### T Level Route: BUSINESS AND ADMINISTRATIVE ROUTE

Civil Service Industry Placement

Role Profile Reference | CSIP-XXXX

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| **SECTION 1: General Information** | |
| **Department** |  |
| **Role of the department** |  |
| **Directorate/business area** |  |
| **T Level** | [Management and Administration](https://support.tlevels.gov.uk/hc/en-gb/articles/4405383225746-Management-and-Administration) |
| **Number of placements** |  |
| **Location**  (please specify town or city) |  |
| **Office Address**  (MUST include postcode) |  |
| **Placement working pattern**  select preferred option(s) that apply.  Please note:   * that one single block is not feasible for the majority of students * working pattern is also subject to agreement with the College | 2 or more Blocks of consecutive weeks *Please state when these are preferred*  Day Release (one or two days per week) *Please state which days are preferred*  Combination |
| **Preferred placement start date**  select option that applies | Autumn/Winter 2023  Spring 2024  Summer 2024 |

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| **SECTION 2: Line Manager / Contact / Clearances** | |
| **Line manager details** | **Name:**  **Email:**  **Telephone:**  **Role:** |
| **Secondary Contact** | **Name:**  **Email:**  **Telephone:**  **Role:** |
| Highlight or delete to define option that applies in the following: | |
| **Security Clearance level required**  (Please note: DBS checks are funded and completed by the CSIP Team. CTC and SC will need to be funded and undertaken by the hosting Line Manager/Department). | DBS / CTC/ SC |
| **Does this role have any nationality restrictions?** | YES/NO  If yes please specify: |

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| **SECTION 3: Post Description**  *Line Manager to add information below.*  *Further details to be added during three-way conversation with College, Placement lead & Line Manager.* | |
| **Placement Role Title** | Line Manager: Add title here. |
| **High level summary of the placement offered and any contextual information about the role.** | Line Manager: Give 3 key points on what the role will cover. |
| **Proposed areas of work/project(s)/key responsibilities** (note: colleges may request minor adjustments to activities to ensure student learning objectives are met) | *Line Manager: Roles should cover* ***at least two*** *areas, please highlight or delete as appropriate.*   * business context – an overview of organisational cultures and values, different types of internal and external stakeholder, different forms of governance and the impact of organisations on society and the environment * project and change management – an understanding of the common change management theories and models and how to support and improve projects * business behaviours – the importance of good communication and adapting social communication styles to professional standards and according to purpose, medium and audience * quality and compliance – the importance of maintaining and improving quality in all aspects of public and private sector organisations |
| **Learning Goals** **and what skills/experience will students gain from the role -** (ie employability/ technical) | *College: Add Learning goals applicable for the matched student during discussion at the 3-way meeting.* |
| **Any additional information about the placement** | *Line Manager: Add any suggested prior learning or understanding the student should have. For example, coding platforms or programmes that will be used over the course of the placement.* |

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| **SECTION 4: Consent** |
| **By submitting this role profile I understand that:**   * line manager contact details will be shared with the relevant post-16 education provider to enable the matching process * I consent to offer an industry placement opportunity to a student, within my business area/team and I have discussed this with my line manager and/or the appropriate departmental lead |