



# T Level Technical Qualification in Education and Early Years

**Employer set project (ESP)**  
**Early Years Educator**

Pro-formas

V2.1: Additional sample materials  
16 November 2023  
603/5829/4

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## Task 1 – planning

The following forms are for use in task 1:

- 1(a) early support plan
- 1(b) 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.

SAMPLE

## Task 1(a) – early support plan

Copy this template to complete your early support plan

<b>Child name</b>		<b>Child's strengths and interests</b>		
<b>Child age</b>		<b>Child's developmental needs</b>		
<b>Setting</b>				
<b>Area of development</b>	<b>Support strategies (your role/partnerships/communication)</b>	<b>Appropriate resources</b>	<b>Links to educational theory/concepts/pedagogy</b>	<b>Intended outcomes</b>
<b>How progress will be tracked and monitored</b>				

## Task 1(b) – activity plan

Copy this template to complete your activity plan

<b>Child's name</b>	
<b>Aims of activity</b>	
<b>Links to curriculum</b>	
<b>Links to educational theory, concepts and/or pedagogy</b>	
<b>Appropriate resources</b>	
<b>Support strategies (your role/partnerships/communication)</b>	
<b>Use of observation during the activity</b>	
<b>Hazards, risks and controls</b>	
<b>Intended outcomes</b>	

## Task 2(a) – peer discussion for activity planning

The following forms are for use in task 2(a):

- **2(a)(i)** preparation for peer discussion
- **2(a)(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.

SAMPLE

## Task 2(a)(i) – preparation for peer discussion form

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

<b>Student name:</b>	
<b>Activity plan:</b>	
<b>Date:</b>	

State <b>one</b> aspect of the student's activity plan that you thought would work well and why.
Prepare <b>one</b> 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 <b>one</b> 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.

<b>Student number:</b>	<b>Provider number:</b>
<b>Student name:</b>	<b>Tutor name:</b>
<b>Student signature:</b>	<b>Tutor signature:</b>



## 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 (for example, presentation slides).

### Key elements of your planned approach/early support 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 and selected resource will support the child'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 space provided below is **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 intended outcomes of your approach
- how you would improve any element of your work, including working collaboratively with peers, for future practice



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Owner: Head of Assessment Design

## Change history record

Version	Description of change	Date of approval	Date of issue
1.0	Produced to support Summer 2021 teacher assessed grades		April 2021
1.1	NCFE Rebrand		December 2021
v2.0	Annual review 2023: Name changed to Education and Early Years	June 2023	19 June 2023
v2.1	Sample added as watermark	November 2023	16 November 2023