



T Level Technical Qualification in Digital Business Services

Occupational specialism assignment (OSA)

Data Technician

All assignments

Provider guide

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Assessment delivery

The assessment will be delivered within a fixed 3 week window specified by NCFE.

The assessment will be released to providers for planning and preparation in advance of the window.

Providers must schedule the assignment within the 3 week window as described below for each of the separate tasks, to enable all students to complete all the tasks by the end of the window.

The tasks are set by NCFE and administered by you, the provider.

Students must complete the tasks independently and under supervised conditions. Please refer to the NCFE external assessment guidance on the NCFE website.

Internet access is only allowed for some tasks. Please refer to individual tasks for details.

Evidence should be returned by the date specified and will be marked by NCFE.

Students and tutors are required to sign a declaration of authenticity to confirm that the work is their/the student's own. A single declaration form is sufficient for all tasks within the assignment. The declaration forms can be found on the NCFE website. This is to ensure authenticity and to prevent potential malpractice and maladministration. Students must be made aware of the importance of this declaration and the impact this could have on their overall grade if the evidence was found not to be the student's own work. Tutors must be aware that by signing the declaration, they are validating it is the student's own work.

At the end of each supervised session, the tutor must collect all evidence and any other materials before students leave the room, to ensure that no student takes any external assessment material or assessment evidence out of the room. This also includes sufficient monitoring and checks to ensure that students have not made materials available to themselves or anyone else electronically via the intranet or internet.

External assessment materials should be securely stored between supervised sessions. Students must not have access to this area between the supervised sessions, including electronic files.

Assessment window information and requirements

Total duration for assignment completion is 3 weeks.

This assignment comprises 4 separate tasks; tasks must be completed consecutively, and each task must be commenced by all students at the same time, as specified in the table below.

Due to the length of each task, all tasks will be divided into a number of specified sessions: these sessions must run as described to allow for the maximum time students may need to complete each separate task. Students will complete each task at different speeds but should be present for a minimum of 50% of the total duration of each session to minimise disruption.

The 4 tasks have the following total hours allocated, with the individual sessions as described:

- task 1 – 5 hours (2 separate sessions of 2 hours 30 minutes each)
- task 2 – 10 hours (4 separate sessions of 2 hours 30 minutes each)
- task 3 – 8 hours (4 separate sessions of 2 hours each)
- task 4 – 6 hours (3 separate sessions of 2 hours each)

Sessions have been divided into a morning (AM) and afternoon (PM) session. It is recommended that a sufficient gap between the 2 is observed to allow for refreshment. These do not have to be supervised. Work in progress should be saved in accordance with file-saving protocols described in this provider guidance document and re-accessed at the start of the next sessions accordingly.

All students must be present for a minimum of 50% of the time allotted for each scheduled session, after which time they may be allowed to leave. In line with NCFE's external assessment guidance, re-entry will not be permitted until the start time of the next scheduled window or until the start time of the next task, as scheduled.

The assessment window has been designed with sufficient gaps between each separate task in case a student misses a scheduled session. Every attempt must be made to enable the student to catch up within the gap, prior to the scheduled start date of the subsequent task. If this is not possible, providers must not re-arrange another time for the student to complete the session; they must follow the reasonable adjustments and special considerations policy which can be found on the NCFE website.

For any student requiring additional time due to an approved reasonable assessment adjustment, please refer to NCFE's general policy and guidance on the NCFE website.

Morning sessions should run from 9:30am; afternoon sessions should run from 1:30pm.

Week 1

Monday	Task 1	Tuesday	Wednesday	Thursday	Task 2	Friday	Task 2
AM session	Session 1: 2 hours 30 minutes	AM session	AM session	AM session	Session 1: 2 hours 30 minutes	AM session	Session 3: 2 hours 30 minutes
PM session	Session 2: 2 hours 30 minutes	PM session	PM session	PM session	Session 2: 2 hours 30 minutes	PM session	Session 4: 2 hours 30 minutes

Week 2

Monday	Tuesday	Wednesday	Task 3	Thursday	Task 3	Friday
AM session	AM session	AM session	Session 1: 2 hours	AM session	Session 3: 2 hours	AM session
PM session	PM session	PM session	Session 2: 2 hours	PM session	Session 4: 2 hours	PM session

Week 3

Monday	Tuesday	Wednesday	Task 4	Thursday	Task 4	Friday
AM session	AM session	AM session	Session 1: 2 hours	AM session	Session 3: 2 hours	AM session
PM session	PM session	PM session	Session 2: 2 hours	PM session		PM session

Marks available

Across all assignment tasks, the total marks available are 164 marks.

