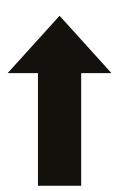
# THE ROLE OF THE LINE MANAGER AND MENTOR – HOSTING T LEVEL STUDENTS IN THE WORKPLACE



4 DECEMBER 2024







# WELCOME



# TODAY'S TEAM





**Kelly Goudge**Webinar Host

Head of Events SDN



**Simon Shaw**Webinar Presenter

Industry Placement Specialist SDN



## T LEVELS WEEK



## 2 – 6 December 2024 is National T Levels Celebration Week.

With the new academic year underway, 3 new T Level subjects on offer, new students and new providers and employers on board, there's a lot to celebrate!

You can get involved with the week through events, PR and social media, using #TLevelsWeek.

### What you can do for T Levels Week

- Follow the dedicated <u>@TLevels LinkedIn account.</u>
- Share your T Level successes on your social channels using the hashtag #TLevelsWeek and tag
  the DfE so they can share.
- Fill out the 2-minute **Employer Case Study form** to tell us why skills and training programmes like T Levels benefit employers like you.
- Share your **T Level successes** on your corporate social channels. From case studies to celebrations, we want you to spread the word about our talented T Level students and the business benefits you've realised through T Levels.
- Find out more about the growing <u>T Level ambassador network</u>, and how they support T Levels.
- Download our <u>T Levels Supporter assets</u> to use across your social

# **FORMAT**



## **Broadcast**

Your microphone will be muted

Use the Q&A function for questions

Use the chat box for comments

# **TOPICS**



- 1. Industry placements and T Levels
- 2. Line managers and mentors
- 3. T Level students
- 4. Give them a good start
- 5. Help them to learn
- 6. Next steps and support





- Aware of Industry Placements 17%
- Understand Industry Placements 6%
- Planning for Industry Placements 29%
- Active & hosting students 48%



# WHY DO IT?





### **Recruiting New Talent**

Working with T Level students gives you access to new, diverse talent. Industry placements can be a chance to assess potential candidates to fill your employment or apprenticeship vacancies and may reduce recruitment costs.



### **Support Social Mobility**

Hosting industry placements can help showcase your institution to students who may not have considered it as a place to work or study.



### **Technical Skill Development**

Bringing T Level students into your team can help cultivate their skills, laying the foundation for a new generation of technical talent and your future workforce.



### **Increase Productivity**

Gain an extra pair of hands to support your team. T Level students could perform some of the duties of an existing apprentice when they are off-site, as well as having their own responsibilities.



### **Staff Professional Development**

Managing T Level students offers staff a unique opportunity to enhance their leadership and management skills, supporting career development.



### **Civic Duty**

Support your local community; partnering with Further Education providers in your region to create opportunities, such as industry placements, for young people demonstrates your commitment to the local community.

# WHAT IS AN INDUSTRY PLACEMENT?



- Time spent by a 16–19-year-old T Level student working and learning in an organisation
- In a real environment with an employer, making a meaningful contribution
- Minimum of 315 hours and averaging 350 hours (around 45 working days)
- Occupationally-specific develop students' practical and technical skills

# HOW T LEVELS FIT IN



## **A LEVELS**

Subject-based qualifications

two years at college or school

No placement / training element

## **TLEVELS**

2-year technical programmes at local colleges, schools, training providers 80% knowledge and skills 20% on a placement

Includes **Industry Placements** to build attitudes and behaviours and to develop practical skills

# APPRENTICESHIP Level 2/3

at least 12 months work-based training

80% on the job 20% off the job

### Followed by possible progression to:

Higher Education

Skilled Employment Higher level Apprenticeship / technical training

## THE T LEVEL PROGRAMME



# years 2

80%

Up to 1400 hours

**TECHNICAL QUALIFICATION** 

Core

English and maths

Occupational Specialism(s)

Other requirements

20%

At least 315 hours

350 hours average

Technical skills and knowledge

Practical skills for employment

Meaningful contribution in the workplace

**INDUSTRY PLACEMENT** 





# T LEVEL SUBJECTS

T Levels started in September 2020 at selected schools and colleges in England.

