



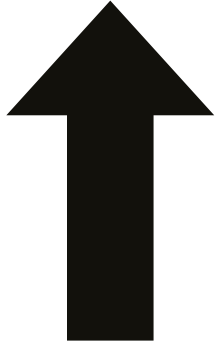
***T LEVEL INDUSTRY PLACEMENTS – WHAT  
HAPPENS DURING THE PLACEMENT?***

***14 JULY 2022***

***TL***



HM Government



*WELCOME*



*TL*

# TODAY'S TEAM



**Kelly Goudge**

Webinar Host

Events Manager

SDN



**Karen Kelly**

Webinar Facilitator

Industry Placement Team

SDN



**Tara McLaughlin**

Panellist and guest speaker

Sales & Marketing Manager

AJAR Technology

# ***WEBINAR FORMAT***

## **Broadcast**

**Your microphone will be muted**

**Use the Q&A function for questions**

**Feel free to use the chat box**

# ***AGENDA***

- 1. Introduction to T Levels**
- 2. The placement journey and employer responsibilities**
- 3. Planning projects and tasks**
- 4. Employer insights**
- 5. Panel session / Q & A**
- 6. Next steps / support available**

# THE T LEVEL PROGRAMME

2 years

**80%**

Up to 1400  
hours

## TECHNICAL QUALIFICATION

Core

English,  
maths and  
digital skills

Occupational  
specialism

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

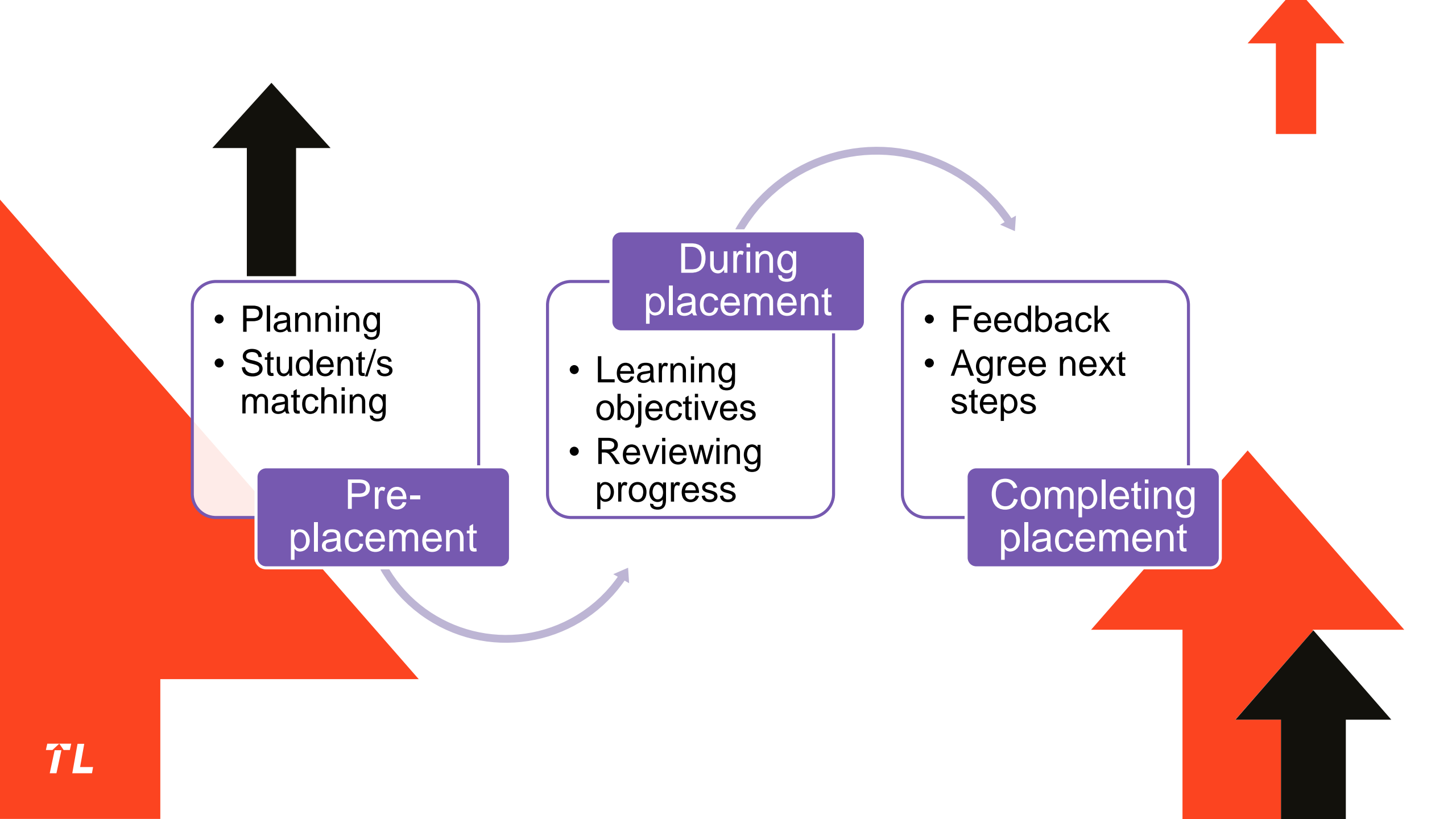


***THE PLACEMENT  
JOURNEY AND  
EMPLOYER  
RESPONSIBILITIES***

# ***WHAT DO I NEED TO OFFER?***

- Projects and tasks for students that will help them to learn practical and technical skills
- A safe work environment
- Equipment and resources for the work
- Induction
- Someone to supervise and someone to mentor
- Feedback and review





# ***PRE-PLACEMENT***

Work with the training provider to agree:

- Matching / selection process
- Any student / parent communications
- Timing of placements
- Understand student work-readiness expectations
- Industry Placement objectives / typical activities and learning goals
- Any reasonable adjustments (SEND)
- Sign the placement agreement

# ***DURING PLACEMENT***

- Deliver a thorough workplace induction
- Establish someone to supervise and someone to mentor
- Give students stretching tasks and projects
- Contribute to 3 review meetings (start, middle & end)
- Provide real-time feedback (to motivate and improve performance)
- Raise any issues, concerns or absences

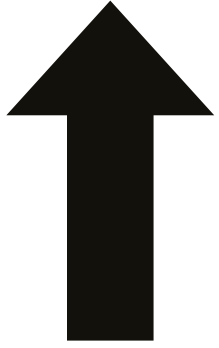
