T-LEVELS | Institute for Apprenticeships & Technical Education

T Level Technical Qualification in Building Services Engineering for Construction (8710-30)

8710-033 Core: Employer-Set Project

Candidate Guidance

Autumn 2023

City & Guilds | eal

Contents

1. Employer-Set Project introduction 3

1.1. Tasks 3

1.2. Maths, English and digital skills 4

2. General guidance for candidates 5

2.1. Plagiarism 5

2.2. Timings and planning 6

2.3. Presentation of work 6

1. Employer-Set Project introduction

The Employer-Set Project is an assessment, made up of a number of tasks, which will assess the knowledge and skills you have learnt as part of the 'Core' element of your T Level Technical Qualification.

Each project is developed together with employers in the industry to reflect realistic types of developments, activities and challenges.

1.1. Tasks

All the tasks relate to the same Project Brief document in the following order:

Task		What will you be doing?	Timings	Marks
1.1	Research	You will conduct research in relation to the Project Brief document, make notes and record your findings and sources.	3 hours	9
1.2	Report	Using the results of your research from Task 1.1, and the knowledge and skills you have been taught, you will write a report in relation to the Project Brief document.	6 hours	26
1.3	Project Plan	Using the details within the Project Brief document and results of your research from Task 1.1, you will produce a programme of works. You will also produce a supporting statement for your programme of works.	3 hours	24
1.4	Presentation	You will present the findings of your report from Task 1.2 to your tutor, as if they were the local authority representative.	2 ½ hours	18
2.1	Collaborative Problem-solving	Working in small groups with one or two of your classmates, you will discuss and work through a problem relating to the Project Brief document. You will then have to communicate your solution to the problem in writing.	1 ½ hours	15
2.2	Evaluation	You will review how the project has gone and how your work met the requirements of each task.	1 hour	8

As all the tasks relate to the Project Brief document, it is really important that you read it carefully and fully **before you start each task**.

The Employer-Set Project is a formal assessment that will be marked and graded. You will be marked on the quality and accuracy of the written work you produce. It is therefore important that you carry out your work to the highest standard possible. How well you know and understand the subject, and how you have used your knowledge to complete the project must be clear to the marker. This means you should explain your thinking and how/why you have made your decisions within your written work e.g. as part of your planning, reflections, or evaluations.

1.2. Maths, English and digital skills

As you complete the tasks within the project you will generate evidence of your maths, English and digital skills as follows;

Task 1.1 Research	Digital skills
Task 1.2 Report	Maths, English and digital skills
Task 1.3 Project Plan	Maths skills
Task 1.4 Presentation	English skills
Task 2.1 Collaborative Problem-solving	
Task 2.2 Evaluation	English skills

Demonstration of these skills will contribute towards the overall marking of your project.

(NB Task 2.1 Collaborative Problem-solving does not directly contribute to generating evidence of maths, English or digital skills)

2. General guidance for candidates

2.1. Plagiarism

You are reminded that the purpose of this assessment is to reflect your own abilities at responding to the tasks.

Plagiarism

Plagiarism is the failure to acknowledge sources properly and/or the submission of another person's work as if it were your own. Plagiarism is not allowed in this project.

This is an assessment of your abilities, so the work submitted must be all your own and carried out under the conditions stated. You will be asked to sign a declaration that you have not had any help with the project.

Where research is allowed, your tutor must be able to identify which work you have done yourself, and what you have found from other sources. It is therefore important to make sure you acknowledge sources used and clearly reference any information taken from them (e.g. providing as a minimum a list of web addresses, books, articles used).

Use of Artificial Intelligence (AI)

AI may only be used as a source where use of the internet is allowed for a research task. Where you use AI, you must acknowledge its use and show clearly how you have used it. However, please be aware that how you have decided to use it may impact on the overall mark you are allocated.

Some examples of AI **misuse** include the following:

- Copying sections of AI-generated content so that the work is no longer your own.
- Copying whole responses of AI-generated content.
- Any use of AI which means you have not independently demonstrated your own attainment.
- Failing to reference use of AI tools when they have been used as a source of information.
- Incomplete or poor referencing of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

Plagiarism and AI misuse may be considered malpractice and could result in malpractice sanctions.

Guidance and feedback

There are some rules around how much guidance and feedback your tutor/supervisor can provide as part of completing the project. Your tutor/supervisor is allowed to give you some help understanding the instructions, if necessary, but they will record any other guidance you need, and this will be considered during marking and may reduce your mark. If significant clarification and guidance is provided by your tutor/supervisor this will be recorded and may be considered as part of the marking process.

2.2. Timings and planning

Each task has an allocated duration – you will have to plan your work so you can complete the task within the time allowed. You should take care to make sure you have divided the time available between parts of the task appropriately. If you are not sure how much time you have, check and clarify this with your tutor/supervisor.

When working under supervised conditions for longer sessions, your tutor/supervisor will advise you on how breaks can be facilitated.

Please let your tutor/supervisor know if you feel unwell or there are any other mitigating circumstances that may affect your performance on the day of the assessment.

2.3. Presentation of work

Presentation of work must be neat, legible and appropriate to the task. The majority of tasks can be word processed.

You should make sure that each piece of evidence including any forms are clearly labelled with your name.

All electronic files must be given a clear file name that allows your tutor/supervisor to identify it as your work and they must include your City & Guilds candidate number. City & Guilds candidate numbers are in the format of three letters, followed by four numbers, eg ABC1234.

You should consider using a consistent, clear file naming convention across all the pieces of evidence you generate for submission.

Written work may be word processed or hand-written unless stated otherwise.

Any sketches/drawings should be clear, neat and tidy, to scale and annotated appropriately.

Any calculations should be set out clearly, with all working shown, as well as any assumptions made. You should always use appropriate units, and answers must be expressed to a degree of accuracy, consistent with the requirements of the project.

Get in touch

City & Guilds Technicals Quality Team

We are here to answer any queries you may have regarding your T Level Technical Qualification delivery.

Should you require assistance, please contact us using the details below:

T: 0300 303 53 52 (Monday - Friday | 08:30 - 17:00 GMT)

E: technicals.quality@cityandguilds.com

W: cityandguilds.com/tlevels

The T Level is a qualification approved and managed by the Institute for Apprenticeships and Technical Education.

Copyright in this document belongs to, and is used under licence from, the Institute for Apprenticeships and Technical Education, © 2023. 'T-LEVELS' is a registered trademark of the Department for Education. 'T Level' is a registered trademark of the Institute for Apprenticeships and Technical Education. 'Institute for Apprenticeships & Technical Education' and logo are registered trademarks of the Institute for Apprenticeships and Technical Education.

We make every effort to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement, and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

The City & Guilds of London Institute. All rights reserved. City & Guilds is a trademark of the City & Guilds of London Institute, a charity established to promote education and training registered in England & Wales (312832) and Scotland (SC039576). City and Guilds Group Giltspur House, 5–6 Giltspur Street London EC1A 9DE