



T Level Technical Qualification in Design and Development for Engineering and Manufacturing (Level 3)

Employer-Set Project (8730-035)

Assessor Pack
(Summer 2026)

Version 1.0

Contents

Introduction	4
Overview of ESP document audience	5
Task schedule summary	5
Maths, English and digital skills	7
Assessment objectives	8
Task specific and general requirements	9
Overview of task requirements	9
General requirements	10
Task specific requirements	12
Appendix 1	16
Declaration of authenticity	16

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Introduction

Purpose and scope

This document **must** be read alongside the **TQ Employer-Set Project Assessment Process Requirements**, which provides details on the preparation and delivery requirements for all Employer-Set Projects (ESPs).

The ESP Assessor Pack is written to provide specific information regarding the Design and Development ESP.

Employer-Set Project

The ESP assessment is a project made up of a number of tasks, based on a real-life work-based problem. The assessment is designed to allow candidates to show how they can tackle problems using the Core knowledge and skills.

This approach to assessment emphasises to candidates the importance and applicability of the full range of their learning to industry practice.

The ESP is based around a brief that provides information on an engineering design requirement and specific relevant details and resources. Candidates have to draw on their Core knowledge and skills and independently select the correct processes and approaches to take to provide a solution and the evidence specified in the project brief.

During the learning programme, it is expected that tutors will take the opportunity to set shorter, formative tasks that allow candidates to independently use the learning they have covered so far. Experience of drawing information together from across the Core will help prepare candidates so that they are familiar with the expectations of the ESP.

Candidates **must** be made aware during learning of what the Assessment Objectives (AOs) are and how they are implemented in marking the ESP, so that they will understand the level of performance that will achieve high marks. Details of the AOs can be found in the qualification specification document.

Candidates **must** not be entered for the assessment until they have covered all the knowledge and skills from the Core content of the qualification, so that they are positioned to complete the ESP assessment successfully.

Overview of ESP document audience

Document	Approved audience	
	Provider staff	Candidate
Project brief	✓	✓
Task 1 – Research	✓	Under assessment conditions, once the previous task has been submitted
Task 2 – Design	✓	
Task 3 – Plan	✓	
Task 4 – Present	✓	
Candidate pack	✓	✓
Assessor pack	✓	✗
Appendix 1 – Declaration of authenticity	✓	✓
Evidence Checklist	✓	✗
Header Templates	✓	✓
Presentation Q & A record	✓	✗

Task schedule summary

The tasks within the ESP are designed to be scheduled and taken in order, due to the dependency of evidence generated in one task being used by candidates in the next. For example, the evidence produced in Task 1 is required for completion of Task 2 therefore Task 1 must be completed before Task 2 can be attempted.

The tasks **must** be issued separately to candidates, but they can retain the project brief throughout the duration of the assessment time. Candidates are **not** permitted to return to tasks after they have been completed within the assessment time.

Task		Conditions	Evidence produced	Evidence submitted?	Timings	Marks available
1	Research	Supervised/ controlled	Part A: - Research notes, list of references/ sources Part B: - Technical brief	Yes	3 hours	15
2	Design	Supervised/ controlled	Part A: - Fully annotated sketches for two designs - Supporting calculations Part B: - A CAD drawing - Reflective notes	Yes	8 hours	24
3	Plan	Supervised/ controlled	Part A: - Programme of work Part B: - Supporting statement	Yes	5 hours	18
4	Present	Supervised/ controlled	- Presentation materials (slides, handouts etc) - Video recording of presentation - Presentation Q&A record	Yes	2.5 hours	24
Total					18.5 hours	81
Maths, English and digital skills*						9
Total marks						90

Note on timings

The timings provided within the ESP **must** be adhered to. They refer only to assessment time, not to any additional setting up the provider needs to carry out to create an appropriate assessment environment. It is the provider's responsibility to plan sufficient assessment sessions, under appropriate conditions, within the ESP assessment window, to allow candidates reasonable time to complete the assessment tasks.

Task 2 – The session may be split into two sessions to aid delivery, with the first session being six hours and the subsequent session the remaining two hours. Sessions must be timetabled over consecutive days

Task 4 – The candidate is allocated a two-hour session to create the presentation and half an hour to deliver the presentation and answer questions.

