



Administrative Support Guide

T Level Technical Qualification in Media, Broadcast and Production

Employer Set Project

Assessment Series: Autumn and Summer



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Employer Set Project Specific Information

This assessment contains:

Material	Level of supervision and control	Dispatch Method
Task 1a: Conducting Research	Supervised, medium control: 3 hours	Secure web release
Task 1b: Evaluating Research	Supervised, medium control: 2 hours	Secure web release
Task 2a: Generating ideas	Supervised, medium control: 3 hours	Secure web release
Task 2b: Creating a presentation	Supervised, medium control: 2 hours	Secure web release
Task 2c: Delivering a presentation	Supervised, medium control: 30 minutes	Secure web release
Task 3: Developing ideas through planning	Supervised, high control: 3 hours	Secure web release
Task 4: Working with others to meet client requirements	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 1a: Research notes Task 1b: Research report	<ul style="list-style-type: none"> Task 1a Task Booklet Task 1b Task Booklet
Task 2a: Digital portfolio Task 2b: Create a presentation Task 2c: Present design ideas	<ul style="list-style-type: none"> Task 2a Task Booklet Task 2b Task Booklet Task 2c Task Booklet
Task 3: Final design	<ul style="list-style-type: none"> Task 3 Task Booklet Task 3 Templates
Task 4: Group collaboration	<ul style="list-style-type: none"> Task 4 Task Booklet
Task 5: Reflective review	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Students complete work under direct supervision Students are within direct sight of the supervisor(s) throughout the assessment
Time	<ul style="list-style-type: none"> Students have a limited amount of time in which to complete all work; the duration is specified by Pearson



Resource	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Students complete their work independently; there is no interaction with other students
Feedback	<ul style="list-style-type: none"> • 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 ESP is made up of 5 Tasks. Each Task has a specific duration of time allocated to it – which in total equals 16 hours and 30 minutes

Week	Mon	Tue	Wed	Thurs	Fri
Week 1	ESP release to Providers		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	

All Tasks must be scheduled during the two-week assessment window, which is published by Pearson.

Providers choose how to schedule the 16.5 hours of supervised assessment within the assessment window.

The timetable of scheduled sessions must be shared with students.

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.



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- Each student's zip file should be named as directed by the instructions in the Set Task Booklet.
- Outcome materials for each student should be zipped and held until after appeals are concluded.

The Project Brief Booklet

The Employer Set Project brief will change every series to incorporate a different:

- context of production
- client with a different set of brand values
- target audience
- budget



Task 1a

For the Task:

- Students **must** complete all the Task.
- Students **must** complete the Task in **3** hours
- Students **must** complete the assessment in **supervised conditions** under **medium control**.
- Students **are permitted access to the internet**.
- There is no restriction on the number of pages, font sizes, or the nature of the notes that students make.

The outcomes of Task 1a are **not** directly assessed.

For this Task students need access to:

- A PC (per student) with Word processing software and internet
- 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 handwritten and then photographed or scanned.
- 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 1a outcomes by the submission deadline given.
- Retain a copy of the students' research notes for use in Task 1a.



Task 1b

For the Task:

- Students **must** complete all the Task.
- Students **must** complete the Task in 2 hours.
- Students **must** complete this Task in **supervised conditions** under **medium control**.
- Students **are permitted access to the internet**.

For this Task students need access to:

- A PC (per student) with Word processing software and internet
- Set Task Booklet (Task 1b)
- Their research notes submitted for Task 1a

Submitting Task 1b:

At the end of the session, students must:

- 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 must:

- Copy all Task 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 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 the session for use in Task 2a.
- Students are permitted to use Provider devised templates, such as storyboard templates for Part A of Task 2a.

For this Task students need access to:

- A non-editable copy of the materials submitted for Task 1b
- 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 materials
- Set Task Booklet (Task 2b)

Submitting Task 2a:

At the end of the session, students must:

- Submit a digital portfolio containing evidence of students' idea generation and development 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.



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.

For this Task students need access to:

- A PC (per student) with Word processing software and internet
- Set Task Booklet (Task 2b)
- Non-editable digital copy of the materials submitted for Task 1b and Task 2a.
- 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.

Submitting Task 2b:

At the end of the session, Students must:

- Submit a presentation slide deck and speaker notes in a 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 Task files to a secure area ready for submission to Pearson.
- Submit these versions of Task 2b outcomes by the submission deadline given.



Task 2c

For the Task:

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

In Task 2c, students deliver the presentation created in Task 2b to the specified audience which could be either the audience/target market, peer group or specialists. The teacher or assessor plays the role of this audience.

- 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.
- 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 student's presentation. A tripod is recommended to secure the camera onto so the image quality is better and cuts out any potential shaky footage.



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This must be an unedited digital video recording of the live presentation.

At the end of the session, the Provider 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 3 hours.
- Students **must** complete the Task **supervised conditions** under **high control**.
- Students **are not permitted** access to the internet.

For this Task students need access to:

- Non-editable digital copy of the Task 2a digital portfolio.
- The Task 3 Templates:
 - Crew Rate Card
 - Kit Rate Card
 - Budget Forecast Template
 - Production Schedule Template
- Students may refer to the Task booklets from previous tasks if needed
- A PC (per student) with Word processing software
- Set Task Booklet (Task 3)

Submitting Task 3:

At the end of the session, students must:

- Submit a planning pack including a budget forecast and production schedule, 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 the supervised session 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 given.



Task 4

For the Task:

- Students **must** complete all the Task.
- Students **must** complete the Task in 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 **only** 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 their 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 period.

For this Task students need access to:

- A PC (per student) with Word processing software and internet
- 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 the super-



vised session 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 this 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.

For this Task students need access to:

- A PC (per student) with Word processing software.
- Set Task Booklet (Task 5).
- A digital recording of the presentation from Task 2c.
- 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 must:

- 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 the supervised session has been 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 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