HM Government

Administrative Support Guide

T Level Technical Qualification in Craft and Design

Employer Set Project

Assessment Series: Autumn and Summer

Pearson

Contents

Employer Set Project Specific Information

This assessment contains:

Material	Level of supervision and control	Dispatch Method
Task 1a: Research notes	Supervised, medium control: 3 hours	Secure web release
Task 1b: Research report	Supervised, medium control: 2 hours	Secure web release
Task 2a: Digital portfolio	Supervised, medium control: 3 hours	Secure web release
Task 2b: Create a presentation	Supervised, medium control: 2 hours	Secure web release
Task 2c: Present design ideas	Supervised, medium control: 30 minutes	Secure web release
Task 3: Final design	Supervised, high control: 6 hours	Secure web release
Task 4: Group collaboration	Supervised, medium control: 1.5 hours	Secure web release
Task 5: Reflective review	Supervised, high control: 1.5 hours	Secure web release

The release dates and assessment windows can be found on the **Key Date Schedule**.

Materials given to Providers:

Task	Materials Provided
Task 1	• Task 1A Task Booklet • Task 1B Task Booklet
Task 2	• Task 2A Task Booklet • Task 2B Task Booklet • Task 2C Task Booklet
Task 3	• Task 3 Task Booklet • Task 3 Gantt Chart Template
Task 4	• Task 4 Task Booklet • The Project Brief Booklet • A non-editable digital copy of the final design and project planning document submitted for the Task 3 window
Task 5	• Task 5 Task Booklet

Secure material will be released on our website **here**

Supervised conditions and control definitions:

All the tasks in this Employer Set Project are to be sat under supervised conditions with **high** or **medium** control.

Supervised Conditions	
Authenticity	• Students complete work under direct supervision • Students are within direct sight of the supervisor(s) throughout the assessment
Time	• Students have a limited amount of time in which to complete all work; the duration is specified by Pearson
Resource	• Permitted resources are clearly specified on the Task paper • The Provider must ensure students only have access to the materials and resources as defined in the Task paper • Display materials that might help must be removed or covered

Collaboration	• Students complete their work independently; there is no interaction with other students
Feedback	• There must be no assistance of any description provided to the student during the assessment

High control supervised conditions: This is the completion of assessment in formal invigilated examination conditions as directed by the JCQ ICE Guidance.

Medium control supervised conditions: Supervision can be done by the teacher. Medium controlled supervised conditions **may** allow students to access resources, prepared notes, or the internet to help them complete the Task.

Students may access online software during the assessment. However, Providers must isolate access to the software to ensure students do not have access to any other area of the internet in tasks where internet use is not permitted.

Providers must put appropriate monitoring in place to ensure students only use blank templates and can only access their work during the supervised assessment sessions.

Use of the Internet:

For some Tasks students are allowed access to the internet. Where this is permitted, it will be clearly noted on the assessment documentation.

When using the internet students **must not**:

- Share their work with others
- Transfer any work relating to the Tasks to external sources including (but not limited to):
    - Personal cloud-based file storage
    - Community knowledge bases, discussion groups, social media or any other website
    - Removable storage media

Authenticity of work:

Providers should submit evidence that enables their students to be assessed against the assessment criteria. Providers must ensure that all materials can be identified as the student's own work. Group work or collaboration is permitted; however, students must produce their own independent responses and evidence.

Any sources of information, ideas, text, audio and/or visual assets created by others or artificial intelligence (AI) that students include in their work must be clearly identified and referenced including the source of the material.

Using generative AI without acknowledgement may have an impact on authenticity of the outcome, so use of AI must always be acknowledged.

Using the work of others as your own or without proper acknowledgement is considered plagiarism and can result in disqualification from the assessment.

Student work and all materials provided must be always kept securely.

Acknowledging AI use:

Pearson are aware of the continued dynamics surrounding the use of AI and particularly in response to our Assessments. We will continue to monitor this and where conditions for its use/non-use in our assessments are not explicitly stated, we encourage Providers to follow **JCQ guidance**.

Before the assessment:

Providers must ensure that:

- They have read the instructions for delivery provided on the live assessment material, as well as any publication or communication from Pearson, to ensure you have the most relevant guidance to deliver this unit.

- They have understood the delivery of the assessment and read **General Administrative Support Guide** .
- They do not discuss the details of the assessment content with students.
- Students have been registered onto the correct course and entered for the correct assessment and series.
- Students due to sit the assessment are made aware of the timetabled sessions for the preparatory work and the supervised assessment.
- The materials for each Task/Activity must be kept secure until the start of the assessment session for the Task/Activity scheduled by the Provider.
- In advance of the scheduled assessment the Provider will need to organise the specified materials and resources for the assessment.

