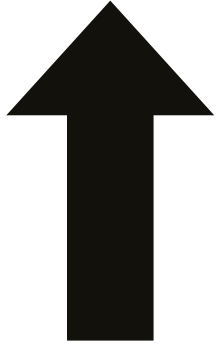




***T LEVEL INDUSTRY PLACEMENTS
– GETTING SET UP***

8 NOVEMBER 2022

TL



WELCOME



TL



TODAY'S TEAM



Karen Kelly
Webinar Presenter

Industry Placement Specialist
SDN



Jemma Froggitt
Webinar Host

Events Manager
SDN

PANELLISTS



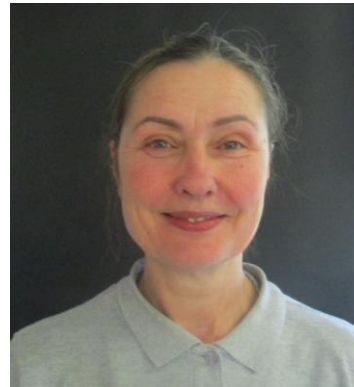
Alison Richardson

Gateshead College



Lesley Aust

Learning
Facilitator/Assessor
Gateshead College



Jacqui Sordy

Duckpool Pre-School

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. Getting set up for industry placements**
 - Creating a role description
 - Recruitment / selection
 - Identifying suitable projects and tasks
 - Other planning
- 3. T Level Partnership insights**
- 4. Panel session / Q & A**
- 5. Next steps / support available**

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

TL 7 College rep – question not relevant

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

WHY OFFER AN INDUSTRY PLACEMENT?

Smarter recruitment

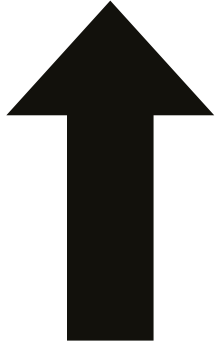
- A solution for entry-level jobs
- Cost-effective recruitment
- Bring young people into the industry

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



***EMPLOYERS - GET
READY, GET SET...***



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 PLANNING

Work with the college or school to agree:

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

This will help the college or school to shape the placement agreement outlining the role profile for the placement with learning objectives, goals and typical tasks plus student expectations.

GETTING A GOOD STUDENT MATCH

Create a role description

- Describe your organisation
- Student role and responsibilities
- Kind of person you're looking for
- Practical info, e.g., location / public transport links / website

BUSINESS ADMINISTRATION

T LEVEL: MANAGEMENT AND ADMINISTRATION

ROLE: ADMINISTRATOR

ROLE AND KEY RESPONSIBILITIES

The role gives an all-round experience of the business, and students can get involved in the following:

- assist with social media and management of general operations
- identify ways to market what we do and get it out there
- administration (e.g. emails and scheduling meetings)
- help the team to work on ideas for projects and put forward proposals
- marketing strategy

ABOUT THE ORGANISATION

Company E is a youth led start-up, founded in September 2017 with 8 employees. The company teaches code, Photoshop and film-making to young people who do not fit into the current education structure. They also work on skills such as anger management and how to pitch skills, as well as web development projects for start-ups, video promotions, logos and magazine designs.



STUDENT SPECIFICATION:

We are a nurturing environment that encourages students take ownership of projects. Therefore, the following skills would be beneficial:

- excellent organisation skills
- teamwork
- communication skills
- someone who takes initiative and who has an entrepreneurial mind-set
- students must have basic working knowledge of computers (additional software training will be provided)

GETTING A GOOD STUDENT MATCH

Recruitment and selection opportunities

- Consider your preferred level of involvement / influence and how much commitment you can give
- Advertise – through your own channels / via college or school
- Offer student talk / briefing
- Assess applications / shortlist
- Interviewing
- Offer feedback



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



Tips for choosing projects and tasks

Make them interesting, challenging and practical

Reflect the role

Be realistic

Vary tasks throughout the placement

Supervise and train students

Get staff members involved and sharing ideas

Consider the sequence of tasks

EXAMPLE PROJECTS (AVAILABLE FOR ALL T LEVELS)

Business improvement project

A small organisation wanted to find savings across the business but struggled to make the time to do so around their busy work schedules.

They tasked an industry placement student to work with colleagues to identify tasks and processes that were slowing the company down, before researching and presenting cost-saving alternatives.

Project activities

- Work with data controllers to identify and acquire suitable data for analysis in accordance with regulatory requirements
- Identify and acquire data to support business improvement in their placement organisation
- Monitor business performance through benchmarking, analysing and interpreting the results
- Monitor and report on business improvement activities
- Analyse data to identify improvement opportunities

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

<i>Analysing</i>	identifying common features, organising into types, discerning patterns, deconstructing, classifying, ordering
<i>Solving problems</i>	apply a logical approach to identifying issues and propose solutions
<i>Investigating</i>	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



LET'S HEAR FROM...

