**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
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| 1. Search for new providers by postcode at <https://employers.tlevels.gov.uk/hc/en-gb>
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| 1. Identify which providers are close enough to the placement site and offer the relevant T Level course(s)
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| 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
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| 1. Attend any employer engagement events or T Level information sessions offered by the providers
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| 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
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| 1. Shortlist potential partners, using the criteria in Part 2 of the checklist
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| 1. Get in touch for an initial conversation to discuss how they would meet your requirements and the support they offer
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| 1. Arrange visits to shortlisted providers to meet staff (e.g. industry placement coordinators, course tutors, specialist support staff) and observe facilities and resources
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| 1. Discuss expectations, responsibilities, and potential challenges, and explore how placements can be tailored to suit both parties
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| 1. Choose one or more providers as your T Level partner(s)
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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
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| 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
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| 1. Existing relationships – an established partnerships or connection already exists with the school or college
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| 1. Geography – the provider is located within a reasonable distance so that a student can travel to the placement
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| 1. Support – there is a dedicated team or staff members responsible for managing industry placements and supporting both students and employers throughout the process
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| 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
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| 1. Communication – there are clear and open lines of communication to ensure smooth coordination of placements
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| 1. Contacts – there are named contacts for each T Level course and specialist support staff, e.g. special educational needs and disabilities (SEND) coordinators
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| 1. Track record – the provider has a history of successful industry placements with other employers
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| 1. Preparing students – the provider has a clear process to prepare students for their placements, including relevant skills training and guidance into professional conduct
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| 1. Matching – the provider has a thoughtful approach to matching students with appropriate placements based on their skills, interests and the employer’s needs
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