The Assessment Window:

Below is an example of the assessment schedule for the Employer Set Project.

The Employer Set Project takes place in a window set by Pearson over two and a half weeks. Providers must manage the administration of each Task during the window.

In this example, Tasks that require more than 3 hours are given more than one session. Also, there are days with no Tasks scheduled to allow for contingencies, for example Task 2C which is a recorded presentation that may require more than one day, depending on the size of your cohort.

Week	Mon	Tues	Wed	Thurs	Fri
Week 1			Release to students Task 1 (session 1)	Task 1 (session 2)	
Week 2	Task 2a	Task 2b		Task 2c	
Week 3	Task 3 (session 1)	Task 3 (session 2)	Task 4	Task 5	

During the assessment:
To maintain security during the formal assessment period:

- The assessment areas must only be accessible to the individual student and named members of staff.
- Students can only access their work under supervision.
- All student work must be kept secure.
- During any permitted break, materials must be kept securely and no items removed from the supervised environment.
- Students are permitted to have access to the internet during **some** of the supervised assessment periods and this is specified within each Task description in this document

Attendance Register

The attendance register is accessed online and available to Providers with their OneDrive link that they will get 48 hours before Task 1 submission deadline. This will be sent to Providers via **email**.

If a student is absent or has been withdrawn from the assessment, you must mark the student

as 'Absent' on the attendance register. All students who complete work should be marked as 'Present'.

If a student is absent from a Task, you must mark them as 'Absent' to indicate that they did not complete that part of the assessment.

Set Tasks

For all tasks in the Employer Set Project:

- Students **must** complete **all** Tasks as directed by the Set Task Booklet.
- Students **must** read the assessment information carefully and plan their time.
- Students **must** have access to a computer with appropriate software.
- Students **must** work independently and should not share their work with other students unless it states otherwise in the instructions in the Set Task Booklet.
- Students **must** have access to the Project Brief Booklet throughout the Employer Set Project supervised sessions.
- Students may ask their teacher for support if they have questions about the Task requirements, the evidence they need to produce or the resources they can access.
- If work is created using specialist software, files should be saved in a universal and accessible format that does not require specialist software, such as PDF, JPEG, MP3 or MP4.
- Providers are responsible for selecting the software available to students. It is recommended that students have access to the same software they used during the teaching and learning of the core content, as they will be familiar with using that software to communicate their ideas.

Photography

- All non-digital evidence produced by students must be digitised and transmitted using the provider's scanners, cameras, or devices to ensure security.
- Any suitable device may be used to capture assessment evidence.
- It is expected that tutors will oversee the photography of students' work, tutors will be permitted to assist or direct students as appropriate to ensure photographs taken care of the correct quality.
- If necessary, students may benefit from participation in workshops to support best practice in taking photos and uploading photographs to relevant digital platforms.
- Students must photographically record their evidence of assessment outcomes from each Activity and upload this to their Digital portfolio folder at the end of each Activity.
- In addition to the photographic record within the Digital Portfolio, all photographs taken during the assessment must be saved in a separate folder within the Digital Portfolio folder and kept securely.

Suggested practice:

- Providers must set up individual user profiles for each Task that are only accessible to students during the supervised sessions for that Task, and that should be locked at the end of the supervised sessions for each Task and no longer accessible to students.

- The user areas should be archived for each student.

- Each student's zip file should be named as directed by the instructions in the Set Task Booklet.

The Project Brief Booklet:

- The Project Brief Booklet contains the Employer Set Project briefs for the pathways Ceramics Maker, Furniture Maker, Jewellery Maker, and Textiles and Fashion Maker.

- Students **must** use the project brief that relates to their selected pathway.

- Students **must** have access to the Project Brief Booklet throughout the supervised sessions.
- The Project Brief will change every series

Task 1a

For the Task:

- Students **must** complete all the Task.
- Students **must** complete the Task in 3 hours.
- Students **must** complete the Task in **supervised conditions** under **medium control**.
- Students **are permitted** access to the internet.
- Students **must** submit all research notes at the end of Task 1a for use in Task 1b.
- There is no restriction on the number of pages, font sizes, or the nature of the notes that students make.
- Students should save a folder of all images taken (that are uploaded to the template) and keep securely.

