Instructor preparation checklist

Lesson / session: _____ Learner or group: _____

Site: _____ Completed by: _____ Date completed: _____

Procedure reference / version: _____

D = done A = action needed N = not applicable with reason

Check or action	D A N	Time / initials	Evidence or follow-up
Confirm the objective and exact Workbook evidence requirement.			
Review previous observations and choose one practice priority.			
Confirm equipment availability and current operating instructions.			
Check ingredient labels, restrictions and preparation controls.			
Prepare clean tools, scales, thermometer and records as needed.			
Agree the time and consumable allowances and waste route.			
Agree accessibility arrangements and a clear demonstration view.			
Plan safe scenarios and stopping rules; identify theory-only work.			
Prepare observation records and separate coaching from assessment.			
Add a site or lesson task: _____			

After the lesson, record what was independently demonstrated, any prompts, outstanding practical work and the next observation date.

Action / reason / evidence: _____

_____

Reviewed by / date: _____ Next action due: _____