HM Government

T-LEVELS

Administrative Support Guide

T Level Technical Qualification in Media, Broadcast and Production

Occupational Specialism: Events and Venue Technician

Pearson

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Occupational Specialism Specific Information

This assessment contains:

Material	Level of supervision and control	Dispatch Method
Task 1:	Activity 1 – supervised and high control Activity 2 – supervised and high control: 4 hours	Secure Web Release
Task 2:	Activity 1 – supervised and high control Activity 2 – supervised and high control Activity 3 – supervised and high control: 5 hours	Secure Web Release
Task 3a:	Activity 1 – unsupervised and low control Activity 2 – supervised and high control Activity 3 - supervised and medium control Activity 4 - supervised and medium control: 4 hours	Secure Web Release
Task 3b:	Supervised and medium controls Skill-based activities that students must perform and evidence from the Portfolio Skills Booklet.	Secure Web Release
Task 4:	Activity 1 – supervised and high control Activity 2 – supervised and high control Activity 3 - supervised and high control: 2 hours 30 minutes	Secure Web Release

Materials given to Providers:

Task	Materials Provided
Task 1	• Task 1a Booklet • Task 1a Booklet • Task 1a Template • Task 1b Booklet • Task 1b Resource Booklet • Task 1b Template
Task 2	• Task 2a Booklet • Task 2a Resource Booklet • Task 2b Booklet • Task 2b Resource Booklet • Task 2b Template • Task 2b Ground/lighting plan
Task 3a	• Task 3a Booklet • Task 3a Resource Booklet • Task 3a Risk assessment form
Task 3b	• Task 3b Booklet • Task 3b Skills Booklet • Task 3b Template
Task 4	• Task Booklet • Resource 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 Occupational Specialism.

Weeks	Assessment Task
1	Task 3a
2	Task 3a
3	Task 3a
4	Task 1a, 1b, 2a and 3a
5	Task 2b, 3a and 4

Task 3b takes place throughout the academic year.

The Occupational Specialism assessment takes place over several weeks across the Spring and Summer term.

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.

Set Tasks

Task 1

For the Task:

- Students **must** complete **all** parts of the Task.
- Students **must** complete the Task in **4 hours**.
- Students **must** complete the assessment in **supervised conditions** under **high control.**
- Students **are not permitted** access to the internet.
- Task 1 takes place on a date set by Pearson.
- There are two activities in this Task:

Activity 1 – 2 hours

Activity 2 – 2 hours

Students must have access to:

- Task 1a and 1b Booklet
- Task 1a and 1b Resource Booklet
- Task 1a and 1b Templates
- A PC with word processing software

Submitting Task 1:

At the end of the session, Students must:

- Save all their work to their folder for submission
- 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 must:

- Copy all student files to a secure area ready for submission to Pearson.

- Submit these versions of Task 1 outcomes by the submission deadline given.

Task 2

For the Task:

- Students **must** complete **all** parts of the Task.
- Students **must** complete the Task in **5 hours**.
- Students **must** complete the assessment in **supervised conditions** under **high control.**
- Students **are not permitted** access to the internet.
- Task 2 takes place on a date set by Pearson.
- There are three activities in this Task:

Activity 1- 3 hours

Activity 2 & 3 – 2 hours

Students must have access to:

- Task 2a and 2b Booklet
- Task 2a and 2b Resource Booklet
- A PC with word processing software
- Lighting Template
- Resource Planning Template

Submitting Task 2:

At the end of the session, Students must:

- Save all their files to their folder for submission.
- 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 these versions of Task 2 outcomes by the submission deadline

given.

Task 3

For the Task:

- Students **must** complete **all** parts of the Task; the Task is split into 3a and 3b.
- Students **must** complete Task 3a in approximately **4 hours**.
- Students **must** complete Task 3b **throughout the academic year**.
- Students **are not permitted** access to the internet.

Task 3A: 4 hours for 33 marks.

- There are four activities in this Task.

Activity 1 – not directly assessed

- Students **must** complete the assessment in **supervised conditions** under **low control.**
- Students should take no longer than 1-1.5 hours to complete this activity.
- Students can take notes during this activity and are allowed access to a draft version of the risk assessment template to make planning notes in preparation for Activity 2.
- This activity is a team meeting with the teacher to go through the plan for the practical activities and ensure the student understands their role/responsibilities for these tasks.

Activity 2 – worth 9 marks

- Students **must** complete the assessment in **supervised conditions** under **high control.**
- Students **must** complete the activity in 1 hour.

