Guidance for creating a T level placement recommendation

* Background to T Levels – explanation of what a T level is, why they are important and how the work placement is an essential part of the assessment process. Highlight the benefits of having T level work placement students using resources such as [T Levels and industry placement support for employers](https://employers.tlevels.gov.uk/hc/en-gb)
* Provide a brief explanation of the T level that you wish to run with links to information on the T level from the provider you are using or [T Level subjects | T Levels](https://www.tlevels.gov.uk/students/subjects)
* Placement requirements – include number of hours that they need to complete for placement, placement days and times, and area of business if known.
* Resource implications – including budget, hours (include setting up the T level i.e. planning time, recruiting etc), needing a line manager, staff awareness training of supporting a placement student and review meetings.
* Risk and issues that could occur.
* Recruitment process
* Timings – so everyone involved knows deadlines for information.

The questions above can be used to first gather information from the team that you hope to have the T Level placement student in. Make sure to provide them with the information about what a T level is and expectations etc. By going through this process first it will ensure that they are able to provide a suitable placement for the student and aware of the implications.

Once you have this information you can then put this into a written recommendation using the points above, to help get approval if required and plan the process that you need to organise a T Level placement successfully.