

T Level Technical Qualification in Management and Administration

Employer-Set Project - Candidate Guidance

(8715-033)

**First teaching from September 2022
Version 1.0**

Candidate guidance

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.

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

All the tasks relate to the same Employer-Set Project brief in the following order:

Task	What will you be doing?	Timings	Marks
1.1	Investigate the project brief	30 minutes Reading Time 8 hours	20
1.2	Project Initiation Document (PID)	3.5 hours	17
1.3	Project planning	4 hours	17
1.4	Presentation	3.5 hours	19
2.1	Collaborative problem solving	2.5 hours	12
2.2	Evaluation	3.5 hours	15

As all the tasks relate to the project brief, it is really important that you read it carefully and fully **before you start Task 1**. You will have access to the project brief throughout all tasks and may refer to it as needed.

The Employer-Set Project is a formal assessment that you will be marked and graded on. 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 you can. 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.

You **must** remember to:

- Name and date all of the work that you produce during each supervised session
- Submit all of your work to your Tutor at the end of each supervised session. This submitted work will count as your final evidence, you will not be able to rework this evidence following submission.

Maths, English and digital skills

As you complete the tasks within the project you will generate evidence of your maths, English and digital skills. Demonstration of these skills will contribute towards the overall marking of the project through specific allocation of marks in the following tasks:

Task 1.1 Investigate the project brief	Maths skills
	MC2 - Estimating, calculating and error spotting
	MC5 - Processing data
	MC6 - Understanding data and risk
	MC8 - Communicating using mathematics
	MC9 - Costing a project
	MC10 - Optimising work processes
Task 1.3 Project planning	Maths skills
	MC6 - Understanding data and risk
	MC8 - Communicating using mathematics
	MC9 - Costing a project
	MC10 - Optimising work processes
Task 1.4 Presentation	Digital skills
	DC1 - Use digital technology and media effectively
	DC2 - Design, create and edit documents and digital media
	DC3 - Communicate and collaborate
	English skills
	EC1 - Convey technical information to different audiences
	EC2 - Present information and ideas
	EC3 - Create texts for different purposes and audiences
	EC4 - Summarise information/ideas
	EC5 - Synthesise information
	EC6 - Take part in/lead discussions

General guidance for candidates

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.

Guidance and feedback

There are some rules around how much guidance and feedback your tutor can provide as part of completing the project.

Your tutor is allowed to give you some help understanding the instructions if necessary. They are only allowed to reinforce the requirements of the task in order to support you in undertaking it. If any further significant clarification and guidance on any of the tasks within the project is provided afterwards, this will be recorded and considered as part of the marking process.

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.

For group work, you will work with your classmates to discuss a project-based problem. During this task, you will be allocated time to work individually before the group discussion and afterwards. Your tutor will advise you on time allocation for this task.

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

The project brief and associated brief documents will be given to you at the start of the first scheduled task assessment. You will be provided with an additional 30 minutes of non-assessed time at the start of this session to read and review the brief, before being provided the first task.

Presentation of work

Presentation of work must be neat, legible and appropriate to the task.

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 to identify it as your work.

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.

Where word counts have been provided, these are given as an indicative guide only to support you to understand the type of response that is expected from you. You will **not** be

penalised as part of the marking if your response is below or above the indicative word count provided, however you should consider the clarity and succinctness of your response if it goes above the word count.

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

Submission of evidence

Your work will be submitted as final at the end of each assessment session. You will not have an opportunity to rework any of your evidence once the assessment session ends. However, if through other tasks within the project, you develop your ideas or build on earlier tasks, then you should continue to build on these and should use your evaluation to outline the reasons why this happened.

SAMPLE

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