HM Government

T-LEVELS

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

Employer-Set Project (8730-033)

Assessor Pack

(Sample)

August 2026 Version 2.2

City & Guilds

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Version and date	Change detail	Section
1.0 July 2022	Approved document	
2.0 September 2025	Removal of duplication of provider specific instructions.	Full document
2.1 December 2025	Error correction	Assessment Objectives
2.2 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 Maintenance, Installation and Repair for Engineering and Manufacturing 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 – Plan Task 4 – Present	✓	✓ Under assessment conditions, once the previous task has been submitted
Candidate guidance	✓	✓
Provider 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	Technical brief, research notes, list of references/sources	Yes	3 hours	15
2	Report	Supervised/ controlled	Written report, drawings	Yes	4 hours	24
3	Plan	Supervised/ controlled	Planning chart, supporting statement	Yes	3 hours	18
4	Present	Supervised/ controlled	Presentation materials (slides, handouts etc), video recording of presentation	Yes	2.5 hours	24
				Total	12.5 hours	81

Task	Conditions	Evidence produced	Evidence submitted?	Timings	Marks available
				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 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 Employer-Set Project 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 in order to create the presentation and allocated half an hour to deliver 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 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 • AO2a	Apply core knowledge and skills as appropriate
	○ core knowledge
	○ core skills:

• AO2b	**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 (inc. types of tools and equipment) and risk assessments. **Developing responses** - Propose maintenance, installation and repair processes for achieving specific objectives and quality outcomes, using relevant techniques, and technology, within limits of own authority. **Evaluating and quality assuring** - Investigate components and systems, to gather and evaluate relevant evidence and data, and to confirm the suitability of processes, actions and outcomes (including quality control and quality assurance activities). **Communicating and presenting** - 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	✓	x	x	x
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*	✓	✓	✓	x
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 should have access to the Internet in order to conduct research. See note above on internet access.

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 **three hours** to carry out the research and complete the technical brief.
- See the **TQ Employer-Set Project Assessment process guide** for guidance on internet access.
- 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

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

Task 2

Permitted materials

- The drawings evidence will typically be one side of A3. Drawings must be completed manually (i.e. not using CAD software).
- Candidates should **not** have internet access for this task. See note above on internet access.
- Candidates will have access to a copy of their response to the previous task (for review purposes only).

Conditions of assessment

- Candidates will have **four hours** to complete your report and installation drawings.
- The written report will typically be 2000 words.
- Candidates report and drawings should be completed working alone under supervised conditions.
- Candidates must not share or discuss their work with other candidates.
- 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).
- Drawings (typically one side of A3).

Task 3

Permitted materials

- Candidates should **not** have internet access for this task. See note above on internet access.
- Planning charts can be presented in an industry recognised format of the candidate's choice (typically one side of A4).
- The supporting statement will typically be 1000 words.

Conditions of assessment

- Candidates will have **three hours** to complete their planning chart and supporting statement.
- Candidates planning chart and supporting statement should be completed working alone under supervised conditions.
- Candidates must not share or discuss your work with other candidates.
- Candidates will have access to software that may be required to create the planning chart (e.g. word processing software, spreadsheets etc.).
- Candidates will have access to copies of their responses to the previous tasks (for review purposes only).
- 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

- Planning chart (typically one side of A4).
- Supporting statement (typically 1000 words) – copy of file saved securely (e.g. in a secure online location or on memory stick to be handed in).

Task 4

Permitted materials

- Candidates should **not** have internet access for this task. See note above on internet access.
- 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 will have access to copies of your responses to the previous tasks (for review purposes only) as well as any presentation materials/notes (e.g. PowerPoint slides).
- Assessment evidence must be handed in at the end of each session for secure storage which cannot be accessed.

Conditions of assessment

- 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**.
- Candidates will have access to copies of your responses to the previous tasks (for review purposes only) as well as any presentation materials/notes (e.g. PowerPoint slides).
- 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 the presentation and ten minutes for responding to questions.
- It should be clear to candidates how much time 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).

Question and answers

- All candidates must be asked **three** questions following their presentation (probing or clarification questions not included). The nature of 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, end customer) and should allow candidates to expand upon and reinforce points covered in their presentation (Responses to questions generate evidence for 'AO2b communication') Questions must be open, contextualised to the individual candidate's presentation and should follow 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 timescales are met?*
    - *What additional information would have been useful for the us (the NHS Trust) to have provided in the project brief?*
    - *Why do you feel environmental and noise factors need careful consideration in the project?*
    - *What impact could the geographical location of our Trust and hospital have on the DRUPS installation?*
- The assessor may indicate whether the question is being posed as if from a technical or non-technical perspective (as this may influence the detail, wording etc of the candidate's response).
- The presentation and questioning will be recorded; however it is recommended practice for a written record of assessor questions asked, and responses made, to be noted and provided alongside candidate's evidence for this task.
- Types of questions that candidates will face should be covered as part of course delivery. This will ensure learners are as best prepared as they can be when faced with this type of assessment.
- Video recordings of presentations must be in an appropriate format with audible sound levels, well-lit etc. as per the advice detailed in the observation evidence section.

What must be submitted on completion of the task

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

Additional evidence that will be captured for marking

- Video recording of presentation.

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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