Students should read the instructions provided carefully.

Students should attempt to complete all the tasks in the time allowed.

Performance outcomes (POs)

This assessment requires students to:

PO1: Source, organise and format data securely in a relevant way for analysis

PO2: Blend data from multiple sources

PO3: Analyse structured and unstructured data to support business outcomes

PO4: Interpret data and communicate a result appropriate to the audience

PO5: Apply legal, ethical and professional principles when manipulating data

PO6: Discover, evaluate and apply reliable sources of knowledge

Timings

Students have a maximum of 29 hours to complete all tasks within this assignment:

Task 1 – 5 hours

Task 2 – 10 hours

Task 3 – 8 hours

Task 4 – 6 hours

Individual tasks must be completed within the maximum timescales stated above, but it is up to students how long they spend on each part of the task during each session available.

Resources

Across the range of the assignment tasks, providers need to provide students with access to:

- the designated data sets for each separate task
- access to the internet for market research purposes (task 1 only)
- for example, word processing software to create decision making logs
- software applications to clean, blend and manipulate data and create information dashboards from data sets: for example, Microsoft Office, Microsoft 365 and Google Workspace have sufficient capabilities to meet all task requirements – providers should have access and expertise for at least one of these suites
- presentation software, such as PowerPoint from Microsoft Office

- headphones with microphones and digital voice recording software (for example, Chrome Screencastify) if this facility is not integral to the computing hardware in use (required for task 4 only)

SAMPLE

Delivery guidance (including equipment required)

The following is a list of requirements which must be made available by the provider in order to complete all tasks within this assignment:

- access to a sufficient number of computers for students during the supervised tasks with the required software installed
- workstations should be spaced a sufficient distance apart from each other to enable students to work independently and without distraction
- an appropriate environment (for task 4) to enable students to record their verbal presentation with minimal disruption – the provider is responsible for ensuring that students cannot be overheard by or distract other students when completing task 4
- secure electronic storage to save/re-access between separate task sessions (then eventually retain and send completed student assignments to NCFE) with the following file-saving protocol:
 - NCFE/Digital/DBS/OS/Provider name/student number/2022 – this requirement must also be able to authenticate individual student work

Task 1

Providers need to provide students with access to:

- a copy of the brief with task 1 instructions included
- the internet, for research of relevant websites
- task 1 data sets (which will be given to you by your provider)
- software applications to select and organise data (for example, Microsoft Office, Microsoft 365 or Google Workspace)
- word processing software (for example, Microsoft Office, Microsoft 365 or Google Workspace)

Task 2

Providers need to provide students with access to:

- a copy of the brief with task 2 instructions included
- task 2 data sets (which will be given to you by your provider)
- software applications to clean and blend data (for example, Microsoft Office, Office Microsoft 365 or Google Workspace)
- word processing software (for example, Microsoft Office, Microsoft 365 or Google Workspace)

Task 3

Providers need to provide students with access to:

- a copy of the brief with task 3 instructions included
- task 3 data sets (which will be given to you by your provider)
- software applications to blend data and create a dashboard (for example, Microsoft Office, Microsoft 365 or Google Workspace)
- word processing and spreadsheet software (for example, Microsoft Office, Microsoft 365 or Google Workspace)

Task 4

Providers need to provide students with access to:

- a copy of the brief with task 4 instructions included
- their evidence from task 3 (dashboard, decision log and statistical test)
- task 4 data sets (which will be given to you by your provider)
- software applications to read a dashboard (for example, Microsoft Office, Microsoft 365 or Google Workspace)
- word processing software (for example, Microsoft Office, Microsoft 365 or Google Workspace)
- presentation software, including equipment for digital voice recording (for example, PowerPoint, Chrome Screencastify)

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 material		01 February 2023
v1.1	Minor amends following proofread		01 September 2023
v1.2	Sample added as a watermark	November 2023	24 November 2023