**How to find and choose a provider – Checklist**

The checklist has two parts:

* Part 1 – outlines the process for finding one or more providers (schools or colleges) as your industry placement partner(s)
* Part 2 – lists the criteria that may help you to choose your partner(s)

Part 1 – Process

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| 1. Identify any provider(s) that are your partners already, e.g. through apprenticeships or work experience |  |
| 1. Search for new providers by postcode at <https://employers.tlevels.gov.uk/hc/en-gb> |  |
| 1. Identify which providers are close enough to the placement site and offer the relevant T Level course(s) |  |
| 1. Find out more about them and their approach to T Levels by looking at their web pages and social media posts, e.g. LinkedIn |  |
| 1. Attend any employer engagement events or T Level information sessions offered by the providers |  |
| 1. Explore the experience of other employers with the providers using your contacts and networks, e.g. the T Level ambassador network, local employer bodies, professional organisations and trade associations |  |
| 1. Shortlist potential partners, using the criteria in Part 2 of the checklist |  |
| 1. Get in touch for an initial conversation to discuss how they would meet your requirements and the support they offer |  |
| 1. Arrange visits to shortlisted providers to meet staff (e.g. industry placement coordinators, course tutors, specialist support staff) and observe facilities and resources |  |
| 1. Discuss expectations, responsibilities, and potential challenges, and explore how placements can be tailored to suit both parties |  |
| 1. Choose one or more providers as your T Level partner(s) |  |

2 – Criteria

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| 1. Relevance – the provider offers T Level courses that align with the employer's industry and the skills they're looking to develop in potential future employees |  |
| 1. Quality – the provider has a good reputation for delivering high-quality education and training, potentially evidenced by Ofsted ratings or other quality assurance measures |  |
| 1. Existing relationships – an established partnerships or connection already exists with the school or college |  |
| 1. Geography – the provider is located within a reasonable distance so that a student can travel to the placement |  |
| 1. Support – there is a dedicated team or staff members responsible for managing industry placements and supporting both students and employers throughout the process |  |
| 1. Flexibility – the provider is willing to work with the employer to design placements that meet the employer's needs as well as the curriculum |  |
| 1. Communication – there are clear and open lines of communication to ensure smooth coordination of placements |  |
| 1. Contacts – there are named contacts for each T Level course and specialist support staff, e.g. special educational needs and disabilities (SEND) coordinators |  |
| 1. Track record – the provider has a history of successful industry placements with other employers |  |
| 1. Preparing students – the provider has a clear process to prepare students for their placements, including relevant skills training and guidance into professional conduct |  |
| 1. Matching – the provider has a thoughtful approach to matching students with appropriate placements based on their skills, interests and the employer’s needs |  |