

T Level Technical Qualification in Education and Early Years

Employer set project (ESP)

Assisting Teaching

Project brief

v2.1: Additional sample materials
15 November 2023
603/5829/4

Internal reference: EAC-0002-4

About the employer set project

The purpose of the employer set project is to ensure that students have the opportunity to apply core knowledge and skills to develop a substantial piece of work in response to an employer set brief. The brief and tasks are contextualised around an occupational area and chosen by the student ahead of the assessment window.

To achieve the assessment objectives and meet the brief for Education and Childcare, you must demonstrate the following core skills (CS):

- **CS1:** communicate information clearly to engage children and young people (for example, to stimulate discussion and to secure understanding)
- **CS2:** work with others to plan and provide activities to meet children and young people's needs
- **CS3:** use formative and summative assessment to track children and students' progress to plan and shape educational opportunities
- **CS4:** how to assess and manage risks to your own and others' safety when planning activities

Aims

Having selected an appropriate contextualised version of the employer set project with your tutor, you will:

- plan and complete tasks within the employer set project
- review and reflect on how you have approached the tasks in relation to meeting the brief
- use appropriate English, mathematics and digital skills:
 - use mathematical competencies in relation to observations and assessment
 - use written communication skills to submit an extended piece of writing, using the correct terminology and accurate spelling, grammar and punctuation
 - demonstrate how to use appropriate verbal communication skills and present information to an appropriate audience
 - use digital skills to demonstrate how to accurately record and track learner attainment as well as design learning materials

Your tutor will already have:

- guided you in selecting an appropriate contextualised version of the employer set project for the assessment
- taught you appropriate referencing and academic writing skills

Your tutor will supervise you when completing this assessment but will not be able to give you further guidance or feedback.

Your tutor will inform you of the following relevant health and safety considerations:

- all students must be informed and aware of any relevant health and safety considerations that need to be complied with to ensure they carry out their work in a safe manner
- students must be supervised at all times to ensure health and safety practices are observed
- where students are seen to be working in an unsafe manner, at the discretion of the tutor, the student may be removed from the assessment and the remaining time be rescheduled.

Assessment

- you are **not** permitted to work in groups, with the exception of the discussion element of task 2(a), and all work must be your own
- you will have **12 hours** to complete the employer set project; recommended and maximum timings, where applicable, are provided for each task under the conditions of the assessment heading

Assessment objectives

The employer set project is a formal assessment that accounts for 30% of the overall core component grade and therefore it is important that you produce work to the highest standard.

You will be assessed against the core knowledge and skills that you have learnt throughout your course of study, in response to a brief set in a real-world situation and validated by employers within the specific specialism.

The evidence generated for the employer set project will be assessed holistically against 5 integrated assessment objectives. These assessment objectives and their weightings are shown in the tables below.

Assessment objective (AO)		AO weighting
AO1	Plan their approach to meeting the project brief	10%
AO2	Apply core knowledge and skills to meet developmental needs	53.33%
AO3	Select relevant techniques and resources to meet the brief	13.33%
AO4	Use English, mathematics, and digital skills as appropriate	13.33%
AO5	Realise a project outcome and review how well the outcome meets the brief	10%

Evidence	AO1	AO2	AO3	AO4	AO5	TOTAL
Task 1						
Task 1(a) (Intervention plan)	4	8	4			16
Task 1(b) (Activity plan v1)	4	15	6			25
English, mathematics and digital skills				10		10
Task 2						
Task 2(b) (Activity plan v2)* *Task 2(a) is not marked		6			3	9
Task 3						
Task 3(b) (Discussion with tutor)	1	12	2		1	16
English, mathematics and digital skills				2		2
Task 4						
Task 4 (Reflection)		7			5	12
Total marks:	9	48	12	12	9	90

Guidance for students

Student instructions

- read the project brief carefully before starting your work
- read the assessment objectives grid, as part of the marks for this assessment will be based on your ability to plan how you will meet the requirements of the brief, you should therefore keep brief planning notes as you work through the tasks for this assessment
- you **must** work independently and make your own decisions as to how to approach the tasks within the employer set project
- you are permitted to bring in and use your own research, carried out in response to the pre-release activity to the supervised sessions but these **must** be checked for suitability by your tutor, and your research must:
 - be contained within 4 pages, excluding references
 - be in an Arial font 12pt, within standard border sizes
 - clearly show where sources have been used to support your own ideas and opinions
 - clearly reference all sources used to support your own ideas and opinions
 - reference any quotations from websites
- you **must** clearly name and date all of the work that you produce during each supervised session
- you **must** hand over all of your work to your tutor at the end of each supervised session
- you **must not** work on the assessment in between supervised sessions

