T-LEVELS | Institute for Apprenticeships & Technical Education

T Level Technical Qualification in Healthcare Science

Employer set project (ESP)

Assisting with Healthcare Science

Pro-formas

SAMPLE

v1.1: Specimen assessment materials
17 November 2023
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NCFE CACHE

T Level Technical Qualification in Healthcare Science
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Assisting with Healthcare Science

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Task 2: pro-forma

This document is only to be issued at the start of task 2.

Quality improvement report

This report should be completed to summarise the identified potential problems with current process, what you think process for best practice would look like, and your action plan to introduce quality improvements required to minimise risk of future similar incidents.

Note: The spaces provided below are not indicative of length of response required – consideration should be given to the time limit stated in the conditions of the assessment section of the task – write in the white boxes

Student name:	
Date:	

Area requiring improvement:	
Problem identified:	
Current condition:	
Target condition:	
Description of identified root cause of incident:	

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Plan for improvement *(Describe the requirements for each of your improvements in relation to the incident. The areas listed below are example areas you may wish to include. You should indicate for each aspect the required timescales you expect for completion)*	
• risk assessment • change to process • staff training • communication of changes to practice	
Supporting documents required *(Describe the main points of any additional instruction or information for staff, which are required to be added to supporting documents. Two example documents are provided. Include any additional documents you may require to action your required improvements)*	• incident management policy • standard operating procedures
Follow up requirements *(Describe the processes required to ensure quality improvements are being adhered to and working optimally. Some examples are given for you to expand on)*	• process review • audit • user feedback

Note: The tutor must sign this piece of work for the purposes of validation

MPLE

Student number:	
Provider number:	
Student name:	
Tutor name:	
Student signature:	
Tutor signature:	

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Task 3(a): pro-forma

This document is only to be issued at the start of task 3(a).

Task 3(a)(i): preparation for peer discussion form

Copy this table to provide individual feedback for each student within your group

Student name:	
Date:	

State one element of the student's quality improvement report that you thought was effective and why.

Prepare one question to ask about the student's quality improvement report. Your question should be about how and why they have approached their planning in this way.

Give one example of how you feel the student's quality improvement report could be improved.

Note: The tutor must sign this piece of work for the purposes of validation

Student number:	Provider number:
Student name:	Tutor name:
Student signature:	Tutor signature:

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Task 3(a)(ii): feedback from peer discussion form

Print out this form to allow completion of handwritten notes of the peer discussion. You may wish to increase the size of the spaces before printing. Please ensure that your writing is legible and that the document is suitable for scanning so it can be made available as an electronic piece of evidence.

Student name:	
Date:	

What your peers felt would work well in your quality improvement report and why.

Questions you were asked by your peers.

Examples of how your peers think that your quality improvement report could be improved.

Note: The tutor must sign this piece of work for the purposes of validation

Student number:	Provider number:
Student name:	Tutor name:
Student signature:	Tutor signature:

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Task 4: pro-forma

This document is only to be issued at the start of task 4.

Present an overview of your quality improvement report

Note: The spaces provided below are not indicative of length of response required – consideration should be given to the time limit stated in the conditions of the assessment section of the task

You should consider the following areas when presenting and justifying your quality improvement report approach. You may use the headings below or consider an alternative approach to setting out the details of your discussion points (for example, presentation slides).

An overview of your quality improvement report

Further details from key elements of your report:

How your report will support the problem stated in the brief:

Details of the review undertaken as a result of the peer discussion:

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Once you have presented, your tutor will ask you questions on the following topic areas. You can use this information to support your response to the questions asked:

- your approach to your research
- communicating your quality improvement recommendations
- encouraging others to follow your quality improvement recommendations
- your response to critical feedback from your peers in task 3

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Document information

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Owner: Head of Assessment Design

Change History Record

Version	Description of change	Approval	Date of Issue
v1.0	Additional sample materials		September 2022
v1.1	Sample added as a watermark	November 2023	17 November 2023

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