

Management & Administration T Level FAQs

The questions below were gathered from the live webinar held on 1st March 2023

At the moment you are talking through the SAM. Will the ESP always be based on project change/management? It will always follow the Research, PiD, Project Planning, Presentation, Collaborative Problem Solving and Evaluation approach
Can students download / print a hard copy of their presentation so they can rehearse their delivery? Yes, but only in the assigned duration of the task (3hours). They cannot for example, be allowed to take home evidence.
We have scheduled 1.1 as 3 sessions, one for each part. Can the students work on/edit the 3 parts of the task within the total 8 hour window? No, the research must only be completed in the initial 2 hour duration of task 1.1(i), the Outcome of Research during the 4 hour duration of task 1.1(ii) etc
Task 2.1: can it be 2 learners? We have 2 students with ECHP who struggle in this situation. The guidance is "Your discussion will be completed working in small groups under supervised conditions." And so therefore does not mention minimum size. As a centre you would need to make any judgement calls on whether having only 2 in a group would generate sufficient discussion.
Task 1.4: Can learners bring speaker notes into the presentation? Tutors will print off a copy of the presentation slides, so learners have access to this as a printed handout during the presentation. This can include the speaker notes section found on presentation software
Task 1.2 (PiD) Does the learner only have the space set out on the template i.e. 2 pages so we can guide how much content should be in each section? Awaiting response
Is there a set format for the PESTLE, Research Outcome Summary Table and Cost Vs Benefit Analysis? No, there is no guidance on how this should be presented
If students are absent for a task can they resit this within the assessment window? Students can still complete the tasks providing they are completed in task order and within the controlled assessment window.
We have 14 students, do all presentations have to be on the same day? No you can plan the presentations to be delivered at your convenience, however they must be completed within the controlled assessment window.
How can students with extra time be managed? Presumably this means all learners are not working on tasks in tandem. Students with extra time will need to apply for special considerations and may get extra time to complete tasks
Why is the release date during the first week of the Easter holidays? We will have no contact with learners for the first 2 weeks of the window. The controlled assessment is an extended window (from 4 weeks to 6 weeks) to incorporate the regional Easter holidays
Task 1.3 (ii) Should the supporting statement be completed on the MS Excel sheet? As it's a written summary of 750 words it's advisable that a written document (such as MS Word) is used
Task 1.1: Can the internet be used for the whole of task 1.1? Yes, internet access is allowed for all of task 1.1. However, it is unlikely they will need it for all of the tasks
As the textbook won't be available yet, can you provide us with the PDFs of the pages? The textbook is being produced by an external publications company. You can request a sample chapter from ruth.murphy@hoddereducation.co.uk
We had the ESP release date as 6th March to start 13th March. The release date for the M&A T Level ESP is the 27th March with the controlled assessment window opening 3rd April - 12th May 2023
Does the group discussion need to be planned as 1 assessment session for each group? Is the full 4 weeks that we have available? Yes the assessment session is per group. You may have multiple groups being assessed by different delivery staff running at the same time. It is up to the provider when the assessments are completed. You have the full duration of the controlled assessment window (3rd April - 12th May) to complete all tasks

Is there an exemplar answer for the ESP? **No, but you can find the ESP Marking Grid on our website under the [‘documents’](#) tab and the TQ ESP Assessment Process Guide [here](#)**

Task 1.2 (PiD): Can learners hand write this?

Learners can hand right their answer but it is the responsibility of the provider to scan in hand written work and save as a suitable file type, e.g.PDF. All hand writing must be legible in order to be reviewed by the AO.

We are disappointed that there isn't any case studies to practice on, we feel students this year will be adversely affected by this. **The sample ESP can be located on our website here under the [‘documents’](#) tab**

Task 1.1 Just to clarify, do learners have to do a separate PESTLE analysis as well as on the research outcomes summary table for 1.1? **Yes that's correct**