There are now over 20 T Level subjects to choose from, covering everything from agriculture to craft and design and engineering to science.

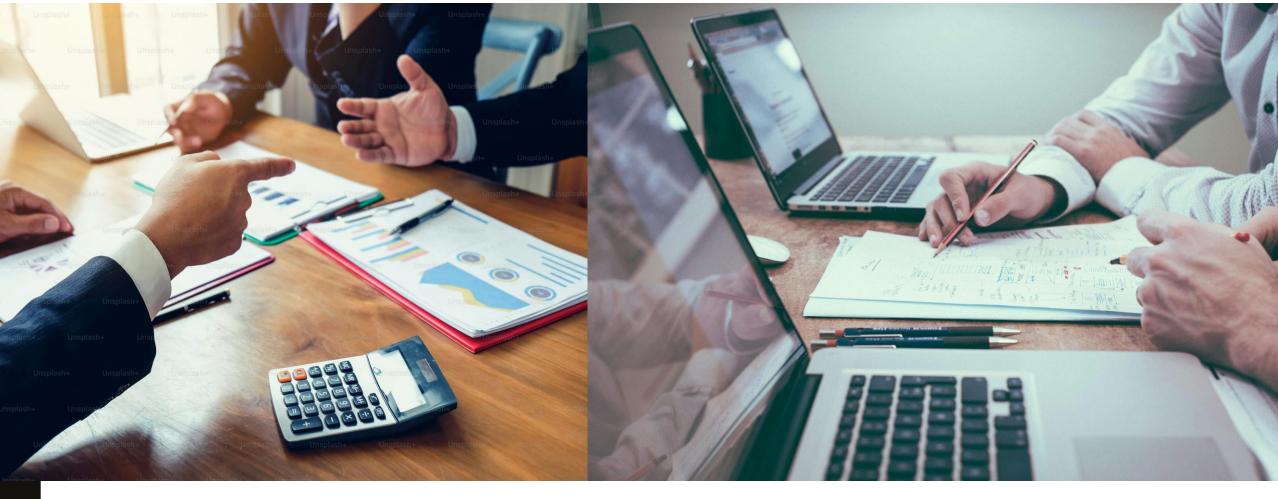




# 2. LINE MANAGERS AND MENTORS

### Which of these best describes the role of a mentor, A or B?







Direction, coordination and support enabling a team member to perform their tasks effectively



Using knowledge, experience and understanding of the workplace and job role to guide, support and develop a less experienced team member

# **POLL**

Which of these roles would be best carried out by a line manager and which by a mentor?

# LINE MANAGER AND MENTOR ROLES



Line manager	Mentor
Set work tasks	Navigate the organisation
Manage timelines and progress	Ask questions from different angles
Assess work performance and outputs	Believe in ability and potential
Communicate within and across teams	Be a sounding board
Conduct work reviews and appraisals	Impart useful knowledge and experience
Support achievement of day-to -day tasks	Provide encouragement and support
Ensure healthy and safe working practices	Identify and work towards career goals





# MENTORING A T LEVEL STUDENT



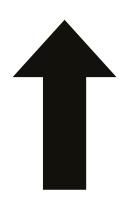
"I suppose everybody that's working with one of these students is a mentor. It's how you see your role once you're in contact with a young person."





"It's just being approachable and supportive, taking the student under your wing and being a friendly face. It's just everything that you would be doing in your ordinary day-today work." "Someone that has the touch points asking the right questions – that's mentoring even if you don't know you're being a mentor."