Maths, English and digital skills

Throughout the completion of the tasks within the project candidates will generate evidence towards their maths, English and digital skills.

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

*Of the marks available for this project, 10% are allocated to maths, English and digital skills, with marks available for allocation across the tasks. For example, evidence from the tasks will be used to allocate 1, 2 or 3 marks for English.

This allows for a holistic approach to the marking of these elements which may be evidenced across the response to the ESP.

Should the candidate make an error that is further compounded through the inter-dependent nature of the tasks and carry through that error, the external marker would penalise the candidate only once. Candidates can use evaluation within later task responses to address issues they have identified.

Assessment objectives

AO Ref	Assessment Objective
AO1	Plan their approach to meeting the project brief.
AO2	Apply core knowledge and skills as appropriate:
• AO2a • AO2b	○ core knowledge ○ core skills: Planning and preparation eg interpret and confirm project requirements; plan and scope project (eg timescales, requirements, resources, cost); develop project plans Communication eg interpret, use and produce engineering representations and drawings (including graphical language or conventions), interpret and use relevant technical information in a range of formats and media, communicate appropriately with technical and non-technical audiences (using technology, as appropriate) Develop and manufacture eg design or devise a proposal to meet the brief, develop, model and revise concept(s) Evaluation eg carry out appropriate tests, evaluation and analysis (at relevant stages), confirm appropriate model for final realisation, testing for suitability, evaluate how well the final product meets the brief (eg quality, time, resources, cost).
AO3	Select relevant techniques and resources to meet the brief.
AO4	Use maths, English and digital skills as appropriate:
• AO4a • AO4b • AO4c	○ maths ○ English ○ digital.
AO5	Realise a project outcome and review how well the outcome meets the brief:
• AO5a • AO5b	○ realise a project outcome – was the right outcome achieved ○ review how well the outcome meets the brief, how well the brief was met, the quality of the outcome in relation to the brief.

Task specific and general requirements

Overview of task requirements

Conditions	Task			
	1	2	3	4
Candidates will have access to a computer with relevant software (i.e. word processing, spreadsheets, presentation software) and computer-aided-design (CAD) systems.	✓	✓	✓	✓
Candidates will have access to the internet.	✓	✗	✗	✗
Candidates will have access to the project brief and candidate guidance.	✓	✓	✓	✓
Candidates will have access to copies of their previous task outputs (for review purposes only).	N/A	✓	✓	✓
All work must be completed independently.	✓	✓	✓	✓
During any breaks, all materials must be kept securely.	✓	✓	✓	✓
Candidate work will be saved securely for return to the candidate for use in future tasks*.	✓	✓	✓	✗
No assessment materials are allowed to leave the room at any point of the assessment.	✓	✓	✓	✓

*Following each task, work should be saved securely, candidates are permitted to have copies of their final evidence from previous tasks in subsequent assessment sessions for this ESP. This could be facilitated through the use of memory sticks or a specific location on a secure drive for work to be saved to.

General requirements

Releasing documents to candidates

- The project brief and associated candidate guidance should be released to candidates at the start of the first scheduled task assessment. Candidates should be provided with 30 minutes of non-assessed time at the start of this session to read and review the brief, before being given the first task. It **must** be made clear to candidates when the 30 minutes of non-assessed reading and review time starts and ends.
- Each task **must** only be released to candidates at the start of the scheduled assessment session for that individual task.
- Each task will provide details of what evidence must be submitted on the completion of the task. Additional evidence which must also be submitted will be detailed within the task.
- Candidates should be advised that approximate word counts, or number of pages have been included within the task guidance to support the candidates to complete the tasks. These are intended as a guide only, and there will be no penalisation of marking based on the word count or number of pages that is above or below the indicative guidance provided.

Permitted materials

- Candidates are **not** permitted to bring any existing notes or materials completed prior to the assessment into any of the assessment sessions.
- Candidates **must** be reminded that their submitted work, including drawings, sketches and calculations **must** be legible and appropriately labelled with their name and task reference. Evidence can be either word processed or handwritten. Any electronic evidence produced must have a clear file name and be easily identifiable to the task and candidate.
- Candidates are permitted to have copies of their final evidence from previous tasks in subsequent assessment sessions. The purpose of this evidence is solely to support candidates to refer to previous work. The purpose of providing copies is to ensure that candidates are unable to rework any of their previous responses.