**Alison Richardson and
Lesley Aust –
Gateshead College**

**Jacqui Sordy –
Duckpool Pre-School**

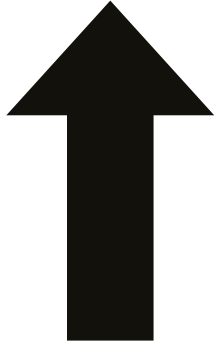
CHOOSING A T LEVEL PROVIDER

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

POLL ***Based on what you have heard about industry placements:***

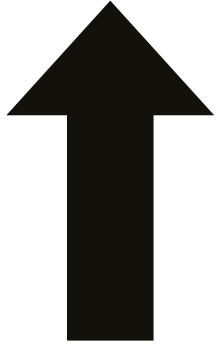
- 1 Are you more likely to implement industry placements?*
- 2 Are you more confident to implement industry placements?*
- 3 Has this webinar been useful and practical for your industry placements planning?*



PANEL Q&A



TL



***TOOLS
AND
SUPPORT***



TL

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

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 course

Early access
to the brightest talent

Shape the future
of your industry

[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.


Partner with a school or college

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

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](#)

TOOLS

Employer guide

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005721/Employer_guide_Final_July_21.pdf

Role description examples

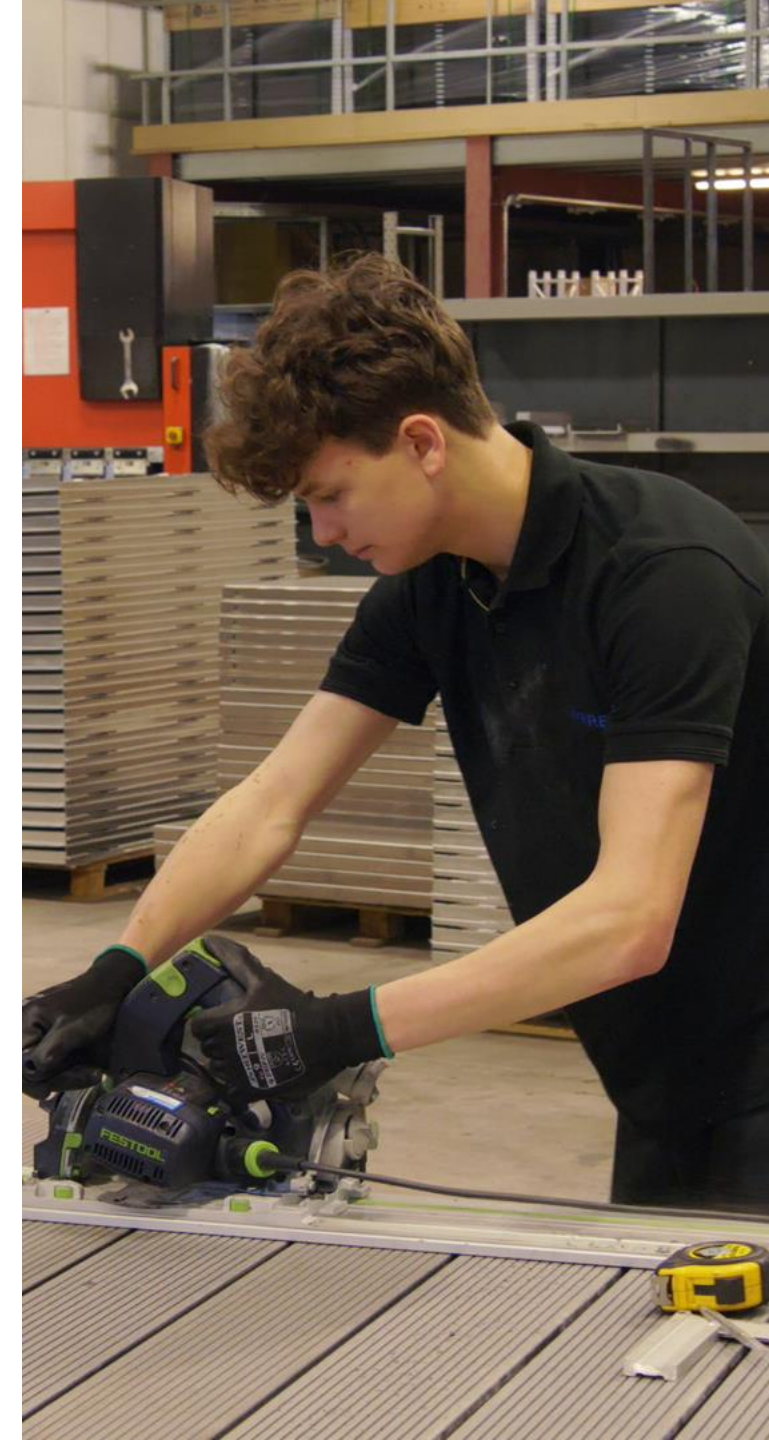
<https://employers.tlevels.gov.uk/hc/en-gb/articles/7263592768402/>

Planning tasks and projects

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

Sample industry placement objective templates

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



THANK YOU

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



HM Government

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. 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.

TL

