HM Government

T-LEVELS

Administrative Support Guide

T Level Technical Qualification in Health

Employer Set Project

Pearson

Contents

Employer Set Project Specific Information 3
This assessment contains: 3
Materials given to Providers: 5
The Assessment Window: 5
Set Tasks 7
Task 1 7
Task 2 9
Task 3 11
Task 4a 12
Task 4b 13
General Information 14
Post Results Services (PRS) 14
Special Requirements 14
Training and Support from Pearson 14
Support Materials 15

Employer Set Project Specific Information

This assessment contains:

Material	Level of supervision and control	Dispatch Method
Task 1:	Activity 1a: Supervised, medium control: 2 hours 30 minutes Activity 1b: Supervised, medium control: 2 hours	Secure Web Release
Task 2:	Activity 2a: Supervised, medium control: 45 minutes Activity 2b: Supervised, medium control: 30 minutes	Secure Web Release
Task 3:	Supervised, medium control: 1 hour 30 minutes	Secure Web Release
Task 4a:	Supervised, high control: 2 hours	Secure Web Release
Task 4b:	Supervised, medium control: 30 minutes	Secure Web Release

Materials given to Providers:

Task	Materials Provided
Task 1	• Task Booklet
Task 2	• Task Booklet • Tutor Feedback Form
Task 3	• Task Booklet • Care Plan Template
Task 4	• Task Booklet

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

Provider submission deadlines: All student work must be uploaded to the SharePoint links by 12 midday on the next working day from the submission deadline. You must inform Pearson immediately if any submission deadline is going to be missed.

The Assessment Window:

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

Weeks	Assessment Task
1	Task 1
2	Tasks 2 and 3
3 & 4	Task 4a and 4b

The Employer Set Project assessment takes place over four weeks.

The assessment window is set by Pearson; start and finish dates are published annually in the Key Dates Schedule. Providers must schedule the Tasks within the assessment window. We suggest sessions should not exceed three hours, and the Provider must share the schedule with students.

The Task will be released approximately three months prior to the assessment window to allow Providers time to manage the resourcing of materials, tools and equipment required for the assessments.

Set Tasks

Task 1

For the Task:

- Students **must** complete all parts of the task within the assessment.
- Students **must** complete the Task in **supervised conditions** under **medium control**.
- Students **must** complete the task in **4 hours and 30 minutes**.
    - 2 hours 30 minutes for Task Activity 1a
    - 2 hours for Task 1b.

Activity 1a:

- Students are permitted to use the internet for Activity 1a.
- This is a preliminary activity which is not directly marked; students make research notes to refer to during Task 1b. There are no restrictions on the number of pages of notes students make.
- Students are allowed access to the internet and supporting resources, such as textbooks, journals, and periodicals relating to the sector. Students are allowed access to the internet for the purpose of research but this must be supervised to ensure that the evidence students submit is their own.

Activity 1b:

- Students are not permitted to use the internet or AI tools for Activity 1b.
- Students are allowed access to the research notes they made for Activity 1a.

Students must have access to:

- Task 1 Booklet
- Internet and supporting resources such as textbooks, journals, and periodicals relating to the sector (Activity 1a only, supervised)
- Research notes made during Activity 1a (Activity 1b only)
- Word-processing software.

Submitting Task 1b:

At the end of the session, Students must:

- Save their research report as a PDF file.
- Save the file in their folder for submission using the following naming convention:
    - Task1_Activity 1b_ResearchReport_[Registration number]*[surname]*[first letter of first name]

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 1 outcomes by the submission deadline.

Task 2

For the Task:

- Students **must** complete all parts of the task within the assessment.
- Students **must** complete Task 2 in **supervised conditions under medium control.**
- Students **must** complete the Task in **1 hour and 15 minutes**.
    - Activity 2a: 45 minutes
    - Activity 2b: 30 minutes
- Students **are not permitted** access to the internet or to use AI or any other tool designed to automate producing a solution.

