



**A GUIDE TO APPLYING FOR A
PROVIDER ORGANISED GROUP
INDUSTRY PLACEMENT**

T LEVEL PROFESSIONAL DEVELOPMENT

September 2024

To sign up or to log on to the new ETF user portal, please go on this landing page:

<https://account.etfoundation.co.uk/>

Welcome to ETF. We have launched a new sign-in process to make logging into ETF platforms easier. You will need to create a new account to access our platforms. If you previously had an account with us, please use the same email address **as you had used previously** to create your new account, so that you can continue to access your learning. If you have any questions, please visit our [FAQs](#)



ETF ACCOUNT

Sign Up

Log in

Email

Password

[Forgot password?](#)

Sign in

CREATE YOUR ETF ACCOUNT

[Sign up](#)

[Log in](#)



Email address*

Email address

Send verification code

Create password*

Create password

Confirm password*

Confirm password

First name*

First name

Last name*

Last name

If you have not created a new ETF Account (new for this year), click 'Sign up' using your organisational email address.

EDUCATION & TRAINING
FOUNDATION

ETF ACCOUNT

[Sign Up](#)

[Log in](#)

Sign in



Email

Email

Password

Password

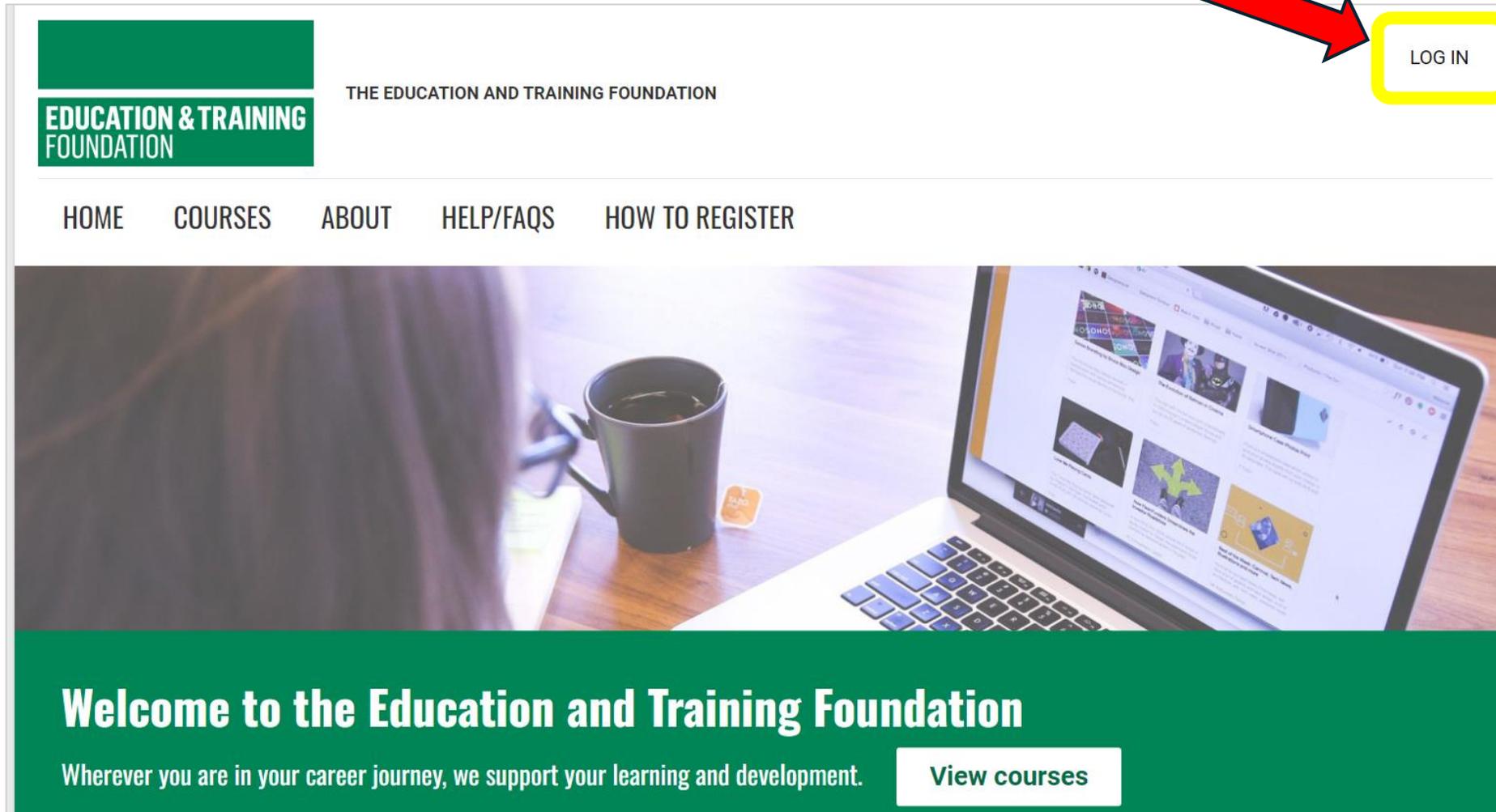
[Forgot password?](#)

