



T Level Technical Qualification in Education and Early Years

Employer-set project (ESP)

Assisting Teaching

Pro-formas

v4.0: Specimen assessment materials
19 June 2023
603/5829/4

Internal reference: EAC-0002-02

Task 1 – Planning

The following forms are for use in Task 1.

- **1a** Intervention Plan
- **1b** Activity Plan

Note: The spaces provided below are **not** indicative of length of response required. However, you should consider how you will approach this Task with your response.

Task 1a – Intervention Plan

Copy this template to complete your Intervention plan

| | | | | |
|--|--|--|--|--------------------------|
| Child name | | Child's strengths and interests | | |
| Child Age | | Child's developmental needs | | |
| Setting | | | | |
| Area of development | Support strategies (your role/partnerships/communication) | Appropriate resources | Links to educational theory/concepts/pedagogy | Intended Outcomes |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| How will you track and monitor progress | | | | |

Task 1b – Activity Plan

Copy this template to complete your Activity plan

| | |
|--|--|
| Child's name | |
| Aims of activity | |
| Links to curriculum | |
| Links to educational theory, concepts and/or pedagogy | |
| Appropriate resources | |
| Support strategies (your role/partnerships/communication) | |
| Use of observation during the activity | |
| Hazards, Risks and controls | |
| Intended Outcomes | |

Task 2a – Peer discussion for activity planning

The following forms are for use in Task 2a.

- **2a (i)** Preparation for Peer Discussion
- **2a (ii)** Feedback from Peer Discussion.

Note: The spaces provided below are **not** indicative of length of response required. However, you should consider how you will approach this Task with your response.

Task 2a (i) – Preparation for Peer Discussion Form

Copy this table to provide individual feedback for each student within your group.

| | |
|-----------------------|--|
| Student name: | |
| Activity plan: | |
| Date: | |

| |
|---|
| State one aspect of the student's activity plan that you thought would work well and why. |
| |
| Prepare one question to ask about the student's activity plan. Your question should be about how and why they have designed the plan the way it is. |
| |
| Provide one example of how you feel the student's activity plan could be improved. |
| |

The Tutor must sign this piece of work for the purposes of validation.

| | |
|---------------------------|-------------------------|
| Student number: | Provider number: |
| | |
| Student name: | Tutor name: |
| | |
| Student signature: | Tutor signature: |
| | |

Task 2a (ii) – Feedback from Peer Discussion Form

Print out this form to allow completion of hand-written notes of the peer discussion. You may wish to increase the size of the spaces before printing.

Please ensure that your writing is legible and that the document is suitable for scanning so it can be made available as an electronic piece of evidence.

What your peers felt would work well in your activity plan and why.

Questions you were asked by your peers.

Examples of how your peers think that your activity plan could be improved.

Justification of feedback you have acted on and what you decided not to use.

Task 3 – Tutor discussion

Note: The spaces provided below are **not** indicative of length of response required. Consideration should be given to the time limit stated in the ‘Conditions of the assessment’ section of the Task.

You should consider the following areas when presenting and justifying your planned approach and activity plan. You may use the headings below or consider an alternative approach to setting out the details of your discussion points (ie presentation slides).

Key elements of your planned approach/intervention plan:

Details of your activity:

How your activity will support your planned approach:

Details of the review undertaken as a result of the peer discussion:

Once you have presented, your Tutor will ask you questions on the following areas:

- how your approach is informed by educational theories, concepts or pedagogies
- how your communication skills will support Ayesha’s progress
- how well you feel your planned approach and/or activity plan meets a specific element of the brief.

You can use this information to support your response to questions asked. You must ensure you are able to capture an audio recording to submit as evidence.

Task 4 – Reflective account

Note: The spaces provided below are **not** indicative of length of response required. Consideration should be given to the time limit stated in the 'Conditions of the assessment' section of the Task.

You should consider the following areas when completing this Task:

- how well you felt that you conveyed your planned approach and activity plan in your presentation, including questions answered
- how well you feel, since completing Task 1, that you will meet the anticipated outcomes of your approach
- how you would improve any element of your work, including working collaboratively with peers, for future practice

Document information

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Owner: Head of Assessment Design

Change History Record

| Version | Description of change | Approval | Date of Issue |
|---------|--|-----------|-------------------|
| v1.0 | Published draft version | | April 2020 |
| v2.0 | Published final version | | 01 September 2020 |
| v3.0 | T Level branding updated | | December 2020 |
| v3.1 | Version, branding and formatting final updates. | | February 2021 |
| v3.2 | Pro forma for Task 1 added following provider feedback | | March 2021 |
| v3.3 | NCFE rebrand. | | September 2021 |
| v4.0 | Annual review 2023: Name changed to Education and Early Years | June 2023 | 19 June 2023 |