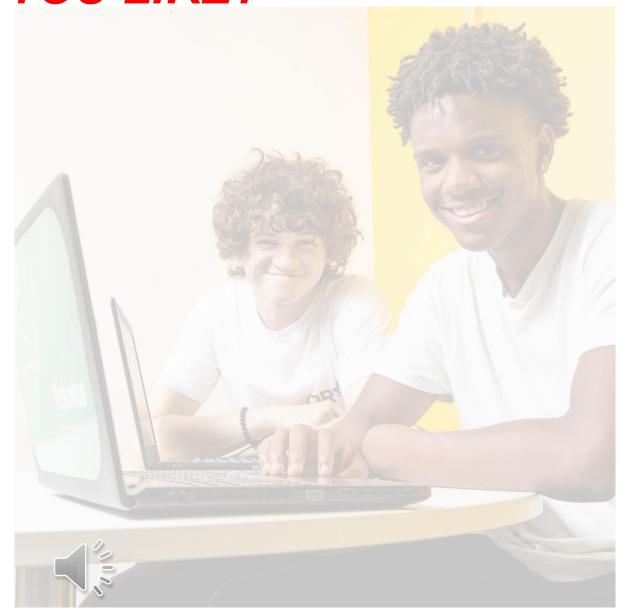


# 3. T LEVEL STUDENTS



# WHAT ARE YOU LIKE?





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# WHAT ARE YOU LIKE?

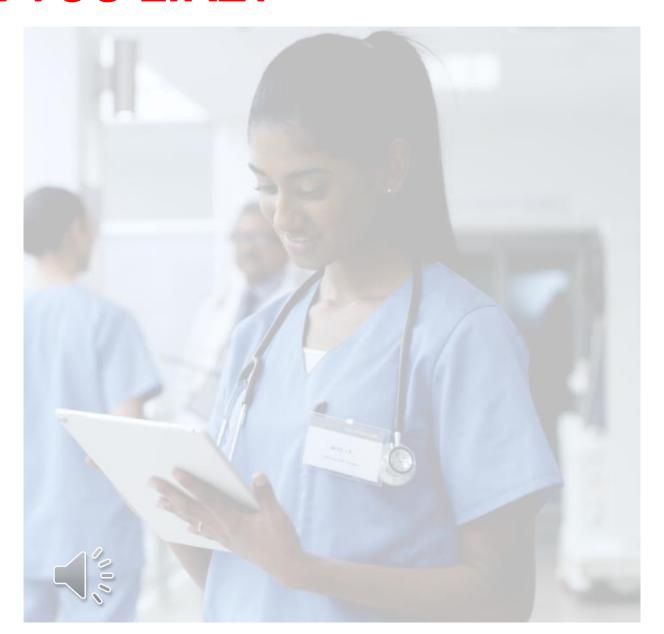






# WHAT ARE YOU LIKE?





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Josh's DWP Digital T Level placement







