



HM Government

**T-LEVELS**

**T Level Technical  
Qualification in Education  
and Early Years (Level 3)  
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Employer set project (ESP)

Assisting Teaching / Early Years Educator

Project Brief – task 4

v2.0: Specimen assessment material (SAM)  
30 April 2026

# T Level Technical Qualification in Education and Early Years

## Employer set project (ESP)

### Project Brief

#### Task 4 – reflective account

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## Guidance for students

### Student instructions

- Read Project Brief – task 4 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 are permitted to bring in and use your own research notes, carried out in response to the preliminary research activity, to the supervised sessions. These research notes will have been checked for suitability by your tutor.
- 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 the external examination 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 ESP is 15 hours and 45 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 ESP 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.
- Task 4 as a whole is assessed out of a total of 12 marks – the individual task marks are also shown throughout the Project Brief at the start of each task.

### Plagiarism and use of artificial intelligence (AI)

**Plagiarism may result in the assessment task being awarded a U grade.** For further information, refer to the Plagiarism in Assessments guidance located on the Joint Council for Qualifications (JCQ) website.

Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI-generated responses, those elements must be identified by the student. Students must understand that the use of AI will prevent them from demonstrating that they have independently met the marking criteria and consequently will not be awarded marks for those sections. For further information, refer to the JCQ guidance on AI Use in Assessments located on their website.

## Presentation of work

- All of your work should be completed electronically using black font, Arial size 12 pt 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 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 the session.

## Timing

You have 1 hour and 45 minutes to complete task 4.

It is up to you how long you spend on each part of the task; therefore, be careful to manage your time appropriately.

## Marks available

Task 4: 12 marks  
Total marks: 12

Details on the marks available are provided in the task.

## Task 4: reflective account

### Time limit

1 hour and 45 minutes.

[12 marks]

### Task-specific student instructions

You must now complete a reflective account using the following reflective model:

- Gibbs' Reflective Cycle.

Pro-forma D (reflective account) has been provided to support you to complete this task.

As part of this task, you may wish to refer to task 2 (c) (reflection upon peer feedback). Work from task 2 (c) must not be duplicated but rather built upon and expanded. Any work that is simply duplicated from task 2 (c) will not be marked.

### Additional information

For this task, you will have access to:

- scenario and control documents 1 and 2
- completed pro-forma A (early support plan (EYE) or intervention plan (AT))
- revised pro-forma B (activity plan) from task 2 (c)
- completed pro-forma C (feedback to peers)
- completed digital presentation
- pro-forma D (reflective account)
- your research notes (four pages only)
- a computer and relevant software.

Please note:

- where work is completed digitally, spelling and grammar checks **must** be disabled
- access to the internet is **NOT** allowed
- **NO** additional resource materials are allowed.

### Evidence required for submission to NCFE

The following evidence **must** be submitted:

- a completed pro-forma D (reflective account).

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

(Provider number)\_(Unique learner number)\_(Surname)\_(First name)\_TaskXx\_(Additional detail of document content if multiple documents are produced per task)

**Note:** please request your provider and unique learner number from your tutor

## Change history record (CHR)

Version	Description of change	Approval	Date of issue
v1.0	First published version	09 May 2025	09 June 2025
v2.0	Minor updates to SPaG and abbreviations Logos updated on front page File naming conventions for submission updated Plagiarism statement updated Copyright statement updated	N/a	30 April 2026

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