Student information

- this employer set project will assess your knowledge, understanding and skills from across the core content of the qualification
- in order to achieve a grade for the core component, you must attempt both of the external examinations and the employer set project; the combined marks from these assessments will be aggregated to form the overall core component grade (A*–E and U) - if you do not attempt one of the assessments, or fail to reach the minimum standard across all assessments, you will receive a U grade
- the **maximum** time you will have to complete all tasks for this employer set project is 12 hours:
 - your tutor will explain how this time is broken down per task and will confirm with you if individual tasks need to be completed across multiple sessions
 - at the end of each supervised session, your tutor will collect all employer set project assessment materials before you leave the room - you **must not** take any assessment material outside of the room (for example, via a physical memory device) and you **must not** upload any work produced to any platform that will allow you to access materials outside of the supervised sessions (including e-mail)
- you can fail to achieve marks if you do not fully meet the requirements of the task, or equally if you are not able to efficiently meet the requirements of the task

Plagiarism

Plagiarism may result in the external assessment task being awarded a U grade. For further guidance, refer to your learner handbook – plagiarism in external assessment and the maladministration and malpractice policy located on the NCFE website.

Presentation of work

- all of your work should be completed electronically using black font, Arial size 12pt unless otherwise specified
- any work not produced electronically must be agreed with your tutor, in which case the evidence you produce should be scanned and submitted as an electronic piece of evidence
- all of your work should be clearly labelled with the relevant task number and your student details, and be legible (for example, front page and headers)
- electronic files should be given a clear file name for identification purposes, see tasks for any relevant naming conventions
- all pages of your work should be numbered in the format 'Page X of Y', where X is the page number and Y is the total number of pages
- you must complete and sign the external assessment coversheet (EACS) and include it at the front of your assessment task evidence
- you must submit your evidence to the supervisor at the end of each session

Employer set project: pre-release activity

You should review the following brief ahead of the employer set project tasks that will be provided to you in supervised conditions.

You are working in a year 2 class in a primary school alongside the class teacher. Teacher assessments carried out in year 1 show that one of the children in the class is not making the expected progress in numeracy.

You have been asked to work with the class teacher and other professionals to support the child's specific needs. To achieve this, you need to do some research that will inform your own practice to support the child's development.

You **must** consider:

- developmental norms and strategies that would be appropriate to support development
- the national curriculum and selection of suitable resources
- the role of observation, assessment, planning and reflection
- partnership working with parents, practitioners and other professionals
- safe working practices and risk assessment
- education theories, concepts and pedagogies

Employer set project brief: Assisting Teaching

The employer set project has been designed as an opportunity for you to demonstrate how you would respond to a current need that has been identified in your sector and is validated by employers.

You should consider how you will approach each task and plan your time to ensure you give yourself the best opportunity to meet the needs outlined in the brief. You should keep short notes on how you approach this as these notes can be used to support the completion of a reflection task required at the end of the project.

You are employed in a primary school in a small town. The school has access to a large outdoor area and a forest school. It is the autumn term, and you are working within a year 2 class of 28 children.

Teacher assessments carried out in year 1 indicate that Noah, one of the children in the class, requires additional support. Noah is working below the expected level of attainment in some aspects of numeracy.

You have been asked to support Noah, who has attended the school from the beginning of year 1.

You are provided with the results of the teacher assessments and year 1 performance outcomes. You also have Noah's profile notes, which outline background information recorded by the teachers.

You are required to analyse all of the information provided in order to plan an approach, including an intervention plan and an activity plan, to support the development of Noah's numeracy skills. The approach will be shared with and approved by the class teacher.

Regular reviews will take place to monitor Noah's progress and the class teacher will formally review Noah's numeracy skills after 6 weeks.

Child profile

Setting:	Oaklands Primary School
Name:	Noah
Age:	6 years
Family background notes:	<p>Noah lives with both parents and has 2 siblings attending the same primary school as Noah, an older brother in year 4 and a sister in year 6.</p> <p>Noah and his family relocated to the area as Noah joined year 1. Previously, Noah attended nursery and reception class in a city school. Noah was collected from the city school by a childminder as both of his parents worked full time.</p> <p>Following the relocation, Noah's father reduced his work commitments and now collects the children from school at the end of the day.</p>
Health and wellbeing notes:	Noah required some support to settle into year 1 following the family's relocation. Noah went on to develop friendships with 4 other children, interacting with them in the classroom and in the outdoor environment. Noah is less confident in wider social groups.
Other professional involvement:	<p>Special educational needs and disabilities coordinator (SENDCo)/Additional support</p> <p>Year 1 assessments indicate that Noah was meeting targets for English. Some additional support was provided during group work for mathematics.</p>
Teacher comments:	<p>Noah is a very active child and particularly enjoys the outdoor space and visits to the forest school, showing great interest in the natural world. Noah is confident when using a range of opportunities to extend his physical skills, such as running and jumping. Noah is less confident in joining in team games which involve throwing and catching.</p> <p>Noah enjoys reading and particularly enjoys fiction books. Noah is becoming increasingly confident when discussing his views and opinions about the content of stories on a 1-1 basis. Noah enjoys writing about real events.</p> <p>Noah loses concentration during some mathematics activities and lacks accuracy with numeracy: addition and subtraction, place value and number bonds. Noah scores below average in mathematics tests relating to number, especially when different operations are combined. Noah enjoys practical mathematics sessions involving measurement and problem solving and uses mathematical language accurately.</p>

