T-LEVELS | Institute for Apprenticeships & Technical Education

T Level Technical Qualification in Maintenance, Installation and Repair for Engineering and Manufacturing

Employer-Set Project (8730-033)

Candidate Guidance Autumn 2023

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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	Research	You will conduct research in relation to the project brief.	3 hours	15
2	Report	Using the results of your research from task 1 and the knowledge and skills you have been taught, you will draft a report to respond to the requirements of the brief. This will include an assembly drawing.	4 hours	24
3	Plan	Using the details within the project brief, you will produce a project plan and supporting statement.	3 hours	18
4	Present	You will present the outcomes of tasks 1, 2 and 3 to your tutor, as if they were a client.	2.5 hours	24
		Totals	12.5 hours	81

Maths, English and digital skills

Throughout the completion of the tasks within the project you will generate evidence towards your maths, English and digital skills. There are 9 marks allocated to maths, English and digital skills across all tasks like this;

Maths	3 marks available
English	3 marks available
Digital	3 marks available

As all the tasks relate to the project brief, it is important that you read it carefully and fully **before you start the project** – you will be given 30 minutes reading time for this purpose at the start of the project.

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.

General guidance for candidates

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 can provide as part of completing the project. Your tutor is allowed to give you some help in understanding the task instructions if necessary. However, if significant clarification and guidance is provided by your tutor this will be recorded and considered as part of the marking process and may reduce your mark. Your tutor will make it clear if any guidance given may reduce your mark before it is given, so that you understand this when asking for guidance.

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.

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

At the end of the project, before submitting your work, you will be required to sign a ‘Declaration of Authenticity’. This document confirms the work submitted work is your own and that the project tasks were completed within the set assessment times. The ‘Declaration of Authenticity’ will also be signed by your tutor.

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 handwritten unless stated otherwise.

Any sketches should be neat and tidy, and annotated appropriately.

Any technical drawing(s) should be 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 use appropriate units at all times, and answers must be expressed to a degree of accuracy, consistent with the requirements of the project.

Word counts

Typical word counts/numbers of pages of evidence are provided within the requirements of each task. 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.

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.

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

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