

T Level Technical Qualification in Agriculture, Land Management and Production

Employer-Set Project for Floristry Core Pathway (Level 3)

Employer-Set Project Tasks (Sample)

September 2023 Version 2.1

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Task 1 – Research

In response to the project brief, you need to research ways that Marigolds Florist can improve the sustainability of their product packaging.

- a) Create an action plan for your research using the template provided. This should include:
 - goals/objectives of the research
 - topics to be researched
 - planned resources/sources of information
 - search criteria to be used
 - timeline (how long you plan to spend on each goal/objective).
- b) Conduct the research and prepare your research notes:
 - research notes – up to four sides of A4 (can include screenshots/pictures/diagrams)
 - list of references.

Your research should cover:

- the environmental impacts of the business's current waste management process for product packaging
- environmentally-friendly alternative product packaging and methods for sorting and disposal
- reduce, reuse, recycle, repurpose and compost
- environmental legislation
- costs of alternative product packaging and disposal with consideration of project budget.

You will need to use the findings from your research notes when completing subsequent tasks. You must ensure your findings are clear and usable for you to use as you move through the assessment.

Timing of assessment

- You will have **six hours** to create the action plan and carry out the research, and produce your research notes and a list of references.

Conditions of assessment

- Your research action plan, research notes and list of references should be completed working alone under supervised conditions.
- You will have access to the project brief and internet **only** to conduct your research.
- Your research action plan, research notes and list of references should be completed digitally.

What you must submit on completion of this task

- Research action plan (up to two sides of A4)
- Research notes:
 - up to four sides of A4
 - text to be Arial font, size 12
 - standard line spacing and borders
 - page numbered
- List of references

- File saved securely (eg electronically in a secure location or on a memory stick to be handed in)

Additional evidence of your performance that will be captured for marking

- N/A

Marks available

- 12

Task 2 – Report

Using the findings of your research in Task 1, the store manager has asked you to produce a written report. You must analyse your research findings and produce a written report which recommends **two** sustainable solutions for packaging, which must consider alternatives for packaging products and waste management.

Each of your sustainable solutions must include **both** alternative packaging and waste management.

You should include:

- a detailed outline of your research findings
- your **two** recommended sustainable solutions for the business
- how you have considered environmental legislation and the principles of waste management
- why your **two** chosen sustainable solutions are the most suitable for the project
- how resources will be impacted by your **two** chosen sustainable solutions
- any financial impacts of your **two** chosen sustainable solutions, including costings for each solution and what impact this may have on the yearly project budget.

Timing of assessment

- You will have **four hours** to complete your written report.

Conditions of assessment

- Your written report should be completed working alone under supervised conditions.
- You will **not** have access to the internet for the completion of this task.
- You will have access to the project brief and copies of your responses to the previous task (for review purposes only).

What you must submit on completion of this task

- Written report (typically 2,000 words) – hard copy or file saved securely, eg electronically in a secure location or on a memory stick to be handed in.

Additional evidence of your performance that will be captured for marking

- N/A

Marks available

- 27

Task 3 – Plan

You are now required to produce a sustainability plan for Marigolds Florist staff, which details the implementation and running of your **two** chosen sustainable solutions for packaging.

- a) Your sustainability plan should include:
- the order of tasks needed to implement and run each solution
 - who will be involved with each process
 - requirements for staff, including any amendments to current responsibilities, training and health and safety
 - product packaging resources required and stock management
 - requirements for record keeping of stock.

You must complete your sustainability plan using digital software.

- b) You must also provide a supporting statement to justify why your plan is the best way to implement and run your sustainable solutions and will ensure the business is successful in improving sustainability within their product packaging.

Timing of assessment

- You will have **four hours** to complete your sustainability plan and supporting statement.

Conditions of assessment

- Your sustainability plan and supporting statement should be completed working alone under supervised conditions.
- You will have access to software required to create the sustainability plan (eg word-processing software, spreadsheets etc.)
- You will have access to the project brief and copies of your responses to the previous tasks (for review purposes only).
- You will **not** have access to the internet for the completion of this task.

What you must submit on completion of this task

- Sustainability plan (typically two sides of A4), including any extracts from other software used, eg spreadsheets, tables, charts) – files saved securely (eg electronically in a secure location or on a memory stick to be handed in).
- Supporting statement (typically 1,000 words) – copy of file saved securely (eg electronically in a secure location or on a memory stick to be handed in).

Additional evidence of your performance that will be captured for marking

- N/A

Marks available

- 21

Task 4 – Peer review

You must now explain your recommended sustainable solutions to the Marigolds Florist store manager and two of your peers to gain feedback. You will be asked to reflect on and evaluate this feedback in Task 5.

