2. Content	Present key knowledge or a demonstration before learners apply it.	Explain key concepts, model the steps, demonstrate the process, and point out common errors.	Observe, take notes, and ask clarifying questions.	Visuals, demonstrations, examples, questioning, or a mini case study.		
3. Activities	Shift learners from passive listening to active participation.	Lead discussion, group work, problem-solving, sorting, or scenario-based tasks.	Discuss, compare, solve, classify, analyse, and make decisions.	Pair work, group tasks, workplace scenarios, games, or quizzes.		
4. Guided practice	Let learners try the skill with support available.	Give instructions, supervise attempts, coach, prompt, and provide formative feedback.	Practise the skill, seek support, and respond to feedback.	Step-by-step task, checklist, worked example, or peer support.		
5. Independent practice	Build fluency, confidence, and workplace transfer.	Observe, monitor safety and quality, reduce support, and record evidence where needed.	Complete the task more independently and reflect on performance.	Simulation, role-play, practical task, or case application.		
6. Review	Confirm learning, address misunderstandings, and reinforce key messages.	Ask review questions, revisit outcomes, clarify difficult points, and connect learning back to practice.	Answer questions, reflect, and identify remaining gaps.	Exit ticket, group debrief, quiz, teach-back, or a one-minute summary.		
7. Close	End with clarity, motivation, and next steps.	Summarise, acknowledge progress, explain the next activity or assessment, and assign follow-up tasks.	Note next steps, ask final questions, and commit to action.	Action plan, key takeaway, next-step checklist, or workplace challenge.		

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Engagement balance checklist

Question	Yes/No	Notes
Does the session start with relevance rather than just administration?		
Is content delivery broken into short, manageable chunks?		
Is there an activity soon after new content is introduced?		
Do learners practise before they are expected to perform independently?		
Is feedback built into the session before final review?		

Timing Map

Session component	Suggested proportion	Planned time
Introduction	5-10%	
Content	20-30%	
Activities	15-25%	
Guided practice	20-30%	
Independent practice	15-25%	
Review	5-10%	
Close	5%	

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Trainer Reflection

Reflection prompt	Notes
What part of the session flowed well?	
Where did learners appear most engaged?	
Where did learners need more support or clarification?	
Was enough time allowed for practice?	
What should be adjusted next time?	

Learn more about the Trainer and Assessor VET Career Framework

Explore more practical tools, guides and resources supporting VET capability, wellbeing, industry engagement and career development