Mathematics: Individual progress review

Year 1 2020 Teacher assessment outcomes (based on continuous assessment)	Noah's Performance	% of Yr1 children working towards the expected standard (1)	% of Yr1 children working at the expected standard (2)	% of Yr1 children working at a greater depth within the standard (3)
Number				
Number and place value	1	15	65	20
Addition and subtraction	1	10	74	16
Multiplication and division	1	12	72	16
Fractions	1	13	77	10
Measurement				
Measurement	3	4	86	10
Geometry				
Properties and shapes	2	5	80	15
Position and direction	2	8	72	20

(1) Working towards the expected standard				
(2) At the expected standard				
(3) At a greater depth within the standard				

SAMPLE

Task 1	AOs 1, 2, 3 and 4
a) Create an intervention plan proposal that you would use to meet Noah's developmental needs for his numeracy skills. You should make reference to your research findings in your plan. <p style="text-align: right;">[16 marks]</p>	
Conditions of the assessment: <ul style="list-style-type: none">task 1(a) must be completed in supervised conditionsyou will have access to your research materials - you will not have access to the internet or any other additional resource materials when completing your work for this taskyou will have a maximum of 3 hours to complete this task	
Evidence requirements: <ul style="list-style-type: none">word processed intervention plan	
Submission: <p>The following filename conventions should be used for all materials produced: <i>(Provider_number)_(Student registration number)_(Surname)_(First name)_TaskXx_(Additional detail of document content if multiple documents are produced per task)</i></p> <p>Note: Please request your provider and student number from your tutor.</p>	

Task 1	AOs 1, 2, 3 and 4
<p>b) Create an activity plan that you could use to support Noah.</p> <p>You should include an explanation of how the planned activity:</p> <ul style="list-style-type: none">• links to the wider curriculum• is underpinned by theory, concepts and pedagogy <p style="text-align: right;">[25 marks]</p> <p style="text-align: right;">[Total marks: 51]</p> <p style="text-align: right;">[16 marks (Task 1(a)) + 25 marks (Task 1(b))</p> <p style="text-align: center;">+ 4 marks for English, 2 marks for mathematics and 4 marks for digital]</p>	
<p>Conditions of the assessment:</p> <ul style="list-style-type: none">• task 1(b) must be completed in supervised conditions• you will have access to your research materials and your materials from task 1(a) - you will not have access to the internet or any other additional resource materials when completing your work for this task• you will have a maximum of 3 hours to complete this task	
<p>Evidence requirements:</p> <ul style="list-style-type: none">• word processed activity plan, including any resource designs	
<p>Submission:</p> <p>The following filename conventions should be used for all materials produced:</p> <p><i>(Provider_number)_(Student registration number)_(Surname)_(First name)_TaskXx_(Additional detail of document content if multiple documents are produced per task)</i></p> <p>Note: Please request your provider and student number from your tutor.</p>	

Task 2	AOs 2 and 5
<p>You must discuss your proposed activity plan with your peers to support your planning of the activity.</p> <p>(a)(i) Read the activity plans you have been given by your tutor and complete a preparation for peer discussion form for each activity plan.</p> <p>Hand in your preparation for peer discussion form to your tutor.</p> <p>(a)(ii) Your tutor will put you into your peer discussion groups.</p> <p>You will have access to your own activity plan, and your preparation for peer discussion forms completed in task 2(a)(i). You will have 20 minutes to familiarise yourself with the activity plan and your form, before beginning the group discussion.</p> <p>Each group member will take it in turns to share their activity plan and receive feedback from the group.</p> <p>When you give feedback on other students' activity plans, you must use the preparation for peer discussion forms completed in task 2(a)(i).</p> <p>When you receive feedback, you must complete handwritten notes of the feedback you receive from each group member on the feedback from peer discussion form.</p> <p style="text-align: right;">[This part of the task is not marked]</p> <p>(b) Use your feedback from peer discussion form and reflect on the feedback that you have received. Use this feedback to write down how you will update your activity plan, referencing comments made during the peer discussion. Your tutor will provide you with a copy of your submitted activity plan from task 1(b).</p> <p>You must justify the feedback that you decided to act on, as well as the feedback that you decided not to use.</p> <p style="text-align: right;">[9 marks]</p> <p style="text-align: right;">[Total marks: 9]</p>	
<p>Conditions of the assessment:</p> <p>For 2(a)(i):</p> <ul style="list-style-type: none">• task 2(a)(i) must be completed in supervised conditions• there is no time limit for completion of task 2(a)(i)• you will hand in your work and receive feedback from your tutor with any improvements you need to make <p>For 2(a)(ii):</p> <ul style="list-style-type: none">• the discussion will take place in groups to be decided by your tutor, and you will have access to all your materials from task 1(b) when preparing for this task• you will have 20 minutes to prepare for this task in supervised conditions, using the information you have developed in task 1• each student will have a maximum of 5 minutes to discuss their activity plan with the rest of the group who will then collectively have up to 20 minutes to feedback on each student's activity plan	