Activity 3 – worth 15 marks,

- Students **must** complete the assessment in **supervised conditions** under **medium control.**

Activity 4 – worth 9 marks,

- Students **must** complete the assessment in **supervised conditions** under **medium control.**

- Activity 3 and 4 are practical assessments that will take approximately 3 hours in total.
- During these activities students must work in groups between 3-5.
- Video evidence is required for each student.

Task 3b: worth 54 marks, this is a single activity completed throughout the academic year.

- Students **must** complete the assessment in **supervised conditions** under **medium control**.
- In this activity, students demonstrate technical skills in lighting, sound, staging/set and video, and complete repair and maintenance records; the skills required are listed in the Portfolio Skills Booklet.
- We recommend students gather their evidence in the 2nd year of study, when they are more experienced.
- Task 3a is released at the start of the academic year so students can practice and perfect their skills.
- Evidence can be gathered over several months. Providers must schedule when students perform/record each skill. The skills could be practiced and scheduled on a weekly basis, but this is very much dependent on the Providers facilities/room availability/equipment/cohort sizes etc.
- Students must supply video clips where they are clearly visible performing each skill required. For example, they are clearly seen rigging a lantern. Consideration must be made on how to accurately record each skill, for example when students are working at height.
- There must be one video clip per skill, which could be gathered from productions, events, rehearsals or workshops.
- Video clips must be a non-edited clip of a length of up to 3 minutes in duration.
- Students must complete a Repair and Maintenance template to evidence they have repaired/maintained the equipment.
- In addition to completing the template, if a student needs to repair any equipment this must be evidenced via a video of them completing the repair/maintenance. They must be clearly visible performing the repair.

Clips must be unedited so the repair process can be fully evidenced, and clips must be no more than 5 minutes in duration.

- The portfolio of skills must be ready for submission at the end of the assessment window.

3b guidance:

- **Timing and editing** - videos may be comprised of a 3-minute edited video clip or longer unedited clip. Note that assessment of the skill should not require videos that are longer than 3 minutes and providers are encouraged to keep videos under 3 minutes. Providers should consider the burden of recording videos for longer than 3 minutes and the impact of extended assessment periods on students and the assessment process. The same principles can be applied to repair videos.
- **Identification** – students must identify themselves in each video. Students can identify themselves by including a title, still frame, overlay, image or other means at the start of videos. The method must include student name and registration number.
- **Visibility** – students should be clearly visible in the video clip. This does not require that the student's whole body and/or face be in the frame, but that the skill or repair work needs to be undertaken in frame and visible from an appropriate distance for assessing the skills.
- **Overlap of skills** – where skills may naturally overlap, students can submit the same video twice.
- **Scope of skills videos** - students are assessed on the application of skill, not on the quality of final outcome or product. Students should demonstrate skills within a process where that skill is required, but are not expected to always complete an entire process. For example, students are not expected to complete the process of fit-up sound equipment from start to finish for a major production on their own. Where a process would ordinarily take longer than three minutes, the video should capture an appropriate part of the process, provided the student is clearly demonstrating the relevant skill. The following examples illustrate how these principles should be applied:
    - Build a basic flat – the student should use resources that enable this to be achieved within a short space of time, for example a basic frame, pre-drilled plywood and a brace.
    - Fit-up staging – the student should install, assemble and position some physical staging or set elements that are reasonable to achieve within a three-minute period.
    - Get-in and fit-up sound equipment – the student should position and set up some sound equipment that is reasonable to achieve

within three minutes, for example running cables, positioning a microphone or loudspeaker, or connecting equipment to a mixing desk.

Students must have access to:

- Task 3a and 3b Booklet
- Task 3a Resource Booklet
- Risk Assessment Template
- Video recording equipment
- Portfolio Skills Booklet
- Repair and Maintenance Template/Log
- A PC with word processing software

Submitting Task 3:

- Video evidence is required for each student. At the beginning of each video, students must clearly identify themselves using their **name** and **registration number**.
- All video clips must be saved in an MP4 format.

At the end of the session, Students must:

- Save all their files to their folder for submission (MP4 format for video files).
- 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 these versions of Task 3 outcomes by the submission deadline given.

Task 4

For the Task:

- Students **must** complete **all** parts of the Task.
- Students **must** complete the Task in **2 hours and 30 minutes**.
- Students **must** complete the assessment in **supervised conditions** under **high control.**
- Students are **not permitted** access to the internet.

Students must have access to:

- Task 4 Booklet
- Task 4 Resource Booklet
- A PC with word processing software

Submitting Task 4:

At the end of the session, students must:

- Save all their files to their folder for submission.
- 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 the window 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 these versions of Task 4 outcomes by the submission deadline given.

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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