Your tutor will set up the groups and make sure that you have access to copies of your written report. Your tutor will take on the role of store manager in this task.

- a) Familiarise yourself with your recommended sustainable solutions from the report you produced in Task 2.
- b) Explain your recommended sustainable solutions to the group, including detail on:
 - why your two chosen sustainable solutions are the most suitable for the project
 - any financial impacts of your two chosen sustainable solutions
 - how resources will be impacted by your two chosen sustainable solutions.
- c) Peer reviewers will now have time to reflect on your recommended sustainable solutions.
- d) Discuss feedback and answer questions from the group on your recommended sustainable solutions and record the feedback on the candidate feedback form.
- e) Peer reviewers will now complete the peer review form and submit it to the tutor.

Timing of assessment

- The time allocated for this task is **one hour**. This is broken down as follows:
 - 15 minutes to read the task and familiarise yourself with your recommended sustainable solutions from the report in Task 2.
 - 10 minutes to explain your recommended sustainable solutions.
 - 10 minutes for the peer review group to reflect on your recommended sustainable solutions, before providing feedback.
 - 15 minutes for the peer review group to discuss your recommended sustainable solutions with you and ask you questions.
 - 10 minutes for the peer review group to provide collective feedback on the peer review form to submit to your tutor for approval.

Conditions of assessment

- The task must be supervised at all times.
- You must use the candidate feedback form to make any notes and record any feedback to questions asked as part of the discussion. The peer group will also provide you with a peer review form with feedback, which will have been checked for appropriateness by your tutor before being shared.
- You will have access to copies of your response from Task 2 for review purposes only.
- You will **not** have access to the internet for the completion of this task.

For parts a), b) and d) **you** must:

- proactively participate in the discussion
- seek any clarity in the feedback given and be prepared to ask questions
- record any feedback notes on the candidate feedback form provided.

For parts c), d) and e) **peer reviewers** must:

- proactively engage in the discussion
- respond constructively and fairly
- ensure the peer review form is completed fully and handed to your tutor.

What you must submit on completion of this task

- Candidate feedback form to be completed by the candidate.

Additional evidence of your performance that will be captured for marking

- Peer review form to be completed by the peer review group. Only one peer review form needs to be completed per group.

Marks available

- N/A

Task 5 – Evaluate and present

You must prepare and deliver a ten-minute presentation reflecting on your recommended sustainable solutions for the business. You may use the feedback and your reflections from Task 4 as part of the presentation using the following forms:

- peer review form
- candidate feedback form.

Your presentation should include:

- the reasons why you discounted any alternative sustainable solutions and how well your chosen sustainable solutions from Task 2 met the requirements of the brief, taking into account the feedback from Task 4
- how well your sustainability plan from Task 3 met the requirements of the brief
- justifications for any improvements or adaptations required to your sustainability plan, including what you would do differently next time
- any challenges presented by the brief and how these have been overcome.

You must complete and present your presentation using digital software.

You will deliver the presentation to your tutor who will take on the role of the store manager and will ask you questions after you have completed your presentation.

Timing of assessment

- You will have **two hours** to prepare and deliver the presentation:
 - 1 hour 40 minutes to prepare the presentation
 - 10 minutes presentation time (+/- 10%)
 - up to 10 minutes for questions and answers.

Conditions of assessment

- Your presentation should be developed and presented working alone under supervised conditions.
- You will have access to the project brief and copies of your responses to all previous tasks for review purposes only, as well as the candidate feedback form and completed peer review form from Task 4.
- You will have access to digital technology, eg PowerPoint, to complete and present your presentation and may select any appropriate format.
- You will **not** have access to the internet for the completion of this task.
- The presentation and questions and answers will be video recorded for marking.

What you must submit on completion of this task

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

Additional evidence of your performance that will be captured for marking

- Video recording of presentation and questions and answers.

Marks available

- 21

Research action plan template

Candidate name	Candidate number
Centre name	Centre number

Goals/Objectives	Topic	Resources/Sources of information	Search criteria	Timeline

Peer review form

Candidate name	Candidate number
Centre name	Centre number
Peer review name(s)	

Questions for reviewers to consider:	Feedback
How well do the two sustainable solutions meet the requirements of the project?	
How well have financial impacts been considered for the two sustainable solutions?	
How well have any impacts on resources been considered for the two sustainable solutions?	
How could the two sustainable solutions be improved?	

Candidate feedback form

Candidate name	Candidate number
Centre name	Centre number

Candidate's notes

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