For 2(b):

- task 2(b) **must** be completed in supervised conditions
- you will only have access to your materials from task 1(b) and 2(a) following tutor approval; you will **not** have access to the internet or any other additional resource materials when completing your work for this task
- you will have a **maximum** of one hour to complete this task

Evidence requirements:

- handwritten or typed up feedback notes, including questions asked to other group members - if handwritten, this evidence must be scanned prior to submission
- a written summary of any changes you plan to make to your activity plan

Submission:

The following filename conventions should be used for all materials produced:

(Provider_number)_(Student registration number)_(Surname)_(First name)_TaskXx_(Additional detail of document content if multiple documents are produced per task)

Note: Please request your provider and student number from your tutor.

Task 3	AOs 1, 2, 3, 4, 5
<p>(a) You must prepare to present an overview of your intervention plan and activity plan for a discussion with your tutor in task 3(b), who will assume the role of the class teacher. You must include details of the review undertaken as a result of the peer discussion. After your presentation your tutor will ask you questions based on your intervention plan and activity plan. A pro-forma has been provided for you to support your planning and preparation for this discussion. Your tutor will give you copies of your intervention plan and updated activity plan, including any summary of changes you have made.</p> <p>(b) You must discuss with your tutor the information prepared in task 3(a).</p> <p>As part of task 3(b) you will also be assessed on your communication skills. Your tutor will make an audio recording of the discussion.</p> <p>Please note the purpose of this task is to provide evidence of your verbal communication skills.</p> <p style="text-align: right;">[16 marks]</p> <p style="text-align: right;">[plus 2 marks for digital skills]</p> <p style="text-align: right;">[Total marks: 18]</p>	
<p>Conditions of the assessment:</p> <ul style="list-style-type: none"> • you will have a maximum of 2 hours for part (a). For part (b), you will have 5 minutes to present the information referenced in the task and 10 minutes to answer the questions • the discussion will take place with your tutor, and you will have access to all your materials from previous tasks when preparing for this task 	
<p>Evidence requirements:</p> <ul style="list-style-type: none"> • presentation slides and/or word processed pro-forma (completed) • tutor's observation notes of the discussion • audio recording of the tutor discussion 	
<p>Submission:</p> <p>The following filename conventions should be used for all materials produced:</p> <p><i>(Provider_number)_(Student registration number)_(Surname)_(First name)_TaskXx_(Additional detail of document content if multiple documents are produced per task)</i></p> <p>Note: Please request your provider and student number from your tutor.</p>	

Task 4	AOs 2 and 5
<p>You must now complete a reflective account.</p> <p>You should reflect on:</p> <ul style="list-style-type: none">• the effectiveness of your communication skills when conveying your planned approach and activity, in your presentation and when answering questions• the quality of your planned approach and activity in relation to intended outcomes• ways that feedback informed changes to your planned activity• the development of your own knowledge and skills for your own future practice <p>You will need to provide evidence of analysis and evaluation in your reflective account.</p> <p>A pro-forma has been provided for you to complete that will support the planning of your reflective account.</p> <p style="text-align: right;">[12 marks]</p> <p style="text-align: right;">[Total marks: 12]</p>	
<p>Conditions of the assessment:</p> <ul style="list-style-type: none">• you will have a maximum of 2 hours to complete your reflective account	
<p>Evidence requirements:</p> <ul style="list-style-type: none">• word processed reflective account pro-forma (completed)	
<p>Submission:</p> <p>The following filename conventions should be used for all materials produced:</p> <p><i>(Provider_number)_(Student registration number)_(Surname)_(First name)_TaskXx_(Additional detail of document content if multiple documents are produced per task)</i></p> <p>Note: Please request your provider and student number from your tutor.</p>	

This is the end of the external assessment.

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Owner: Head of Assessment Design

Change history record

Version	Description of change	Date of approval	Date of issue
1.0	Produced to support Summer 2021 teacher assessed grades		April 2021
1.1	NCFE Rebrand		December 2021
v2.0	Annual review 2023: Name changed to Education and Early Years	June 2023	19 June 2023
v2.1	Sample added as watermark	November 2023	15 November 2023