If you have already signed up, click 'Log in' and enter your email and password.

From your ETF Account, you will be able to access the Learning Platform.

The screenshot displays the user interface of the Education & Training Foundation account. On the left is a navigation sidebar with the following items: 'My dashboard', 'My profile', 'Email preferences', 'Account settings', and 'Log out'. The main content area is divided into two columns. The left column is titled 'ETF Learning Platform' and contains a description: 'The ETF Learning Platform offers a wide range of professional development courses and resources to inspire you to grow your professional skills and knowledge, with a personalised dashboard to view your courses and track your learning.' Below this text is a green button labeled 'Go to Learning Platform', which is highlighted with a yellow rounded rectangle. A large red arrow points from the top of the page down to this button. The right column is titled 'Professional Development Platform (PDP)' and contains a description: 'For access to courses and resources in our T Level Professional Development (TLPD) and Leadership development offers. The PDP provides tailored recommendations for your professional development based on your role and answers to a Training Needs Analysis (TNA).' Below this text is a green button labeled 'Go to PDP'.

This is the Learning Platform. Click 'LOG IN' and you should be automatically logged in (because you are already logged in to your main ETF Account).



THE EDUCATION AND TRAINING FOUNDATION

EDUCATION & TRAINING FOUNDATION

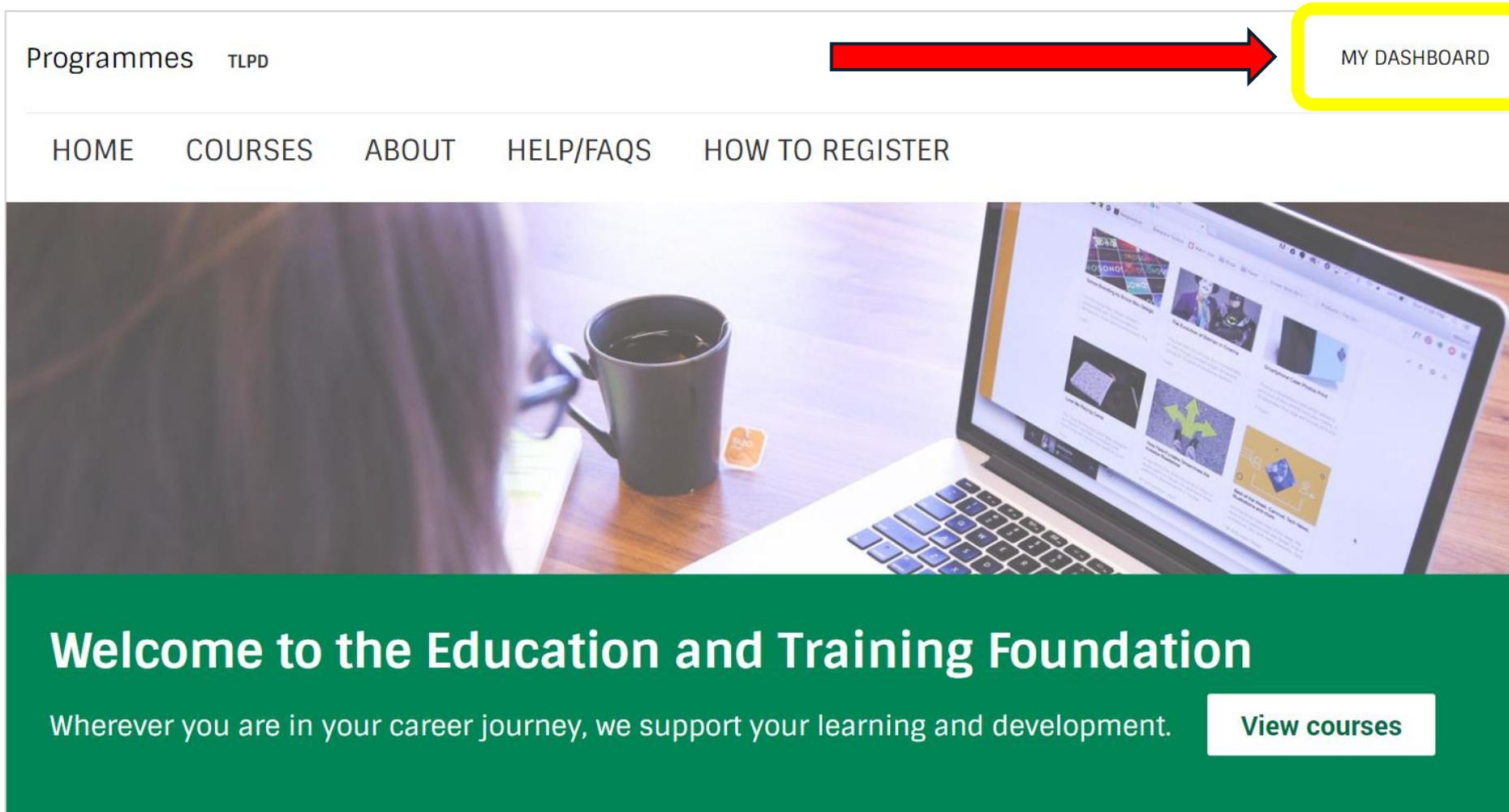
HOME COURSES ABOUT HELP/FAQS HOW TO REGISTER

Welcome to the Education and Training Foundation

Wherever you are in your career journey, we support your learning and development. [View courses](#)

Click 'MY DASHBOARD' to access T Level CPD.

NB: 'Programmes' and 'View Courses' will not show T Level content.



