

# Lesson Plan versus NERC Individual Learning Activity

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## Lesson Plan

A lesson plan is a tool for instructors to ensure that their course is well-structured and focused on achieving specific educational goals. It serves as a roadmap for instructors or backup instructors to deliver the course. Key components typically found in a lesson plan include:

1. **Lesson Title:** A descriptive title that briefly summarizes the content.
2. **Objective(s):** Clear and specific statements of what the learners should be able to know or do by the end of the lesson.
3. **Duration:** The estimated time needed for the entire lesson, including each section or action.
4. **Prerequisites:** Any prior knowledge, skills or courses a learner should have before starting the lesson.
5. **Instructional Sequence:** An outline of what will be trained and how it will be taught. This section may include:
  - a. **Introduction:** Conveys the intent and the importance of the class.
  - b. **Content Presentation:** How the main content will be delivered, such as through lectures, discussions, demonstrations, or multimedia.
  - c. **Activities and Exercises:** Specific tasks or exercises that learners will complete to practice and apply the knowledge or skills being instructed in the course.
  - d. **Questions and Discussion Prompts:** Questions, discussion topics, or prompts to encourage engagement and critical thinking.
  - e. **Closure:** A summary or conclusion that reinforces key points and links back to the Objectives.
6. **Assessment:** The assessment method and criteria.

**Note:** All lesson plans are required to undergo a documented review and approval process.<sup>1</sup>

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<sup>1</sup> [https://www.nerc.com/pa/Train/SysOpCert/System Operator Certification DL/CM Program Manual v1.1.pdf](https://www.nerc.com/pa/Train/SysOpCert/System%20Operator%20Certification%20DL/CM_Program_Manual_v1.1.pdf)

## **NERC Individual Learning Activity (ILA)**

A NERC ILA form captures key aspects of a course used to determine if it meets the criteria of the Credential Maintenance Program. Key components of an ILA form include:

1. **Course ID:** A unique identifier created for every course that begins with the Provider ID
2. **Course Title:** The title should provide readers with a brief, general description of the subject matter covered in the course.
3. **Initial Delivery Date:** Reference the Credential Maintenance Program Manual<sup>2</sup> for date restrictions and timelines
4. **Continuing Education Categories and Hours:** The number of Continuing Education Hours and type associated with the course.
5. **Learning Assessment Type:** How the course is assessed.
6. **Learning Objectives:** Clear and specific statements of what the students should be able to know or do by the end of the lesson.
7. **Learning Content Segment:** A brief description of the information being taught in each segment of the learning activity. This description must include the instructional method, the materials used in the course, how the learning objectives will be met and how the content supports the Bulk Electric System reliability and the responsibilities of the System Operator. Additionally, if the learning content segment is used to award Reliability Standard hours, the description must name the corresponding Reliability Standard and how they will be incorporated into the course.
8. **Course Topics:** Identification of the specific topics as listed in the System Operator Certification Program Manual, Appendix A, that relates to the course content.

## **Lesson Plan versus ILA**

While there may be some overlap between these two documents, a lesson plan and ILA form serve two distinct purposes. A lesson plan is a comprehensive roadmap for instructors that allows for consistent and repeatable course delivery while a NERC ILA form conveys how a course meets the requirements of the Credential Maintenance Program for approval purposes. As such, both are required.

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<sup>2</sup> [https://www.nerc.com/pa/Train/SysOpCert/System Operator Certification DL/CM\\_Program\\_Manual\\_v1.1.pdf](https://www.nerc.com/pa/Train/SysOpCert/System%20Operator%20Certification%20DL/CM_Program_Manual_v1.1.pdf)