



T Level Technical Qualification in Education and Early Years (Level 3) QN:610/5748/4

Employer set project (ESP)

Early Years Educator

Task 1 – pro-formas

v1.1: Additional sample material
31 October 2025

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Early Years Educator

Pro-formas

Task 1: planning

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Task 1 – planning

The following forms are for use in task 1:

- Pro-forma A – early support plan
- Pro-forma B – activity plan

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

SAMPLE

Task 1 (a): Pro-forma A – early support plan

Use this template to complete your early support plan.

Child's name		Child's strengths and interests	
Child's age		Child's developmental needs	
Setting			

Area of development	Support strategies	Appropriate resources and / or techniques	Links to educational theory / concepts / pedagogy	Intended outcomes
	your role partnerships – ways to work with parents, practitioners and specialists to enhance learning opportunities and meet the child's support and development needs building upon diagnostic and formative assessment information communication – appropriate communication strategies to use with the child			

How progress will be tracked and monitored towards their 6-week summative review.

Task 1 (b): Pro-forma B – activity plan

Use this template to complete your activity plan.

Child's name	
Aims of activity	
Links to wider curriculum and the child's development	
Links to teaching and learning strategies and / or educational theory / concepts / pedagogy	
Appropriate resources	
Support strategies: • your role • partnerships – ways to work with parents, practitioners and specialists to prepare for the activity. • communication – the instructions to be given to the child to ensure understanding and engagement in the activity.	
Use of formative assessment (such as observation opportunities) during the activity. You must consider: • how the diagnostic assessment	

(individual progress review) has contributed to your planning. • how this formative assessment may inform summative assessment (at the 6-week review). • why it is important to follow policy and procedure when recording information during observation. • how to ensure observations are valid and reliable. • how observation will support developmental progress, feedback and next steps, such as statutory national assessments, including any further intervention and future partnership working with colleagues, the family and other professionals.	
Benchmarking and expectations of standards in children's learning and development: • how the activity plan may contribute to raising standards in expectations in this area of learning or development (benchmarking).	
Hazards, risks and controls	

Intended outcomes	
The following two boxes are to be completed as part of task 2 (c): reflection upon peer feedback. Do NOT complete as part of task 1 (b).	
Identify and justify the changes you have made to your activity plan in light of the feedback received	
Identify and justify the feedback that you have not acted upon and why	

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