In Task 1a students are to undertake secondary research to support their understanding of the client requirements and to assist in the generation of design ideas. The outcomes of Task 1a are **not** directly assessed but will support students with the rest of the Tasks in the Employer Set Project.

This will always be a research Task. However, students will be directed to use secondary sources to research different contexts every series.

For this Task students need access to:

- A PC (per student) with Word processing software and internet
- Project Brief Booklet
- Set Task Booklet (Task 1a)

Submitting Task 1a:

At the end of the session, Students must:

- Submit all research notes either electronically as a PDF or paper based and then photographed or scanned.
- Use the naming conventions detailed on the Set Task Brief.

Note: Students must **not** make any further changes to the outcomes for this Task once it has concluded.

At the end of the session, the Provider must:

- Copy all student files to a secure area ready for submission to Pearson.
- Submit the Task 1a outcomes by the submission deadline given.
- Retain a copy of the students' research notes for use in Task 1b.

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Task 1b

For the Task:

- Students should complete this Task under **medium** supervised conditions.
- Students **are permitted** access to the internet during this Task.
- Students must complete the Task in **2 supervised hours.**
- Students should save a folder of all images taken (that are uploaded to the template) and keep them until moderation by Pearson.

In Task 1B students will produce a research report of approximately 1000-1200 words.
This is split into two sections:

- Part A (a rationale of the chosen sources) and
- Part B (an explanation of how the research findings will inform the generation of ideas).

Students must list the range of secondary sources used to conduct their research. Students must consider the appropriateness, reliability, and validity of the sources they have selected.

Although this Task will remain the same, the context will change for every series.

For this Task students need access to:

- A PC (per student) with Word processing and/or desktop publishing.software and internet
- Set Task Booklet (Task 1b)
- Project Brief Booklet
- A non-editable digital copy of the research notes submitted for Task 1a

Submitting Task 1b:

At the end of the session, Students should:

- Submit a research report saved in PDF format.
- Use the naming conventions detailed in the Set Task Booklet.

Note: Students must **not** make any further changes to the outcomes for this Task once it has concluded.

At the end of the session, the Provider should:

- Copy all student files to a secure area ready for submission to Pearson.
- Submit these versions of Task 1b outcomes by the submission deadline given.

Task 2a

For the Task:

- Students must complete all the Task.
- Students must complete the Task in **3 supervised hours**
- Students must complete the Task in **supervised conditions** under **medium control**.
- Students **are permitted** access to the internet.
- The Task is split into two parts:

Part A:

- Students must compile a portfolio to document the generation and development of their design ideas.
- Design boards can be created by hand and/or created digitally.
- Design boards created by hand **must** be photographed or scanned for submission and information must be clearly presented and be digitised.

While practical making or physical resources are not required, they can be used for the creation of the design board. If students choose to physically make work, they will need the basic materials listed from the OS resource list.

Part B:

- Students must write a justification for their choice of designs.

The final portfolio must be structured into Part A and B.

All non-digital work must be photographed or scanned for submission.

For this Task Students will need access to:

- A non-editable copy of the materials submitted for Task 1a.
- Students may refer to the Task booklets from previous tasks if needed.
- A PC (per student) with Word processing software and software for creating design boards.
- Project Brief Booklet.
- Set Task Booklet (Task 2a).

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Submitting Task 2a:

At the end of the session, Students must:

- Submit a digital portfolio containing evidence of design boards and a supporting PDF document with justifications
- Use the naming conventions detailed in the Set Task Booklet.

Note: Students must **not** make any further changes to the outcomes for this Task once it has concluded.

At the end of the session, the Provider must:

- Copy all student files to a secure area ready for submission to Pearson.
- Submit the Task 2a outcomes by the submission deadline given.

Suggested practice:

Part A:

- Design boards can be created by hand and/or created digitally.
- Students can use various design tools and media to construct their design boards, for example: collage, mixed media.

Part B:

- Students must provide a rationale for their ideas (approximately 500-750 words) justifying their choice of designs and how they have met the aims of the brief, client core values and appeal to the target audience.
- The outcome should be submitted digitally, in a single PDF.

Task 2b

For the Task:

- Students **must** complete all the Task.
- Students **must** complete the Task in 2 hours
- Students **must** complete the Task in **supervised conditions** under **medium control**.
- Students **are permitted** access to the internet.
- Students **must** have access to presentation software. It is recommended that students have access to the same software they used during the teaching and learning of the core content, as they will be familiar with using that software to communicate their ideas.

