HM Government

T-LEVELS

T Level Technical Qualification in Engineering, Manufacturing, Process and Control

Employer-Set Project (8730-034)

Assessor Pack

(Sample)

August 2026 Version 2.1

City & Guilds

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Version and date	Change detail	Section
1.0 July 2022	First published version	
2.0 September 2025	Removal of duplication of provider specific instructions	Full document
2.1 August 2026	Declaration of Authenticity form updated	Appendix 1

Introduction

Purpose and scope

This document **must** be read alongside the **TQ Employer-Set Project Assessment Process Guide**, as this 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 Engineering, Manufacturing, Process and Control 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 which 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 have taken 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 should 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 should **not** be entered for the assessment until they have covered all the knowledge and skills covered in the Core content of the qualification, so that they are in a position to complete the ESP assessment successfully.

Overview of ESP document audience

	Approved audience	
Document	**Provider Staff**	**Candidate**
Project brief	✓	✓
Tasks Task 1 – Research Task 2 – Report Task 3 – Design Task 4 – Present	✓	✓ Under assessment conditions, once the previous task has been submitted
Candidate guidance	✓	✓
Centre guidance	✓	×
Marking grids	×	×
Appendix 1 – Declaration of authenticity	✓	✓

Task schedule summary

The tasks within the project are designed to be scheduled and taken in order, due to the dependency of evidence being 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	Research notes, list of references /sources	Yes	3 hours	15
2	Report	Supervised/ controlled	Written report	Yes	4 hours	18
3	Design	Supervised/ controlled	Assembly drawings, design calculations	Yes	6 hours	24

Task		Conditions	Evidence produced	Evidence submitted?	Timings	Marks available
4	Present	Supervised/ controlled	Presentation materials (slides, handouts etc.), video recording of presentation	Yes	2.5 hours	24
				Total	15.5 hours	81
					Maths, English and digital skills*	9
					Total marks	90

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

Task 4 – The candidate is allocated a 2-hour session in order to create the presentation and allocated 30 minutes to deliver the presentation and answer questions from the audience.

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 project.

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

Assessment objective	Description
AO1	Plan their approach to meeting the project brief
AO2	Apply core knowledge and skills as appropriate
• AO2a	Core knowledge
• AO2b	• Core skills **Analysing and interpreting** - Evaluate and confirm the brief with reference to context, objectives and constraints (e.g. requirements, resources, precedents, technical issues, costs, health and safety, regulations, possibilities) **Planning and preparation** - Propose and plan key activities, stages, methods, processes, techniques, documentation, resources (including types of tools and equipment) and risk assessments. Specific engineering related-planning skills – consideration and implementation of stages and steps for tasks/activities as part of engineering processes which may include: ○ interpretation and confirmation of engineering activity requirements, timescales, linked activity elements, correct sequencing, interdependency consideration ○ developing actual engineering planning tools/plan documents – covering planning of resources, cost etc **Developing responses** - Apply engineering and manufacturing processes to achieve specific objectives and to produce quality outcomes, using relevant techniques and technology, within limits of own authority. **Evaluating and quality assuring** - Carry out investigations, generate proposals and options, identify standard components and systems at relevant stages to gather and evaluate relevant evidence and data, and to confirm the suitability of plans, processes, actions and outcomes (including quality control and quality assurance activities) **Communication and presentation** - Record, report, communicate and present plans, proposals, processes, issues, risks and outcomes to both technical and non-technical audiences, across a range of suitable formats and media (e.g. diagrams; physical and digital records; presentations)
AO3	Select relevant techniques and resources to meet the brief
AO4	Use maths, English and digital skills as appropriate
• AO4a	○ maths
• AO4b	○ English
• AO4c	○ digital
AO5	Realise a project outcome and review how well the outcome meets the brief
• AO5a	○ realise a project outcome – was the right outcome achieved
• AO5b	○ review how well the outcome meets the brief, how well was the brief met, the quality of the outcome in relation to the brief

Task specific and general requirements

Overview of task requirements

	Task			
Conditions	**1**	**2**	**3**	**4**
Candidates will have access to a computer with relevant software (i.e. word processing, spreadsheets, presentation software) and CAD systems	✓	✓	✓	✓
Candidates will have access to the Internet	✓	✓	×	×
Candidates will have access to the project brief document	✓	✓	✓	✓
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 to leave the room at any point of the assessment	✓	✓	✓	✓

* Following tasks, work should be saved securely for return to candidates for use in future tasks within this project. This could be facilitated through the use of memory sticks or a specific location on a secure drive for work to be saved on.