# 1 4. GIVE THEM A



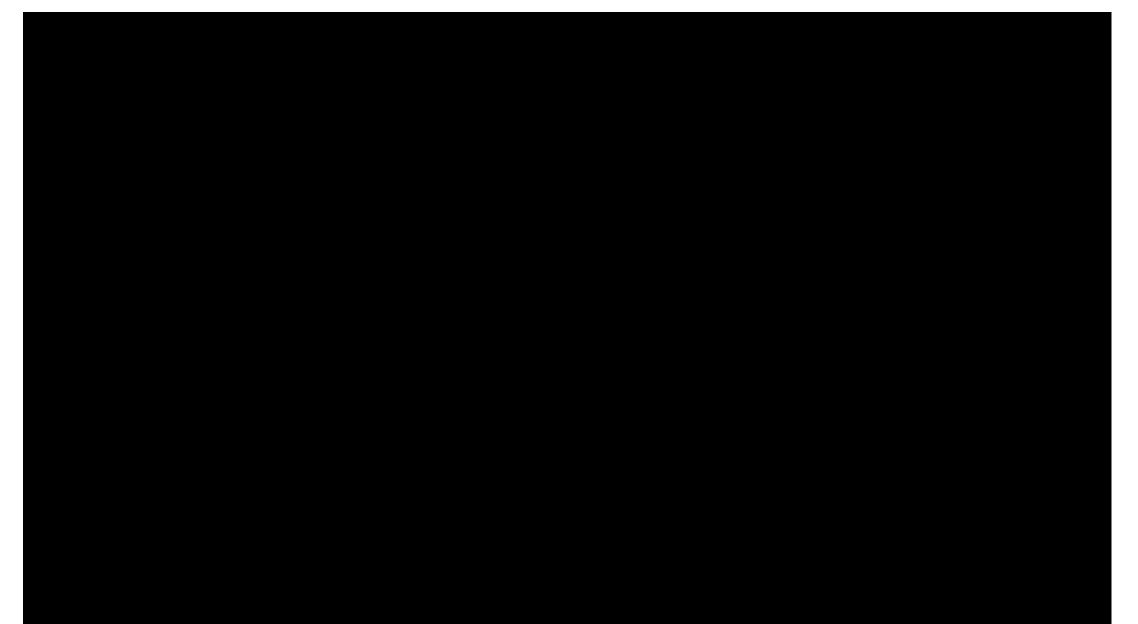
# TOP TIP

"Pick the right staff to deal with them, give them a mentor when they come in straightaway, make sure they're busy and part of it, and make them want to stay."

Rob Dodds, Unipres Training Academy, Sunderland







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# FIRST DAY IN



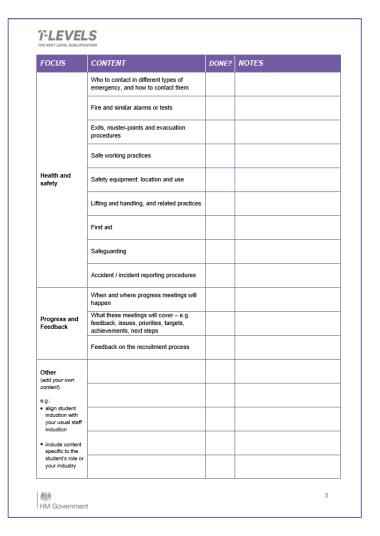
- Send information confirming Day 1 arrangements, including start and finish time and address – ask for confirmation of receipt
- Check that any workplace adjustments needed are in place
- Tell reception the student's name and expected date and time of arrival
- Make sure they have a designated workspace
- Arrange for the student to collect their pass and equipment and go with them
- Show them around
- Introduce the team
- Arrange an explanation of health and safety procedures
- Schedule regular check-ins to see how the student is settling in

# Day 1 Checklist



Checkl			
able to thrive on mentor (if ther	of an industry placement right will he during their time with you. It's a chanc e is one), get to know their surroundir eir role in it, and see how they fit in.	e for the st	udent to meet their supervisor
build in time fo	ted, but appropriately formal, day. The or them to sit back and take stock. The cide what will work for your organisat	ere's no se	
Student's na	ıme:		
Student's lir	e manager:		
Employer or	ganisation:		
Placement s	tart date:		
Placement e	nd date:		
Placement e	nd date:		
Placement e	nd date:	DONE?	NOTES
		DONE?	NOTES
FOCUS	CONTENT  Development objectives and learning	DONE?	NOTES
	CONTENT  Development objectives and learning goals	DONE?	NOTES
FOCUS	CONTENT  Development objectives and learning goals  Roles and responsibilities	DONE?	NOTES
FOCUS Placement	CONTENT  Development objectives and learning goals  Roles and responsibilities  Day-to-day workplan	DONE?	NOTES
FOCUS	CONTENT  Development objectives and learning goals  Roles and responsibilities  Day-to-day workplan  What will be covered in the first few days	DONE?	NOTES

FOCUS	CONTENT	DONE?	NOTES
Relationships	Meeting with key people, including supervisor and mentor		
	How supervision and mentoring will work		
	Introductions to colleagues and their roles		
	Structure of sections, departments, etc. (e.g. with an organisational chart, if available)		
Organisation	Understanding what the organisation does		
	Understanding how it fits into the locality, and into the wider sector / industry		
Orientation	Tour of the site or premises		
	The location of toilets, canteens and vending machines or other facilities, local shops, restaurants/cafes etc.		
	Where they will usually work		
	Consider a team "getting to know you" lunch or similar small event		
Standards and rules	Dress code, if any		
	Normal start, finish and break times – and reasons for any exceptions to these		
	Use of mobile phones and social media		
	Appropriate language		
	Time-keeping		
	Absence self-reporting		
	Confidentiality and GDPR matters		