Conditions of assessment

- When working under supervised conditions for longer sessions, breaks can be facilitated outside of the controlled conditions, ensuring the room is locked and all candidates have vacated once the break begins. All materials **must** be kept securely during the break.
- If the task completion runs over more than one session, candidates **must** be reminded that no assessment information can be shared or discussed with other candidates.
- Candidates **must** be made aware that plagiarism is not allowed.
- Candidates **must** be made aware of City & Guilds position on the use of Artificial Intelligence (AI) – see the [Position Statement on AI | City & Guilds](#)
- Where evidence is created using software that has the potential for cloud-based retrieval or sharing, this feature should be disabled where possible (eg in software settings or through restriction of internet connection). Where this is not possible, candidates **must** be reminded that the evidence submitted for the tasks can only be generated within the scheduled assessment times and also of the implications of sharing or plagiarising from cloud-based content.
- After the production of evidence, both the assessor and candidate **must** sign the declaration of authenticity.

- Where the candidate or assessor is unable to or does not confirm authenticity through signing a declaration form, the work will **not** be accepted and a mark of zero will be given. If any question of authenticity arises, the provider may be contacted for justification of authentication.

Task specific requirements

There are no templates or pro formas for candidates for completion of the tasks within this version of the ESP.

Task 1

Permitted materials

- The project brief and candidate guidance will be provided to candidates with Task 1.

Conditions of assessment

- Candidates have been provided 30 minutes of additional reading time at the start of Task 1 before they begin the project. This should be used to read the project brief and associated brief documentation and is not included in the assessment time allocated to Task 1. There is no opportunity for candidate questions or assessor answers during this initial 30 minutes – it is solely for reading.
- Candidates will have access to the internet to conduct research.
- See the **TQ Employer-Set Project Assessment Process Requirements** for guidance on internet access.

What must be submitted on completion of the task

- **Part A - Research notes** including a list of references/sources.
- **Part B - Technical brief** (typically 1500 words) hard copy or file saved securely (eg in a secure online location or on a memory stick to be handed in). **This must be a separate document from the research notes.**

Task 2

Permitted materials

- The project brief will be provided to candidates with Task 2.
- A copy of their response from Task 1 will be provided to candidates with Task 2 for reference only (candidates will not be able to make any changes).

Conditions of assessment

- Candidates must **not** have internet access for this task.
- To aid deliverability and manageability of assessment, sessions can be split where necessary: for example where timetabling of an appropriate location for eight hours is not possible; where providers' access to computer or software resources is limited; or where candidates are not available for eight consecutive hours (eg due to work placement commitments). In such cases the eight hours can be split into one session of six hours followed by a subsequent session of the remaining two hours. (The split of six hours for the first session, and two hours for the second session **must** be adhered to and is designed to reduce the opportunity for candidate re-work across sessions.) Sessions must be timetabled over consecutive days.
- If the eight-hour session is broken into two sessions, candidates' work **must** be retained and held securely between sessions.

What must be submitted on completion of the task

Part A

- **Fully annotated sketches** for **two** designs (typically two A3 size drawings).
- **Supporting calculations** – hard copy or file saved securely (eg in a secure online location or on a memory stick to be handed in). **This must be a separate document from the sketches.**

Part B

- **A CAD drawing** for their **one** preferred design (typically two A3 size drawings).
- **Reflective notes** detailing how their design meets the brief requirements (typically 500 words). **This must be a separate document from the CAD drawing.**

Task 3

Permitted materials

- The project brief will be provided to candidates with Task 3.
- A copy of their responses from Task 1 and Task 2 will be provided to candidates with Task 3 for reference only (candidates will not be able to make any changes).

Conditions of assessment

- Candidates must **not** have internet access for this task.

What must be submitted on completion of the task

- **Part A - Programme of work** (two sides of A4).
- **Part B - Supporting statement** (typically 1000 words) – copy of file saved securely (eg in a secure online location or on a memory stick to be handed in).

Task 4

Permitted materials

- The project brief will be provided to the candidate with Task 4.
- A copy of their response from previous tasks will be provided to the candidate with Task 4 for reference only (candidates will not be able to make any changes).

