



HM Government

T-LEVELS

T Level Technical Qualification in Education and Early Years (Level 3) QN: 610/5748/4

Employer set project (ESP)

Assisting Teaching / Early Years Educator

Project Brief – task 2

v2.0: Additional sample material
30 April 2026

T Level Technical Qualification in Education and Early Years

Employer set project (ESP)

Project brief

Task 2 – discussion and reflection

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Guidance for students

Student instructions

- Read Project Brief – task 2 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 2 as a whole is assessed out of a total of 9 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 3 hours and 55 minutes to complete task 2 (a), task 2 (b) and task 2 (c).

Each task has the following number of hours:

Task 2 (a) – up to a maximum of 1 hour and 30 minutes

Task 2 (b) – up to a maximum of 1 hour and 25 minutes (15 minutes per student for peer discussion)

Task 2 (c) – 1 hour

Individual tasks **must** be completed within the timescales stated for each task, but 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 2 (a): this task is unmarked

Task 2 (b): this task is unmarked

Task 2 (c): 9 marks

Total marks: 9

Details on the marks available are provided in each task.

Task 2 (a): preparation for discussion

Time limit

Up to a maximum of 1 hour and 30 minutes is available to complete this task.

The time must be used as directed for the task – preparing for the group discussion.

[this task is unmarked]

Task-specific student instructions

- Your tutor will put you into your peer discussion groups of between three to five students.
- Your tutor will give you activity plans for the other students in your group.
- You **must** complete one pro-forma C (peer discussion and feedback form) for each student in your group.
- Your tutor will be available to guide and support you during this task.
- When finished you **must** submit these pro-formas to your tutor.

Additional information

For this task, you will have access to:

- scenario and control documents 1 and 2
- completed pro-forma B (activity plan) for each student in your peer discussion group
- pro-forma C (peer discussion and feedback form)
- a computer and relevant software if required.

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

The following evidence **must** be submitted to your tutor

- completed pro-forma C (one per student).

The following filename conventions must be used for each completed pro-forma C:

Student name and task number

Task 2 (b): peer discussion and feedback

Time limit

Up to a maximum of 1 hour and 25 minutes.

The time must be used as directed for the task – familiarisation (10 minutes) and peer discussion and feedback (15 minutes per student).

[this task is unmarked]

Task-specific student instructions

- Your tutor will put you into your peer discussion groups.
- You will have access to your own activity plan completed in task 1 (b) and you will be given 10 minutes to familiarise yourself with the activity plan before beginning the peer discussion.
- Each group member will take it in turn to share their activity plan (up to a maximum of 5 minutes) and receive feedback from the group (up to a maximum of 10 minutes).
- You may choose to take notes during the peer feedback to assist you in completing task 2 (c).

Additional information

For this task, you will have access to:

- completed pro-forma B (activity plan)
- completed pro-forma Cs (peer discussion and feedback form) for each student in your peer discussion group
- the scenario and control documents 1 and 2
- a computer and relevant software if required.

Please note:

- access to the internet is **NOT** allowed
- **NO** additional resource materials are allowed.

Evidence required

The following evidence (if created) **must** be submitted to your tutor:

- any notes you have made during the peer discussion and feedback.

Task 2 (c): reflection upon peer feedback

Time limit

1 hour

You can use the time how you want, but all parts of task 2 (c) must be completed within the time limit.

[9 marks]

Task-specific student instructions

- You **must** reflect on the feedback you have received in task 2 (b) and consider which feedback you will act upon and which you will not.
- You **must** update a copy of your original activity plan (pro-forma B) using blue text, **NOT** black, to identify any changes you are making.
- You **must** also complete the box at the end of the copy of your activity plan (pro-forma B), justifying the reasons for any changes you have made or not made.

Additional information

For this task, you will have access to:

- a copy of your pro-forma B (completed activity plan) from task 1 (b)
- completed pro-forma Cs (peer discussion and feedback form) from task 2 (a)
- any additional notes taken during task 2 (b)
- 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:

- an updated activity plan (pro-forma B)
- all feedback received from peers using pro-forma C.

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	06 October 2025	30 October 2025
v1.1	Watermark updated	31 October 2025	31 October 2025
v2.0	File naming conventions for submission updated Copyright information updated	N/a	30 April 2026

SAMPLE

Document information

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