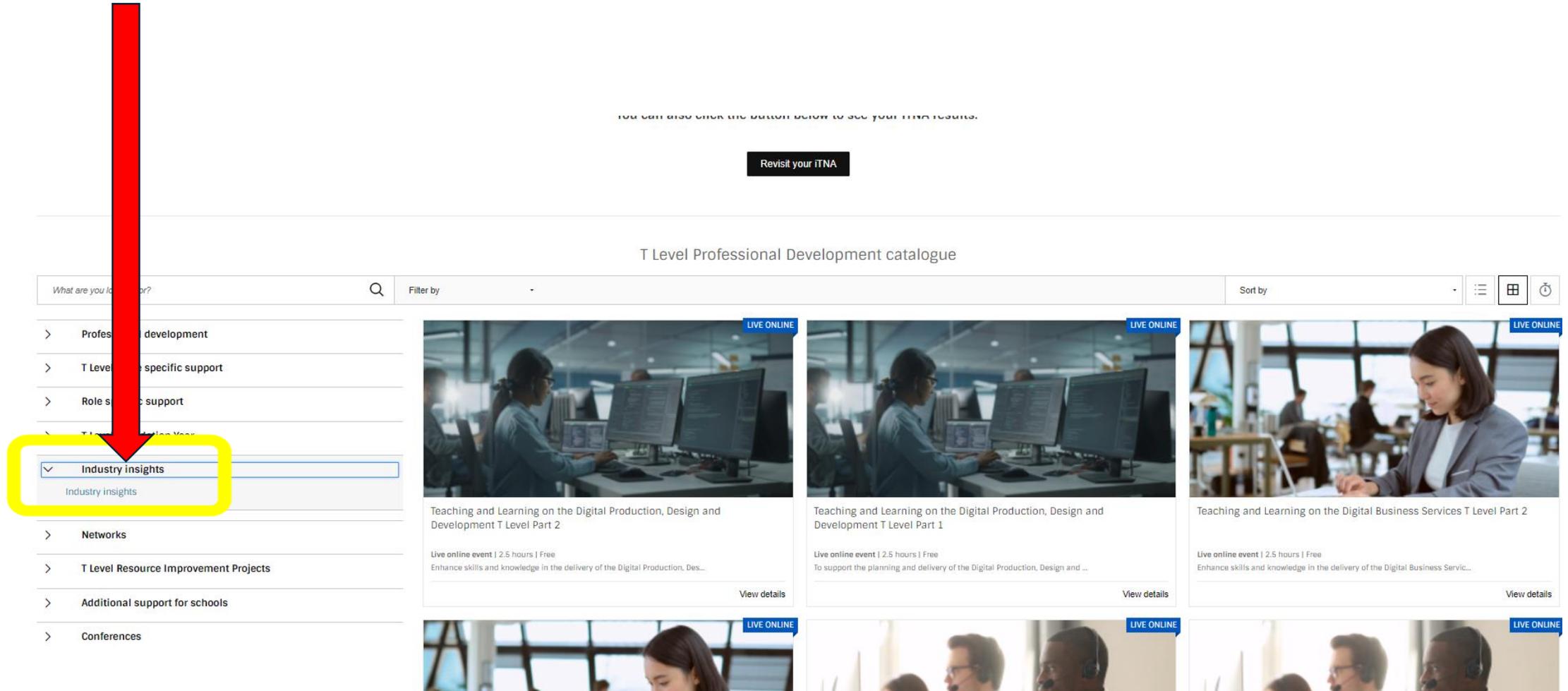
The image shows a screenshot of the Education and Training Foundation website. At the top left, the text 'Programmes TLPD' is visible. A red arrow points from this text to a yellow-bordered button labeled 'MY DASHBOARD'. Below this, a navigation menu includes 'HOME', 'COURSES', 'ABOUT', 'HELP/FAQS', and 'HOW TO REGISTER'. The main content area features a photograph of a laptop on a desk with a coffee cup. Below the photo is a green banner with the text 'Welcome to the Education and Training Foundation' and 'Wherever you are in your career journey, we support your learning and development.' A white button labeled 'View courses' is positioned at the bottom right of the banner.

This will open a page that is your dashboard.

On your first visit, the section under 'My activity' may be blank. Scroll down the page so you can see T Level Professional Development catalogue.

The screenshot shows a learning dashboard for 'Programmes TLPD' under the user 'Holly Jones'. It features a welcome message, a progress summary with 252 available courses, 1 started, 0 completed, and 0 collaborations. Below this is a 'My activity' section with tabs for 'My learning' and 'My certificates'. Under 'My learning', there are links for 'Industry Insights' and 'T Level Leadership Mentoring'. The main content area contains instructions on how to find the 'T Level Professional Development offer' and a link to the 'T Level Professional Development catalogue', which is highlighted with a yellow box. A red arrow points from the top of the page down to this link.