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 in order to act as a guide 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 work submitted, 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 which has the potential for cloud-based retrieval or sharing, this feature should be disabled where possible (e.g. in software settings or through restriction of internet connection). Where 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 declarations 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

General guidance

- The project brief and associated brief documents 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 provided the first task. It must be made clear to candidates when the 30 minutes non-assessed reading and review time starts and ends.
- The individual tasks should be released to candidates at the start of each scheduled assessment session.

- Candidates are not permitted to bring any existing notes or materials completed prior to the assessment into any of the assessment sessions.
- Candidates are permitted to have copies of their final evidence from previous tasks in subsequent assessment sessions. The use of this evidence is solely to support candidates to refer to previous work. The purpose of only providing copies is to ensure that candidates are unable to rework any of their previous responses.
- 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 (see note on timings above), candidates must be reminded that no assessment information can be shared/discussed with other candidates.
- There are no templates/proformas for candidates for completion of the tasks within this version of the Employer-Set Project.
- Where evidence is created using software which has the potential for cloud-based retrieval / sharing (e.g. CAD drawings) this feature should be disabled where possible (e.g. in software settings or through restriction of internet connection). Where not possible candidates must be reminded that the evidence generated for the tasks can only be produced within the scheduled assessment times and also of the implications of sharing or plagiarising content from cloud-based content.

Task 1

Permitted materials

- The project brief and candidate guidance will be provided to candidates with Task 1.
- Candidates will have access to the Internet to conduct your research.

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 in order to conduct research. See section above on internet access.
- See the **TQ Employer-Set Project Assessment Process Guide** for guidance on internet access.

What must be submitted on completion of the task

- Research notes (typically 1500 words) hard copy or file saved securely (e.g. on memory stick to be handed in).
- List of references/sources.

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).
- Candidates can choose if they wish to include internet downloads from Original Equipment Manufacturers (OEM) catalogues showing tooling aids and basic design sketches used in task 1 to illustrate their written solution if desired and support their rationale. For this reason candidates may have internet access for this task.

Conditions of assessment

- Candidates report should be completed working alone under supervised conditions.
- Candidates must not share or discuss their work with other candidates.
- Candidates will have access to a copy of their response to the previous task (for review purposes only).
- Candidates will have access to the Internet for the completion of this task.
- Assessment evidence must be handed in at the end of each session for secure storage which cannot be accessed.

What must be submitted on completion of the task

- Written report (typically 2000 words) hard copy or file saved securely (e.g. in a secure online location or on memory stick to be handed in).

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).
- Candidates do not have to use CAD to present their findings.

Conditions of assessment

- Candidates must **not** have internet access for this task.
- The submission for this task will typically be two A3 drawings and two A4 sides of supporting calculations.
- Assessment evidence must be handed in at the end of each session for secure storage which cannot be accessed.

What must be submitted on completion of the task

- Assembly drawing (typically two A3 drawings) – this may include design iterations if you wish to include them.
- Supporting design calculations and reflection notes (typically two sides of A4) – hard copy or file saved securely (e.g. in a secure online location or on memory stick to be handed in).

Task 4

Permitted materials

- The project brief will be provided to the candidate with Task 4.
- Candidates will have access to copies of their responses to the previous tasks (for review purposes only) as well as any presentation materials or notes (e.g. PowerPoint slides).

Conditions of assessment

- Candidates must use digital technology to present their findings. Candidates can choose the format/program they want to use for their presentation (e.g. PowerPoint, Keynote etc.).
- Candidates' presentations should be scheduled and timed to include time for questioning following the presentation within the 30 minutes allocation – as detailed in the task the time should typically be split with 20 minutes for the presentation and ten 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 time (e.g. indicating to candidates on a mutually visible clock and confirming the time the session will end). Where candidates are coming to the end of their allocated time and have not yet started the questioning element of the presentation/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/delivery sessions can be timetabled over a number of days. All candidates are required to complete a declaration of authenticity along with project evidence submission (be it physical i.e. written/drawn, or ephemeral i.e. presentation).
- 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 observation evidence section of the **TQ Employer-Set Project Assessment Process Guide**.

