

**Highfield Level 5 End-Point Assessment for  
ST0551 Early Years Lead Practitioner  
Observation Session Plan Form**

<b>Apprentice Name:</b>	
<b>Training Provider:</b>	
<b>Employer:</b>	

**Observation Session Plan**

<b>Chosen activity to be observed</b>	
<b>“What” opportunities and experiences will be supported (outline of learning focus)</b>	
<b>“Who” is involved (i.e., number of children/children’s profiles/parents/guardians/colleagues)</b>	
<b>“Why” these areas of focus for learning have been selected (i.e., how it provides the apprentice the opportunity to provide coverage of the KSBs)</b>	

<b>“When” it will occur (i.e., scheduled date/time)</b>	
<b>“How” the session will be supported (i.e., the probable skills and approaches that the apprentice will use to support and extend the children’s learning)</b>	
<b>“Where” it will begin (i.e., indoors/outdoors)</b>	

**Employer Declaration**

*I confirm that the observation session plan outlined above provides the apprentice with the opportunity to cover all criteria in the standard, applicable to the observation.*

<b>Employer representative name:</b>			
<b>Employer signature:</b>		<b>Date:</b>	