On the left you will see a menu. Click on 'Industry Insights' and then again on the blue drop down 'Industry Insights'



you can also click the button below to see your ITNA results.

[Revisit your ITNA](#)

T Level Professional Development catalogue

What are you looking for? Filter by Sort by

- > Professional development
- > T Level specific support
- > Role specific support
- > T Level specific support
- Industry insights**
Industry insights
- > Networks
- > T Level Resource Improvement Projects
- > Additional support for schools
- > Conferences

LIVE ONLINE



Teaching and Learning on the Digital Production, Design and Development T Level Part 2

Live online event | 2.5 hours | Free
Enhance skills and knowledge in the delivery of the Digital Production, Des...

[View details](#)

LIVE ONLINE



Teaching and Learning on the Digital Production, Design and Development T Level Part 1

Live online event | 2.5 hours | Free
To support the planning and delivery of the Digital Production, Design and ...

[View details](#)

LIVE ONLINE



Teaching and Learning on the Digital Business Services T Level Part 2

Live online event | 2.5 hours | Free
Enhance skills and knowledge in the delivery of the Digital Business Servic...

[View details](#)

LIVE ONLINE



Teaching and Learning on the Digital Business Services T Level Part 1

Live online event | 2.5 hours | Free
Enhance skills and knowledge in the delivery of the Digital Business Servic...

[View details](#)

LIVE ONLINE



Teaching and Learning on the Digital Business Services T Level Part 2

Live online event | 2.5 hours | Free
Enhance skills and knowledge in the delivery of the Digital Business Servic...

[View details](#)

LIVE ONLINE



Teaching and Learning on the Digital Business Services T Level Part 1

Live online event | 2.5 hours | Free
Enhance skills and knowledge in the delivery of the Digital Business Servic...

[View details](#)

Scroll to the very bottom on the page and select the tile called 'Industry Insights'. Press 'Continue'



Industry Insights Workshop - Business & Administration - The evolution of strategy and business models in the digital economy

Live online event | 1.5 Hours | Free
An Industry Insights Workshop for Business and Administration T Level staff...

[View details](#)



Industry Insights Workshop - Agriculture, Environment and Animal Care - The science of animal sentience

Live online event | 1.5 Hours | Free
An Industry Insights Workshop for Animal Care and Management T Level staff...

[View details](#)



Industry Insights Workshop - Business & Administration - Making better business decisions on data and enabling data insights

Live online event | 1.5 Hours | Free
An Industry Insights Workshop for Business & Administration and Digital T Level staff...

[View details](#)



Can't find what you were looking for? Check back here later

Information

Course ended: Aug 13th 2024



Industry Insights

Information
Industry Insights provides you with a fantastic opportunity to develop your...

[Continue](#)



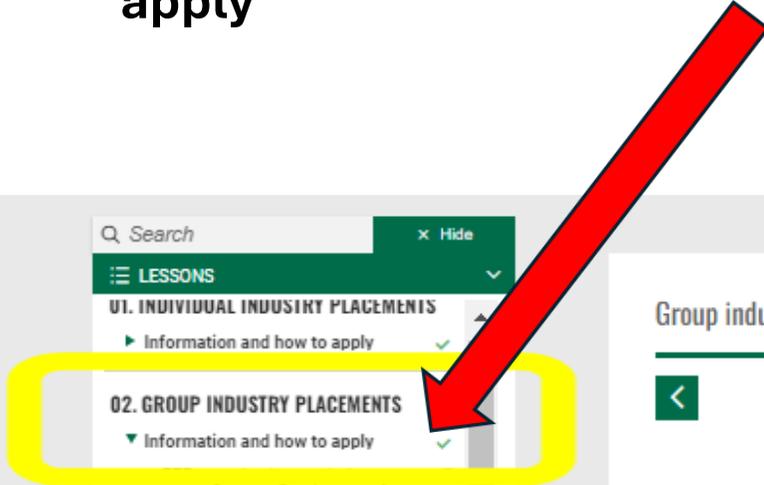
ONLINE ON-DEMAND

Employer Engagement and Effective Partnership Working

Course | 4 hours | Free
Explore the role of employer partnerships in T Level implementation...