# COMPLETING PLACEMENT

- Provide feedback / appraisal of progress towards learning goals
- Sign the industry placement completion declaration
- Agree any ongoing communications with the student (if appropriate)
- Contribute to an end-to-end process review with the provider and any next steps
- Consider an internal review / lessons learned
- Share any positive experiences with other employers / T Level ambassador

# ***CHOOSING A PROVIDER***

## ***what should I look for?***

- They will work with you to design a suitable placement model
- They understand what kind of student would fit in your organisation
- They deliver quality training which matches the placement role
- They will prepare students well for the placement
- They will prepare you (employer) well for the placement
- They will support students while they are on placement
- They will lead the paperwork / documentation requirements



***PLANNING  
INDUSTRY  
PLACEMENT  
PROJECTS  
AND TASKS***



# *Tips for choosing projects and tasks*

- Make them interesting and challenging
- Vary tasks throughout the placement
- Consider the sequence of tasks
- Develop the student's practical skills
- Be realistic
- Supervise and train students
- Reflect the role

# EXAMPLE LEARNING OBJECTIVES (AVAILABLE FOR ALL T LEVELS)

T LEVEL: ACCOUNTING  
OCCUPATIONAL SPECIALISM: ASSISTANT ACCOUNTANT

## **Objective:**

To assist in everyday accounting activities to ensure workflow and organisational efficiency

## **Typical Activities:**

Activity 1. Under supervision, assist with the compilation of various reports on a regular basis (at least twice a week)

Activity 2. Working as part of a team to support with analytical projects on a regular basis (at least once a week)

Activity 3. Under supervision, support company record keeping on a regular basis (at least once a week)



# EXAMPLE LEARNING GOALS

## **Employability Skills**

- Analysing: identifying common features, organising into types, discerning patterns, deconstructing, classifying, ordering
- Solving problems: apply a logical approach to identifying issues and propose solutions
- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests