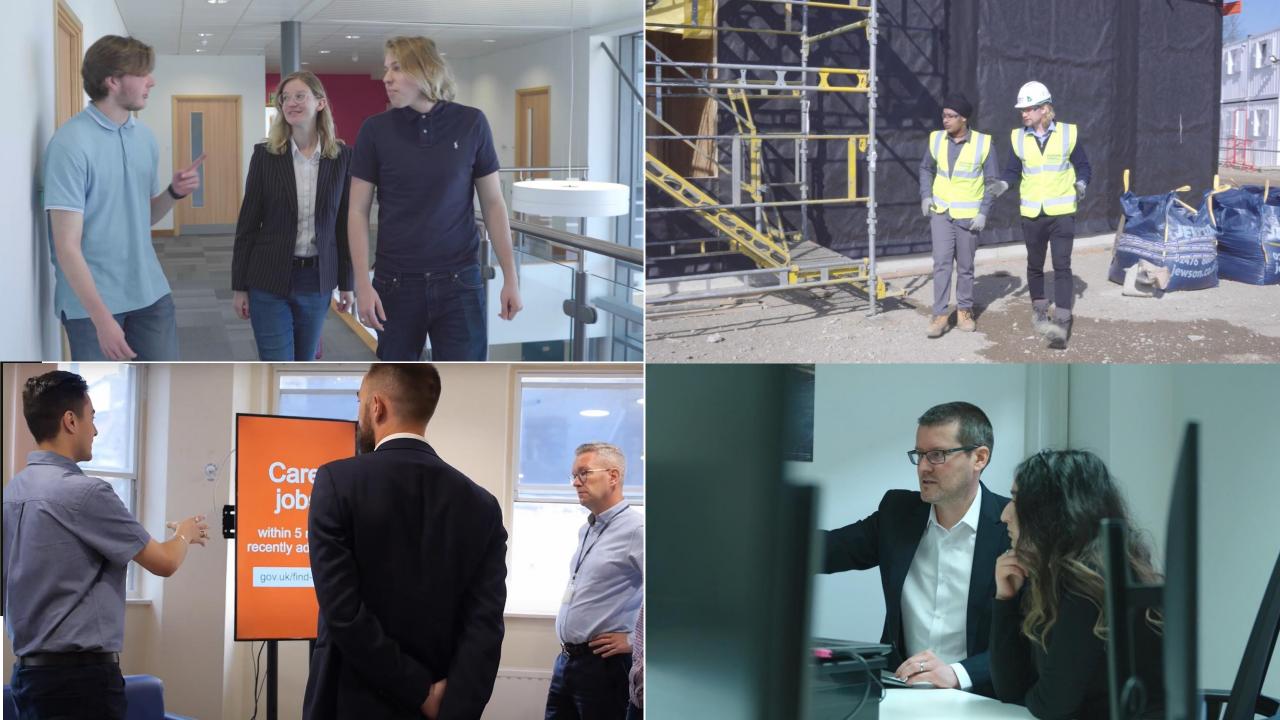


https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450098066-Day-1-induction-checklist



# 5. HELP THEM TO LEARN





# **WORKING AND LEARNING**



# Learning is a by-product of work

- 90% for technicians and healthcare workers
- 80% for trainee accountants

Organising work makes a big difference to learning





# WHAT SHOULD STUDENTS DO?

Ask questions

Talk to their team colleagues

Ask for help

Watch what other people do

Listen to what's going on

Have a go at new tasks

Get involved in social events

Be aware of strengths & weaknesses

Push out of their comfort zone

Make mistakes and reflect on them

Be open to constructive feedback

Set targets and actions

Keep records of what they're learning

Reflect on progress





TL



# SUPPORTING STUDENTS' LEARNING

# Opportunities to learn

- Being part of a group or team
- Working alongside other people in a group
- Working with customers or clients (internal and external)
- Taking part in discussions inside and outside the group
- Helping to solve problems