[View details](#)

On the page that opens, select '0.2 GROUP INDUSTRY PLACEMENTS - Information and how to apply'



Q Search Hide

LESSONS

01. INDIVIDUAL INDUSTRY PLACEMENTS

- Information and how to apply

02. GROUP INDUSTRY PLACEMENTS

- Information and how to apply

placements

- Provider organised group placements

03. INDUSTRY WORKSHOPS

- Information and how to access

04. 2024/25 INDUSTRY WORKSHOP

NOTES

SUPPORT LOG OUT

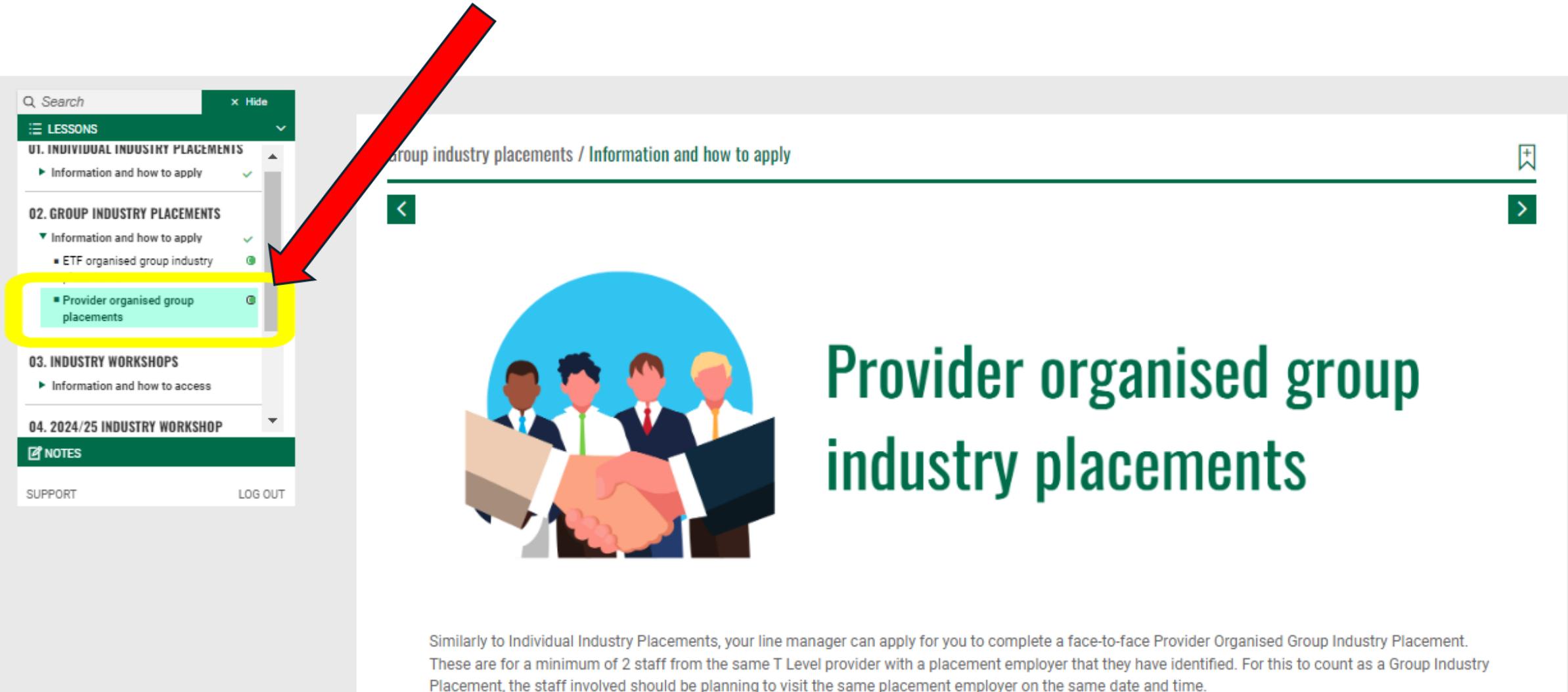
Group industry placements / Information and how to apply