## **Technical Skills**

- Understanding the principles and concepts of double entry bookkeeping for recording and processing financial data
- Using contemporary digital tools to produce reports for review
- Under supervision, students calculate period end routines and adjustments



# *INTERVIEW*

**Tara McLaughlin**

Sales & Marketing Manager



**AJAR** Technology



# ***WHY OFFER AN INDUSTRY PLACEMENT?***

## **Smarter recruitment**

- A solution for entry-level jobs
- Cost-effective recruitment
- Bring young people into the industry

## **Support your staff**

- Management and mentoring skills
- Fresh perspective
- Extra help with projects

## **Support your community**

- Improve diversity
- Create shared value in your community
- Enhance image and profile

# ***YOUNG PEOPLE NEW TO WORK***

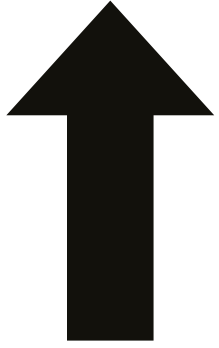
1. Recognise they are students ➤ be patient and watchful
2. Share experience ➤ act like a mentor
3. Welcome questions ➤ students should be curious!
4. Keep an eye on workload ➤ manage time, prioritise
5. Focus on professionalism ➤ conduct, etiquette, emotion
6. Be a great example ➤ role model, behaviour norms

***POLL*** ***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?*

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

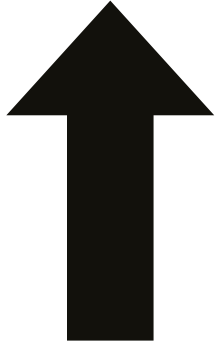
- 1 *Yes - we are already hosting T Level Industry Placements*
- 2 *Yes – in the next six months*
- 3 *Yes – in seven to twelve months*
- 4 *Yes – more than a year from now*
- 5 *Not in the foreseeable future*
- 6 *No*
- 7 *Don't know*



# *PANEL Q&A*



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***TOOLS  
AND  
SUPPORT***



***TL***



# TOOLS

## Employer guide

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005721/Employer\\_guide\\_Final\\_July\\_21.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005721/Employer_guide_Final_July_21.pdf)

## Sample industry placement objective templates

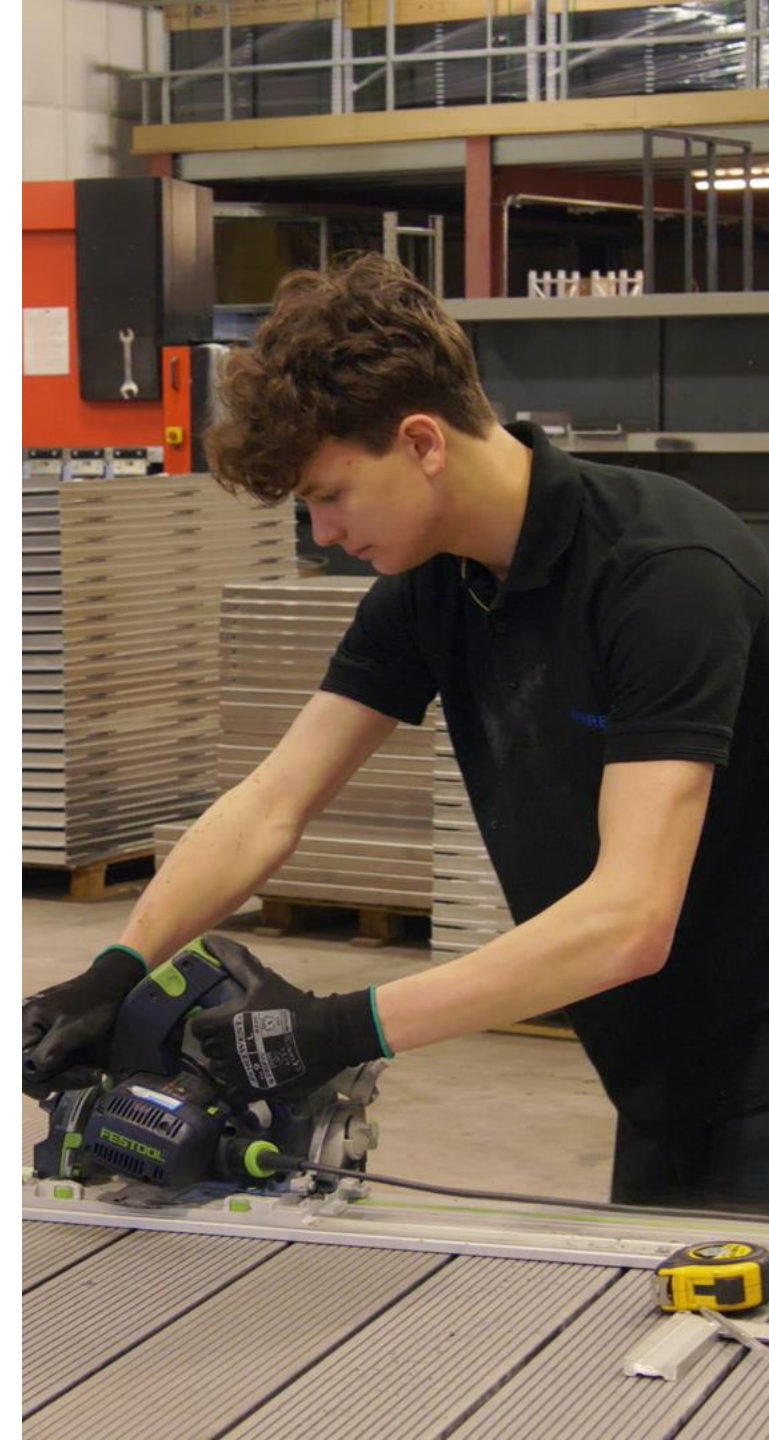
for all technical routes can be found [here](#), listed alphabetically underneath Annex I

