

Assessment Response Planner (RTO-Friendly)

(For CHCECE and Education Support Units – Align responses with frameworks and authentic examples)

Use this planner to unpack written assessment tasks or project questions. It helps you connect your answers to the National Quality Framework (NQF), Early Years Learning Framework (EYLF), and workplace practice. Use dot points and real examples from your service or placement.

Assessment Task Details

Unit Code / Title:	
Assessment Task Name:	
Due Date:	

1. Understanding the Question

- Highlight key verbs (e.g., explain, describe, outline, evaluate)
- Identify what framework or topic area it relates to
- Note if examples or workplace evidence are required

Summary of what the question is asking:

2. Link to Frameworks

Which framework outcomes or quality areas relate to this question? Include both EYLF and NQS references where possible.

Example:

EYLF V2.0 – Outcome 1 – Identity – Supports children’s sense of belonging and confidence _____

3. Authentic Service Example

Describe how this question or concept appears in your workplace or placement setting. Mention children’s learning experiences, routines, or policies that relate.

Example:

“At morning group time, educators encourage turn-taking by using a talking stick. This supports communication skills and positive peer relationships.”

4. Draft Your Response

Use this space to plan or outline your written answer. Organise your thoughts into clear points before writing in full.

Key points to include:

- Framework links
- Rationale or theory
- Example from practice
- Reflection or evaluation

Draft Notes:

5. Reflection and Review

After completing your assessment, reflect on how well your response connects theory to practice. What did you learn, and how could you apply it in your work?

Reflection:
