Instructor lesson plan

Prepare the lesson around the existing Workbook evidence and the site’s approved procedures. This planning sheet does not change course requirements.

Instructor _____ Learner or group _____

Date _____ Session _____ Module _____ Record ID _____

Objective, references and completion standards

_____

_____

Prerequisite checks and site procedure

_____

Preparation, equipment, ingredients and time allowances

_____

_____

Lesson content, instructor actions and student practice

_____

_____

_____

Common errors, safety and assessment opportunities

_____

_____

Debrief, further practice and next assignment

_____

_____

May be copied for personal or in-house training. Keep completed learner records private.

Instructor observation record

Record what was observed and any prompts given. Circle the support, setting and evidence status. Reference the applicable Workbook criterion and original record. This is not the final assessment or a certificate.

Instructor _____ Learner or group _____

Date _____ Session _____ Module _____ Record ID _____

Criterion and required evidence reference

_____

Support: Independent / Prompted or coached
Setting: Live task / Practical simulation / Written or verbal scenario

Observed action, measurements and result

_____

_____

_____

Prompts, corrections and equipment limitations

_____

_____

Applicable safety requirements and evidence

_____

_____

Feedback and agreed next practice

_____

_____

Evidence status: Observed / Partly observed / Not observed

Follow-up date _____ Supporting record _____

Instructor signature _____ Discussed with learner / date _____

For module scoring, use Workbook page 72. For final sign-off, use the repeated observations and all requirements on pages 106–113. A written answer or discussion-only simulation does not establish independent practical performance.

May be copied for personal or in-house training. Keep completed learner records private.

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: _____

Opening checklist

Opening date: _____ Bar / equipment: _____

Site: _____ Completed by: _____

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
Read the outgoing handoff and identify unresolved faults.			
Check equipment condition and follow the authorized start-up procedure.			
Check water supply and treatment status under the site procedure.			
Check ingredients, labels, storage records and assigned stock.			
Prepare clean tools, cloths, food-contact areas and waste route.			
Check scales, thermometer and timing convention as applicable.			
Confirm coffee identity, basket and the current written recipe.			
Weigh and check the first dose; record the first recipe result.			
Confirm ingredient restrictions, decaf controls and handoff roles.			
Add a site opening task: _____			

Record warm-up separately from active setup. Equipment ready time: _____ Active setup time: _____ Person notified of unresolved issue: _____

Action / reason / evidence: _____

_____

Reviewed by / date: _____ Next action due: _____

Cleaning checklist

Equipment / task: _____ Product: _____

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 task is due and within the operator's authority.			
Locate the current model-specific procedure and product instructions.			
Check compatibility, dilution, contact time and protective measures.			
Follow required cooling, isolation and pressure-release steps.			
Protect ingredients and separate cleaning materials from food.			
Complete the authorized cleaning sequence and required rinsing.			
Clean food-contact tools and surfaces under the site procedure.			
Inspect for residue, damage or unresolved faults and report findings.			
Complete required return-to-service checks with the authorized person.			
Add a site cleaning task: _____			

Fault / restriction: _____ Action owner: _____ Return to service authorized by / time, if required: _____

Action / reason / evidence: _____

_____

Reviewed by / date: _____ Next action due: _____

Closing and handoff checklist

Closing date / shift: _____ Station: _____

Site: _____ Completed by: _____

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
Complete final orders and reconcile outstanding service issues.					
Handle ingredients, assigned discards and dated records as required.					
Complete due equipment cleaning and record the procedure used.					
Complete authorized shutdown; secure equipment under instructions.					
Clean tools and food-contact surfaces; store them appropriately.					
Complete waste handling and leave the working route clear.					
Record stock needs and supplies required for the next shift.					
Record current recipe, setting changes and supporting measurements.					
List unresolved faults, restrictions, action owners and next checks.					
Add a site closing task: _____					

Handoff recipient: _____ Time acknowledged: _____ Next check / owner: _____

Action / reason / evidence: _____

_____

Reviewed by / date: _____ Next action due: _____