

EMLS Module Delivery Checklist

Prepare, deliver, verify and close a learning session

Document type	Practical delivery support download
Use status	Customer-facing guidance - not a legal, clinical or accreditation document
Version	v0.1 draft for EMLS webpage
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Purpose

Give facilitators a single operational checklist for module delivery from setup through close-out.

This guide is designed to support safe, accessible and consistent facilitation. It should be adapted to the participant group, site context and approved EduLinked materials in use.

1. Prepare

Done	Item	Minimum standard
<input type="checkbox"/>	Module confirmed	Approved module, objective and materials are identified.
<input type="checkbox"/>	Participant profile checked	Known access needs, communication preferences and support risks are reviewed.
<input type="checkbox"/>	Evidence method chosen	Decide how completion will be shown: observation, artefact, photo, checklist, reflection or facilitator note.
<input type="checkbox"/>	Space prepared	Room, table, sensory and movement access checked.
<input type="checkbox"/>	Fallback plan set	Shortened version, break option or alternate response mode is ready.

2. Deliver

Done	Item	Minimum standard
<input type="checkbox"/>	Welcome	Explain the activity, choices and pause options.
<input type="checkbox"/>	Model	Show the task or station before expecting participant response.
<input type="checkbox"/>	Prompt	Use the least intrusive prompt that still supports success.
<input type="checkbox"/>	Observe	Notice engagement, access barriers, regulation and communication.
<input type="checkbox"/>	Adjust	Change pace, modality, grouping or environmental load as needed.

3. Verify

Done	Item	Minimum standard
<input type="checkbox"/>	Evidence captured	Record only the agreed evidence needed for completion.
<input type="checkbox"/>	Participant voice included	Include participant reflection, preference, choice or demonstrated response where possible.
<input type="checkbox"/>	Support noted	Record support level without deficit language.
<input type="checkbox"/>	Outcome checked	Confirm what was completed, partially completed or deferred.
<input type="checkbox"/>	Data handled safely	Store notes, images or artefacts according to the site process.

4. Close

Done	Item	Minimum standard
<input type="checkbox"/>	Transition	Signal the end and provide time to pack down or regulate.
<input type="checkbox"/>	Next step	Explain what happens after the session.
<input type="checkbox"/>	Issue noted	Log access, safeguarding, incident or quality concern if needed.
<input type="checkbox"/>	Materials reset	Return cards, handbooks and equipment to the correct set.
<input type="checkbox"/>	Facilitator reflection	Note one thing that worked and one improvement for next time.

Session record

Field	Notes
Date / site	
Module	
Facilitator	
Participants / group	
Evidence location	
Follow-up required	