For this Task students need access to:

- A PC (per student) with software to compile their presentation and internet
- Project Brief Booklet.
- Set Task Booklet (Task 2b)
- A non-editable digital copy of the research report submitted for Task 1b
- A non-editable digital copy of the digital portfolio submitted for Task 2a

Submitting Task 2b:

At the end of the session, Students must:

- Submit the digital presentation including speaker notes saved in PDF format.
- Use the naming conventions detailed in the Set Task Booklet.

Note: Students must **not** make any further changes to the outcomes for this Task once it has concluded.

At the end of the session, the Provider must:

- Copy all student files to a secure area ready for submission to Pearson.
- Submit the Task 2b outcomes by the submission deadline given.

Suggested practice:

When compiling the digital presentation, students should make effective use of tools and techniques for producing a presentation, including:

- techniques for creating an engaging and accessible slide deck
- the features of the presentation software.

Task 2c

For the Task:

- Students **must** complete all the Task.
- Students **must** complete the Task in 30 minutes.
- Students **must** complete the Task in **supervised conditions** under **medium control**.
- Students **are permitted** access to the internet.
- Providers **must** schedule the presentations within the assessment window.

In Task 2c, students must deliver the presentation created in Task 2b to the client. The teacher or assessor plays the role of the client.

- Students are allowed **up to a maximum of 20 minutes** to prepare for their presentation. They do not have to use the full 20 minutes.
- Preparation **must** be supervised by the teacher.
- Students are allowed **up to 10 minutes** to deliver the presentation to the client.
- The presentation must be recorded, as either:
    - An unedited digital video recording of the live presentation
    - A screencast recording with audio voiceover captured during the presentation
- If recorded as video of live presentation, Providers must make sure the student can be clearly seen and heard.
- Students **must** introduce themselves at the start of the recording (name and student ID number).
- Students must **not** deliver their presentation to an audience or other students, other than the teacher or assessor representing the client.
- Feedback must **not** be provided, and students must not be questioned or prompted.

For this Task students need access to:

- Project Brief Booklet
- Task 2c Booklet
- A non-editable copy of the digital presentation and speaker notes submitted for Task 2b
- The relevant resources required to deliver their presentation

For this Task the Provider must have access to:
- A camera, with sound, to record the students' presentations. A tripod is recommended to secure the camera onto so the image quality is better and cuts out any potential shaky footage.

Submitting Task 2c:
This must be an unedited digital video recording of the live presentation.

At the end of the session, Providers must:
- Save the digital recording (MP4 format) to a secure area ready for submission to Pearson using the naming convention detailed in the Set Task Booklet.
- Make sure the students introduce themselves at the start of the recording (name and student ID number).
- Submit the Task 2c outcomes by the submission deadline given.

Task 3

For the Task:

- Students must complete all the Task.
- Students must complete the Task in 6 hours.
- Students must complete the Task in **supervised conditions** under **high control**.
- Students **are not permitted** access to the internet.
- Each supervised session should not exceed 3 hours.
- The Task is split into two parts:

Part A:

- Students must produce a final design proposal in the form of a design board.

- Design boards can be created by hand and/or created digitally/
- Design boards created by hand must be photographed or scanned for submission and information must be clearly presented and be digitised.

While practical making or physical resources are not required, they can be used for the creation of the design board. If students choose to physically make work, they will need the basic materials listed from the OS resource list.

Part B:

Students produce a Gantt Chart/project plan using an appropriate project management document.

All non-digital work must be photographed or scanned for submission.

For this Task students need access to:

- Project Brief Booklet
- Task 3 Booklet
- Appropriate software/mixed media to create the final design board as specified in the Set Task Booklet.
- Example Gantt Chart template provided by Pearson
- Appropriate time management planning software
- Calculator/spreadsheet software to support their calculations
- A non-editable digital copy of the digital portfolio submitted for Task 2a

Submitting Task 3:

At the end of the session, Students should:

- Submit a final design, a PDF document containing a report and a completed Task 3: Gantt chart template or alternative project planning document.
- Use the naming conventions detailed in the Task Booklet.

Note: Students must **not** make any further changes to the outcomes for this Task once it has concluded.

At the end of the session, the Provider should:

- Copy all student files to a secure area ready for submission to Pearson.
- Submit the Task 3 outcomes by the submission deadline given.

Suggested practice:

Part A:

- Students can use various design tools and media to communicate their design, for example: collage, 3D models using any suitable media, digital designs etc. All 3D work must be photographed and included on the final design board.

