

Driving Instructor Structured Lesson Planner



Transport
Roads & Traffic
Authority

Student details

Name

Address

Postcode

Licence number

Licence expiry date

 day / month / year

Phone number

Date of lesson

 day / month / year

Instructor details

Name of Driving school

Name

Licence number

Instructor number

Registration number

Auto

Manual

Lesson start timer

 hour / minutes

Lesson finish time

 hour / minutes

Note: Instructors may use a prepared lesson plan

When a prepared lesson plan is used, only this page requires completion. Instructors must retain prepared lesson plans for audit purposes.

Has a prepared lesson plan been used?

No

Yes

Plan reference number

Pre Preparation (Complete prior to start of lesson)

Learner driver needs: (Discussion with the supervising driver and learner driver to determine lesson content)

Lesson Preparation (Complete prior to start of lesson)

Resources required: (ie. Learner driver log book, A Guide to the Driving Test, Road Users' Handbook, other teaching materials and training aids)

Location/s for session: (Route, location and environment appropriate for topic and the learner's level of skill)

Strengths and Development (Complete at the end of lesson)

Identify student strengths:

Identify areas for further development: (Instructor tip: focus on one or two key issues)

My strengths and areas for development have been explained to me.

Student signature

Instructor signature

This form complies with the reporting requirement of the Driving Instructors Regulation 2009

Note: Instructors may use a prepared lesson plan

When a prepared lesson plan is used, this page does not require completion. Instructors must retain prepared lesson plans for audit purposes.

Introduction *(Complete prior to start of lesson)*

Learning goals to be covered during the lesson: *(Learning goals are to be taken from the Learner driver log book)*

Reasons for learning: *(ie. improved safety, legal requirement, etc)*

Main Body *(Complete prior to start of lesson)*

Explain key points: *(Instructor tip: focus on three to five key points)*

Instructor demonstration: *(Instructor tip: normal speed, slow speed, together)*

Student practice: *(Instructor tip: start in simple context and progress to more complicated)*

Feedback to student: *(Instructor tip: immediate, positive feedback, address key issues)*

Revision *(Complete prior to start of lesson)*

Recap key points: *(Instructor tip: emphasise key points with no introduction of new concepts)*

Comments