Conditions of assessment

- Candidates **must not** have access to the internet.
- Candidates **must** use digital technology to present their findings. Candidates can choose the format or program they want to use for their presentation (eg PowerPoint etc).
- Candidates have two hours to prepare for this presentation. This includes preparing the presentation materials and practising the delivery of the presentation.
- Candidates' presentations should be scheduled and timed to include questioning after the presentation within the allocated 30 minutes. As detailed in the task the time should typically be split with 20 minutes for the presentation and 10 minutes for responding to questions.
- It should be clear to candidates how much of their presentation time has been used up, for example through the use of a timer or clarification as they start that their session will end in 30 minutes (eg indicating a mutually visible clock and confirming the time the session will end). Where a candidate is coming to the end of their allocated time and have not yet started the questioning element of the presentation or responded to questions, this should be indicated to them.
- It is important that providers consider the impact of cohort size on the scheduling of the presentation task. Larger cohorts may need to be split into two groups in order to accommodate presentations taking place shortly after the preparation session. Where necessary, presentation preparation or delivery sessions can be timetabled over a number of days.
- The presentation **must** take place in a room which is quiet and free from distractions and without risk of others walking in/interrupting the presentation.
- Candidates **cannot** observe other candidates' presentations.

- Video recordings of presentations must be in an appropriate format with audible sound levels, proper lighting and so forth, as per the advice detailed in the video evidence section of the **TQ Employer-Set Project Assessment Process Requirements**.
- All candidates are required to complete a declaration of authenticity along with project evidence submission (whether it is physical, ie written or drawn, or ephemeral ie the presentation).

Question and answers

- All candidates **must** be asked **three** questions following their presentation (probing or clarification questions not included). The questions should relate to the content of their presentation.
- Questions should be posed from the perspective of the presentation audience as outlined in the task (eg client, or end customer) and should allow candidates to expand upon and reinforce points covered in their presentation (candidates' responses to questions generate evidence for 'AO2b Communication'). It is also an opportunity to generate evidence of the candidate's ability to realise and review the project outcome (AO5a and AO5b), evaluating their own performance.
- Questions **must** be contextualised to the individual candidate's presentation and should be in line with the following examples:
 - *What did you find the most challenging aspect of our brief?*
 - *What additional information would have been useful for us to have provided in the project brief?*
 - *What materials and components did you use for the three-seat set and why?*
 - *Is there anything in your design you would change if you had extra time or did it again?*
 - *What type of locking/unlocking mechanisms did you decide to use for the seatbelts to ensure they were accessible for all users?*
 - *What mechanisms did you choose for a manual reclining seat that is accessible for all users and why?*
- Those asking the questions may indicate whether the question is being posed from a technical or non-technical perspective (this may influence the detail, wording and other aspects of the candidate's response).
- Assessors must use only open questions to try to further explore the candidate's solution, allowing the candidates to elaborate within their responses. Closed questions which elicit a straightforward answer of 'Yes/No' must **not** be used. Assessors should be curious to further explore the candidate's understanding and have awareness of any conscious or unconscious bias they may have due to their relationship with the candidate.
- The presentation and questioning will be recorded on video; however, a record of questions asked and responses given must be included on the 'Presentation Q&A record'. It is recommended practice for a written record of assessor questions asked, and responses made, to be noted and provided alongside the candidate's evidence for this task.
- Types of questions that candidates will face should be covered as part of course delivery. This will ensure that candidates are as prepared as they can be when faced with this type of assessment.

What must be submitted on completion of the task

- **Presentation materials** – eg slides, handouts etc. Hard copy or digital file saved securely (eg in a secure online location or on a memory stick to be handed in).
- **Video recording** of the presentation.
- **Presentation Q&A record.**

Appendix 1

Declaration of authenticity

Assessment ID	Qualification number
Candidate name	Candidate number
Provider name	Provider number

Additional Support

Has the candidate received any additional support in the production of this work?

No ☐ Yes ☐ (Please tick as appropriate)

If yes, give details below (and on a separate sheet if necessary).

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Candidate:

I confirm that all work submitted is my own, and that I have acknowledged all sources I have used, including any use I have made of artificial Intelligence (AI) tools.

Candidate signature	Date

Assessor:

I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.

Assessor signature	Date

Note: Where the candidate and/or assessor is unable to or does not confirm authenticity through signing this declaration form, the work will be returned to the provider and this will delay the marking process. If any question of authenticity arises, the assessor may be contacted for justification of authentication.

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:

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