Activity 2a:

- Students are allowed access to the research report from Task 1 and paper for notetaking during Activity 2a.
- Providers must ensure a member of staff is available to take part in the role play scenario to act as the standardised patient as directed in the Task 2 Booklet and Provider Guidance for Task 2. The member of staff must follow the instructions provided in the Provider Guidance and must not provide additional guidance or assistance beyond what is specified.
- Activity 2a must be **audio-visually recorded**. Providers must test recording equipment before the session to ensure the student is clearly visible and audible throughout.
- At the end of Activity 2a, the tutor/supervisor should complete the tutor feedback form and give this to the student.

Activity 2b:

- Students complete a reflective account of their role play based on their own reflections and tutor feedback.
- Students are allowed access to the notes taken during Activity 2a and the feedback received from the tutor at the end of Activity 2a.

Students must have access to:

- Task 2 Booklet
- Research report from Task 1 (Activity 2a)
- Paper for notetaking (Activity 2a)
- Notes taken during Activity 2a and tutor feedback (Activity 2b)

Submitting Task 2:

At the end of Activity 2a, providers must save the video of the role play in the folder for submission using the following naming convention:
Task_2_Activity2a_Role_Play_recording_Registration number #]_[Surname]_[first letter of first name]

At the end of Activity 2b, Students must save their reflective account in the folder for submission as a PDF file using the following naming convention:
Task 2_Activity_2b_Reflective Account_[Registration_number#]_[surname]_[first letter of first name]

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 2 outcomes by the submission deadline.

Task 3

For Task 3:

- Students **must** complete all parts of the task within the assessment.
- Students **must** complete Task 3 in **supervised conditions** under **medium control**.
- Students **must** complete the Task in **1 hour and 30 minutes**.
- Students **are not permitted** access to the internet or to use AI or any other tool designed to automate producing a solution.

Students must have access to:

- Task 3 Booklet
- Research report from Task 1
- Notes from Task 2
- Care Plan Template

Submitting Task 3b:

At the end of the session, Students must:

- Save their updated care plan as a PDF file.
- Save the file in their folder for submission using the following naming convention:
    - Task3_Updated_CarePlan_[Registration number#]_*[surname]*[first letter of first name]

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 3 outcomes by the submission deadline.

Task 4a

For the Task:

- Students **must** complete all parts of the task within the assessment.
- Students **must** complete Task 4a in **supervised conditions under high control.**
- Students **must** complete the Task in **2 hours.**
- Students **are not permitted** access to the internet or to use AI or any other tool designed to automate producing a solution.

Students must have access to:

- Task 4 Booklet.
- Research report from Task 1; tutor notes and reflective account from Task 2; and the updated care plan from Task 3.
- Presentation software.

Submitting Task 4a:

At the end of the session, Students must:

- Save their presentation as a PDF file.
- Save all files in their folder for submission using the following naming convention:
    - Task4_Activity 4a_Presentation slides_[Registration number #]_*[surname]*_[first letter of first name]

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 4a outcomes by the submission deadline.

Task 4b

For the Task:

- Students **must** complete all parts of the task within the assessment.
- Students **must** complete Task 4a in **supervised conditions under medium control.**
- Students **must** complete the Task in **30 minutes.**
    - 15 minutes to deliver the presentation
    - 15 minutes to respond to questions
- Students **are not permitted** access to the internet or to use AI or any other tool designed to automate producing a solution.
- Task 4b must be **audio-visually recorded**. Providers must test recording equipment before the session to ensure the student is clearly visible and audible throughout.
- A member of staff must be present to ask questions following the student's presentation, as directed in the Task 4b Booklet.

Students must have access to:

- Task 4b Booklet
- 'Read only' copy of Task 4a presentation and speaker notes

Submitting Task 4b:

At the end of the session, Providers must:

- Save the video recording of the handover presentation and questions as an MP4 file (maximum file size 2.5GB).
- Save all files in their folder for submission using the following naming convention:
    - Task4b_HandoverPresentation_[Registration number]_*[surname]*_[first letter of first name]

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 4b outcomes by the submission deadline.

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

Please visit the Technical Qualification webpage and the course materials to find the following:

- Specification
- Administration guidance for delivery and assessment
- Teaching and Learning Support
- Past papers and mark schemes
- Principal Examiner reports
- Specimen Assessment Materials
- Exemplification Materials

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