- The final design will be submitted as a printed document. Marks are not awarded for the quality of the printed document but for the effective communication of the final design.

Part B:

- An appropriate time management planning document must be used for Task 3b. An example Gantt Chart template has been provided should students wish to use this as a template for their planning.

Task 4

For the Task:

- Students **must** complete all the Task.
- Students **must** complete the Task in 1 hour and 30 minutes.
- Students **must** complete this Task in **supervised conditions** under **medium control**.
- Students **are permitted** access to the internet.

Students have a maximum of **30 minutes** for a group discussion and **60 minutes** to independently write their report.

- Collaboration with other students is permitted during the 30-minute group discussion.
- Students must be in groups of 2 or 3 for the group discussion. The teacher/assessor must decide how the students are grouped.
- If there is a cohort of one, then appropriate students must be selected to take part in the group discussion.
- Prior to the group discussion, the teacher/assessor must ensure the students understand what they are discussing (as stated in the Set Task Booklet). However, once the group discussion is underway, the teacher/assessor must not have any involvement in the Task, other than to ensure the 30-minute timing is met.
- The group discussion does **not** have to be recorded.
- Students can take notes during the group discussion to support the writing of their individual report.
- After the group discussion, students **must work independently** to produce their own responses to the activities. They must not communicate or share their work with other students during the 60-minute.
- The report should be approximately 800-1000 words.

For this Task students need access to:

- A PC (per student) with Word processing software and internet
- Project Brief Booklet
- Set Task Booklet (Task 4)
- A non-editable digital copy of the final design and project planning document submitted for Task 3

Submitting Task 4:

At the end of the session, Students must:

- Submit an individual report saved in PDF format.
- Use the naming conventions detailed in the Set Task Booklet

Note: Students must **not** make any further changes to the outcomes for this Task once it has concluded.

At the end of the session, the Provider must:

- Copy all student files to a secure area ready for submission to Pearson.
- Submit the Task 4 outcomes by the submission deadline given.

Task 5

For the Task:
- Students **must** complete all the Task.
- Students **must** complete the Task in **1 hour and 30 minutes**.
- Students **must** complete the Task in **supervised conditions** under **high control.**
- Students **are not permitted** access to the internet.
- Students **must work independently** and must not share work with other students.

Task 5 is a reflective review of the project. The reflective review should be approximately 800-1000 words.

For this Task students need access to:
- A PC (per student) with Word processing software and internet.
- Project Brief Booklet.
- Set Task Booklet (Task 5).
- A non-editable digital copy of the assessment outcomes submitted for the previous tasks; Task 2a, Task 2c and Task 3.
- Students may refer to the Task booklets from previous Tasks if needed.

Submitting Task 5:
At the end of the session, Students should:
- Submit a reflective review saved in PDF format.
- Use the naming conventions detailed in the Set Task Booklet.

Note: Students must **not** make any further changes to the outcomes for this Task once it has concluded.

At the end of the session, the Provider should:
- Copy all student files to a secure area ready for submission to Pearson.
- Submit the Task 5 outcomes by the submission deadline given.

After the assessment:

Submission of work

Students' work is externally set and marked by Pearson.

Providers will be provided with a secure OneDrive link to submit student work 48 hours before the submission deadline.

Please ensure the following are submitted for each student who sat this Task.

	Item	Number to be sent
1	Student evidence upload via OneDrive link provided	One per student
2	Attendance register	One copy per cohort

Provider submission deadlines:
All student work must be uploaded to the OneDrive links by 12-midday on the next working day from the submission deadline. Submission deadlines can be found in your **exam timetable**.

You must inform Pearson immediately if any submission deadline is going to be missed.

General Information

If you have any further queries regarding this administrative support guide, please visit the contact pages below for:

- **Exams Officers**
- **Teachers**

Visit **here** for information on entry deadlines and results dates
Visit **here** for information on exam timetables

Post Results Services (PRS)
Visit **here** for information on:
- Review of Marking and Moderation (RoMMs)
- Appeals

Special Requirements
Visit **here** for information on special considerations

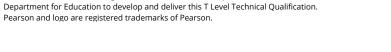Visit **here** for information on access arrangements

Training and Support from Pearson

Visit **here** for our Training and Admin Support Hub where you can access all the administrative and delivery documentation and training.

Support Materials for the Occupational Specialism

Please visit the [Technical Qualification webpage](#) and the course materials to find the following:

- Specification
- Teaching and Learning Support
- Past papers and mark schemes
- Principal Examiner reports
- Specimen Assessment Materials