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 (e.g. 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 review and realise the project outcome (AO5a and AO5b), evaluating their own performance
- Questions **must** be contextualised to the individual candidate's presentation and should be in in line the following examples:
    - *What did you find the most challenging aspect of our brief?*
    - *What are your ideas on how we could keep costs down?*

    - *What do you feel are the biggest risks to ensuring the project duration requirements are met?*
    - *If we needed to double our order, how would this impact your manufacturing proposal?*
    - *What is the most problematic part about the ongoing maintenance of the design?*
    - *How sustainable is the proposed design?*
- 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).
- Tutors must use only open questions to try and 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. Tutors should be curious to further explore the candidates understanding and have awareness of any conscious or unconscious bias they may have due to the 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 submitted on completion of the task

- Presentation materials – e.g. slides, handouts etc. hard copy or file saved securely (e.g. in a secure online location or on memory stick to be handed in).

Appendix 1

Declaration of authenticity

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

Notice to Candidates

1. The work you submit for assessment must be your own.

You must not plagiarise. This means you must not take someone else's words, thoughts, ideas or outputs and try to pass them off as your own.

2. You must clearly reference all your sources.

If you have used any material to create ideas for your work (like a book, journal or internet search) you must reference this, even if you haven't used exactly the same words or phrases in your own work. You must make clear which part, element or phrase you have used and say where it came from. If you receive help and guidance from someone other than your teacher, you must tell your teacher. They will then record the assistance given to you.

3. You must clearly acknowledge and reference any use of AI.

Sometimes, where permitted, you may be allowed to use an AI tool to support the creation of your assessment evidence. You must keep a copy of the original question(s) - which you have requested of AI and any AI generated content you used, for example, a screenshot with a short explanation of how you used it. You must acknowledge the name of the AI tool used; the date the content was generated and the sources used by the AI tool in generating the content.

You need to hand this in with your final work so your teacher can check the AI content and how you used it.

4. You must keep your work confidential.

You can only share the work you submit for assessment with your assessor(s). You must not share it with anyone else, and you must not post it online.

5. The work you submit for assessment must be produced under the conditions set out in the assessment documentation

Each qualification has a specific set of conditions. Your assessor will have explained the level of supervision and control necessary for this assessment.

If you break the rules, you could get zero marks, be disqualified from the unit or subject, or even from all exams. City & Guilds will investigate and decide what happens.

If there is anything you don't understand, please speak to your assessor before you sign the form below.

Candidate Declaration

I have read and understood the Notice to Candidates above. I declare that the work submitted for this assessment:

1. is my own work
2. has clearly referenced all sources
3. has clearly acknowledged any use of AI
4. has been kept confidential
5. has been produced under the conditions set out in the assessment documentation.

I understand that if I make a false declaration this is a form of malpractice.

If there is anything you don't understand, please speak to your assessor before you sign the form.

Candidate signature	Date

Notice to Assessors

You must keep a copy of the Candidate Declaration on file until the deadline for requesting a review of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. This may be subject to inspection by a City & Guilds and/or a JCQ Centre Inspector.

Before signing this declaration, please ensure you have read and understood the guidance produced by JCQ on authenticating candidates' work, marking candidates' work and internal standardisation. Please also ensure that you are familiar with the candidate's general standard of work.

Assessors Declaration

I confirm that:

- all reasonable steps were taken, including steps to mitigate the risk of AI misuse, to make sure the work submitted is solely that of the candidate concerned
- to the best of my knowledge, where sources have been used that they are referenced
- to the best of my knowledge where the candidate has used AI, it has been used and acknowledged appropriately
- any help given to the candidate has been recorded below in the additional support section
- to the best of my knowledge the work has been kept confidential (when with the candidate) and has been securely stored by the centre (when appropriate to the assessment)
- the candidate's work was conducted under the required conditions detailed in the assessment documentation

- the marking (where applicable) was carried out according to the mark scheme and AI was not used as the sole form of marking; I have reviewed the work in its entirety and determined the final mark
- internal standardisation (where applicable) was carried out to ensure all candidates have been assessed against the same standard.

Additional Support

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

☐ Yes ☐ No (Please tick as appropriate)

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

Assessor:

I understand that a false declaration is a form of malpractice.

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 (where applicable). If any question of authenticity arises, the assessor may be contacted for justification of authentication.

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