# How you can help

- Encourage interactions with others
- Support the student to play a fully active role in your team
- Give them chances to use their knowledge and practise new skills
- Help them to reflect on what they have done and learned
- Show relationships between tasks they do



# MANY STUDENTS ARE NEW TO WORK SO ...

- 1 Recognise they are students be patient and watchful
- 2 Share experience be generous
- 3 Welcome questions students should be curious!
- 4 Keep an eye on workload manage time, prioritise
- 5 Focus on professionalism conduct, etiquette, emotion
- 6 Set a great example role model positive behaviours



# Based on what you have heard about industry placements:

1 Are you more likely to implement industry placements?

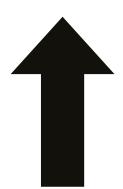
2 Are you more confident to implement industry placements?

3 Has this webinar been useful and practical for your industry placements planning?

# Based on your current circumstances and your understanding of T Levels, is your organisation likely to offer Industry Placements?

- 1 Yes we are already hosting T Level Industry Placements
- 2 Yes in the next six months
- 3 Yes in seven to twelve months
- 4 Yes more than a year from now
- 5 Not in the foreseeable future
- 6 No

**î L** 7 Don't know



# **NEXT STEPS**



# RESOURCES AND CPD

- Tools
- Resources and case studies
- CPD webinars

# T Levels and industry placement support for employers



### About industry placements

Find out more about what industry placements and T Levels are, and how they could work in your business.



### Business benefits and case studies

Discover the benefits of hosting an industry placement at your company, including the £1,000 employer incentive.



### Plan industry placements

Guidance to help you plan, including information about legal compliance, working with providers and paying students.



### **During industry placements**

How to work with students while they are on a placement, and end-ofplacement reviews.



### Skill areas and courses

Discover the skill areas that industry placements cover and find out what placement students can offer.



### Workshops and webinars

Online events to help you understand, plan and prepare to offer industry placements.

employers.tlevels.gov.uk



# Book a 1-2-1 call with a T Level placement specialist today

- Help you scope out a preparation plan for placements
- Explore placement models and how to scale up
- Work through a particular issue or barrier
- Present at internal staff meetings to build awareness and buy-in
- Conduct a 1-hour training session for line managers / mentors
- And more...

employers@strategicdevelopmentnetwork.co.uk

# T levels Employer Support Conferences



### **South West – Wednesday 12th February 2025**

Courtyard Exeter Sandy park, Sandy Park Way, Exeter EX2 7NN

https://employers.tlevels.gov.uk/hc/en-gb/articles/22041152126354-T-Levels-Employer-Support-Conference-South-West

### East of England – Thursday 3<sup>rd</sup> April 2025

Holiday Inn, St George's Way, Stevenage SG1 1HS

https://employers.tlevels.gov.uk/hc/en-gb/articles/22041438842898-T-Level-Employer-Support-Conference-East-of-England

### East Midlands – Wednesday 25<sup>th</sup> June 2025

Hilton Nottingham, Milton Street, Nottingham NG1 3PZ

https://employers.tlevels.gov.uk/hc/en-gb/articles/22041533559314-T-Level-Employer-Support-Conference-East-Midlands

# THANK YOU

employers.tlevels.gov.uk





### Disclaimer

This advice is general guidance and is not legal advice. It should not be acted on without a full understanding of your current situation. You can access the latest government guidance on industry placements at <a href="www.tlevels.gov.uk">www.tlevels.gov.uk</a>. SDN Enterprises Ltd (trading as SDN) has tried to ensure that the information and advice we give is accurate. However, SDN will not accept liability for any loss, damage or inconvenience arising as a consequence of any use of or the inability to use any information or advice given.