## Questions to ask a provider

<https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442899346-Working-with-the-right-school-college-or-other-provider>

## Planning tasks

<https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442949266>



<https://employers.tlevels.gov.uk/>

- Tailored one-to-one support
- Tools, resources and case studies
- Book workshops and webinars

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The screenshot shows the GOV.UK website for 'T Levels and industry placement support for employers'. The header includes the GOV.UK logo, a search bar, and a 'GIVE FEEDBACK' link. The main content area features a large hero section with the heading 'Discover your future workforce' and a sub-heading 'T Levels: a new qualification developed in collaboration with employers.' Below this is a 'Find out more about T Levels' button. The page is divided into several sections: 'Early access to the brightest talent', 'Shape the future of your industry', 'Partner with a school or college', 'About T Levels and industry placements', 'Plan industry placements', 'During industry placements', 'Business benefits and case studies', 'Skill areas and courses', 'T Level workshops and webinars', 'Have a T Levels question?', and 'Contact us'. Each section includes a brief description and a link to further information.

**GOV.UK** Search for support

**T Levels and industry placement support for employers**

**GIVE FEEDBACK** This is a new service - [help us to improve it](#)

### Discover your future workforce

T Levels: a new qualification developed in collaboration with employers.

[Find out more about T Levels](#)

An industry placement is at the heart of each T Level

#### Early access to the brightest talent

#### Shape the future of your industry

#### Partner with a school or college

Offer a placement or find out more about their T Level programme.

#### About T Levels and industry placements

What industry placements and T Levels are, and how they could work in your business.

#### Plan industry placements

Guidance to help you plan, covering legal compliance, working with providers and paying students.

#### During industry placements

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

#### Business benefits and case studies

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

#### Skill areas and courses

##### Digital and IT

With courses ranging from development and design to business support, how could a T Level student help your business thrive?

[All skill areas](#)

#### T Level workshops and webinars

##### How might industry placements work for your legal, finance and accounting roles?

18 May 2022 3:00pm (1 Hour)

[All workshops and webinars](#)

#### Have a T Levels question?

Our T Levels support bot is here to help you find the answers. [Ask a question](#)

#### Contact us

If you'd like to speak to someone about T Levels or industry placements, or can't find what you're looking for, [contact us](#)

# THANK YOU

<https://employers.tlevels.gov.uk/>



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#### 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 [www.tlevels.gov.uk](http://www.tlevels.gov.uk). 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.

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