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Your tasks:

* **Everyone**: to continue with **Assignment S4**, to include the **Scheme of Work, Course Plan and Student Course Evaluation Form**. Please complete this just as soon as possible to give you time to **complete the detailed lesson plan** based on one of the weeks of the course plan. If you want me to check you are proceding in the right way you are very welcome to send me your work before it is completed.

Please also consider when you might potentially arrange to do your **Assessed Class Teaching Practice** (ACT), for instance if you are already teaching when and where might be a class be arranged? Is there a class you attend or a teacher you can approach to borrow a class and if so when and where might this be done? **Your ACT will need to be done by mid June** so please think ahead and remember to do this you will need to have already had your Scheme of Work, Course Plan and Course Evaluation Form passed, and you will also have to complete your detailed lesson plan for the ACT class and had this passed. It will be good to have a date for your ACT to be arranged so you can work towards this date - giving plenty of time for it all to be marked and passed!

* **Everyone** to check on your teaching hours where you will need 15 hours of teaching in total and written this up on the teaching hours log to hand in. This can include your ACT as well and must relate to adult group classes taught. Another copy is attached of the log.
* **Everyone** to make sure that their Record of Events Attended and Record of Classes Attended is being completed so you can hand them in June, copies of these forms are on the website under ‘Supporting Documents’.
* **Everyone carefully read through all of your handouts from the meeting:** making any pertinent notes if needed. File all handouts and notes away being as organized as you can right from the beginning!!
* Finally, a reminder that in April the final Certificate course fees of £531.21 are due but please do not pay these before 1st April.
* I look forward to seeing you again on **10th April.**

Our website is at [www.yoga-ayurveda.co.uk](http://www.yoga-ayurveda.co.uk) and your password is Shiva.

Remember you are free to contact me at home if you have any questions at all, although emailing me is always best whenever possible.

Yr Ogof

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