T-LEVELS | Institute for Apprenticeships & Technical Education

T Level Technical Qualification in Digital Support Services

Employer set project (ESP)

Core skills

Digital Infrastructure & Network Cabling

Project brief - Task 2

v1.1: Specimen assessment materials
16 November 2023
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NCFE

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Project brief

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Student instructions

- read the project brief carefully before starting your work
- you must work independently and make your own decisions as to how to approach the tasks within the employer set project (ESP)
- 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

- the ESP 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 ESP
- the combined marks from these assessments will be aggregated to form the overall core component grade (A* to 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 the employer set project is 12 hours 10 minutes:
    - 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)
    - you must not upload any work produced to any platform that will allow you to access materials outside of the supervised sessions (including email)
- 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
- the project is assessed out of a total of 76 marks (this includes 2 marks for your use of maths in task 3, and 4 marks for your use of English throughout tasks 2, 3 and 4) – the individual task marks are also shown throughout the project brief booklet at the start of each task

Plagiarism

Plagiarism may result in the external assessment task being awarded a U grade.

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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 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 named using the following format – Surname_Initial_student number_evidence reference for example: Smith_J_123456789_Task2 for identification purposes – where evidence reference is shown, this should be replaced with the task number for which the work reflects and saved as a .pdf format
- 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 cover sheet (EACS) – declaration of authenticity form 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

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Task 2: 2 hours 10 minutes

You must read the information on all pages provided for this task before starting your response.

(12 marks)

Scenario

The implementation of the WiFi network requires a more robust solution. You have been asked to put forward recommendations for a potential solution that will resolve all the current issues. You need to gather information that will help you plan your recommendations.

You organise a meeting with the Head of IT to discuss WiFi requirements and to better understand the typical demand and requirements. Before the meeting, you decide to prepare some questions that will help you gather the appropriate information in the meeting.

After your meeting, you must update your line manager (technical audience) and the dealership manager (non-technical audience) with your findings by creating 2 emails using the template provided.

Instructions for students

The meeting with Head of IT will be a recorded, simulated interview in which your tutor will play the role of the Head of IT. It will last no longer than 10 minutes (6 marks).

The total time for the task is 2 hours 10 minutes, which will be broken down as follows:

You will be allocated 1 hour to prepare your questions.

You should prepare a list of key questions you want to ask prior to your meeting with the Head of IT.

You will be allocated 10 minutes to conduct your interview.

After your meeting with the Head of IT, you need to write 2 emails (6 marks) and have one hour in which to do this.

You should email your line manager (technical audience) to:

- outline any questions and responses you have used or gathered
- summarise key issues identified

You should email the dealership manager (non-technical audience) to:

- provide an overview of the issues which could be used as part of a business update to be sent to the entire company.

Evidence required for submission to NCFE

- the Head of IT interview audio recording (saved as an appropriate audio file, for example, MP3)
- email for line manager detailing questions asked, responses and summary of issues that have been identified (on email template document) in pdf format
- email for dealership manager with an overview of the issues that have been identified (on email template document) in .pdf format

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All completed work must be submitted at the end of this task, when you have completed this task, you should save in a .pdf format, and name your file:

- Surname_Initial_student number_evidence reference for example: Smith_J_123456789_Task2

Additional guidance

This task will also assess your English skills.

You will have access to a word processing application or other suitable software to enable you to complete this task.

Use the email template provided to construct your emails; do not use your own email account.

Access to the internet is permitted.

Access to any online cloud storage is not permitted.

Use of online chat or emails is not permitted.

Access to previous class notes/teaching materials is not permitted.

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Document information

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Change History Record

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