



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 time
 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 User 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

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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
