



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 3

v2.0: Additional sample material  
30 April 2026

# T Level Technical Qualification in Education and Early Years

## Employer set project (ESP)

### Project Brief

#### Task 3 – digital presentation and tutor questions

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## Guidance for students

### Student instructions

- Read Project Brief – task 3 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 3 as a whole is assessed out of a total of 18 marks (this includes 2 marks for your use of digital skills) – 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 2 hours and 5 minutes to complete task 3 (a) and task 3 (b).

Each task has the following number of hours:

Task 3 (a) – 1 hour and 45 minutes

Task 3 (b) – 20 minutes

Individual tasks **must** be completed within the timescales stated for each task.

## Marks available

Task 3 (a): this task is unmarked

Task 3 (b): 16 marks

+ 2 marks for digital skills

Total marks: 18

Details on the marks available are provided in each task.

## Task 3 (a): digital presentation preparation

### Time limit

1 hour and 45 minutes.

[this task is unmarked]

### Task-specific student instructions

To complete this task you must prepare a digital presentation using relevant software (for example, Microsoft PowerPoint / Prezi) that gives an overview of both plans from task 1 (pro-forma A and pro-forma B).

- You may wish to make brief notes of no more than one side of A4 to support you in the delivery of your presentation. Your tutor will give you copies of your completed work from task 1 and task 2 to help you prepare for the presentation.

Your preparation should include:

- a summary of your early support plan (EYE) or intervention plan (AT)
- a summary of your activity plan to include details of any updates made following peer feedback
- how your activity will support the child, including communication techniques and strategies to support relevant areas of their development
- a justification of suitability of resources
- a summary of how the diagnostic formative assessment informed your activity plan
- how your activity plan builds upon the child's current needs and requirements
- how your activity plan enables the child's progress and achievement to be monitored
- identification of the theoretical concepts or pedagogies that have informed your approach.

Following your presentation, your tutor will ask you questions on the following areas:

- how your approach is informed by educational theories, concepts or pedagogies
- how your communication skills will support the child's progress
- how well you feel your planned approach and / or activity plan meets a specific element of the brief.

### 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)
- your research notes (four pages only)
- a computer and relevant software.

Please note:

- 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:

- your completed digital presentation alongside any notes created.

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

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## Task 3 (b): digital presentation and tutor questions

### Time limit

20 minutes

The time must be used as directed for the task – digital presentation (up to a maximum of 10 minutes) and tutor questions (up to a maximum of 10 minutes).

[16 marks]  
Plus 2 marks for digital skills  
[18 marks in total]

### Task-specific student instructions

Your tutor will be assuming the role of the key person (EYE) or class tutor (AT) from the setting referenced in the scenario. This task will be recorded (audio only) by your tutor.

You must:

- present your digital presentation to your tutor (up to a maximum of 10 minutes)
- respond to questions from your tutor on your presentation (up to a maximum of 10 minutes).

Your tutor will ask you questions on the following areas:

- how your approach is informed by educational theories, concepts or pedagogies
- how your communication skills will support the child's progress
- how well you feel your planned approach and / or activity plan meets a specific element of the brief.

### Digital skills

- Your work should demonstrate effective use of digital technology to present information clearly and concisely.

### Additional information

For this task, you will have access to:

- your completed digital presentation with supporting notes as required
- a computer and relevant software to give your presentation.

Please note:

- access to the internet is **NOT** allowed
- **NO** additional resource materials are allowed
- you will **NOT** have access to the questions your tutor will ask before the task takes place.

## Evidence required for submission to NCFE

The following evidence **must** be submitted:

- an audio recording of the digital presentation that includes the tutor questions and student responses.

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

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## 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 Task 3 (a) – additional clarification regarding notes to support presentation Copyright information updated	N/a	30 April 2026

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