Provider organised group industry placements

Similarly to Individual Industry Placements, your line manager can apply for you to complete a face-to-face Provider Organised Group Industry Placement. These are for a minimum of 2 staff from the same T Level provider with a placement employer that they have identified. For this to count as a Group Industry Placement, the staff involved should be planning to visit the same placement employer on the same date and time.

Then select the bullet point called ‘Provider organised group placements’



The screenshot shows a web application interface. On the left is a navigation menu with a search bar at the top. The menu is organized into sections: 'LESSONS', '01. INDIVIDUAL INDUSTRY PLACEMENTS', '02. GROUP INDUSTRY PLACEMENTS', '03. INDUSTRY WORKSHOPS', and '04. 2024/25 INDUSTRY WORKSHOP'. Under '02. GROUP INDUSTRY PLACEMENTS', there are three sub-items: 'Information and how to apply', 'ETF organised group industry', and 'Provider organised group placements'. The 'Provider organised group placements' item is highlighted with a yellow box, and a red arrow points from the text above to it. At the bottom of the menu are 'SUPPORT' and 'LOG OUT' links.

The main content area on the right has a breadcrumb trail: 'Group industry placements / Information and how to apply'. Below this is a large illustration of four business people in suits shaking hands. To the right of the illustration is the title 'Provider organised group industry placements' in a large green font.

Similarly to Individual Industry Placements, your line manager can apply for you to complete a face-to-face Provider Organised Group Industry Placement. These are for a minimum of 2 staff from the same T Level provider with a placement employer that they have identified. For this to count as a Group Industry Placement, the staff involved should be planning to visit the same placement employer on the same date and time.

Scroll to the bottom of the page and click on the blue hyperlinked application form link



Provider organised group industry placements

For group placements, your line manager can apply for you to complete a face-to-face Provider Organised Group Industry Placement for a minimum of 2 staff from the same T Level provider with a placement employer that they have identified. For this to count as a Group Industry Placement, the staff involved should be planning to visit the same placement employer on the same date and time.

Provider Organised Group Industry Placements provide staff with the opportunity to upskill by undertaking a range of activities within industry. This could include observing industry colleagues, undertaking tasks, and engaging in day-to-day activities.

As a T Level provider, your education establishment will receive £200 remission funding for each half day attended (3+ hours) or £400 remission funding for each full day attended (6+ hours). Placement days do not need to be consecutive. Placements can be held between 01/08/2024-18/07/2025.

If you/your colleagues wish to undertake a Provider Organised Group Industry Placement, your line manager will need to complete an application form. Before they apply, they will need to agree the dates, times, and activities to be undertaken with the placement employer. They must also make the placement employer aware that the ETF will contact them to confirm attendance for the placement.

For placements being held between 01/08/2024-30/06/2025, applications must be submitted by line managers a minimum of 5 working days prior to the placement taking place. For placements being held between 01/07/2025-18/07/2025, applications must be submitted by line managers no later than 24/06/2025.

Please be aware that any application that is incomplete or is submitted outside of the above timescales will not be approved by the ETF.

Note: By applying to complete a Provider Organised Group Industry Placement, your line manager confirms that you have permission to attend the placement and that your education establishment has the necessary policies and procedures in place to facilitate this, for example a remote/offsite working policy. The ETF bears no responsibility for any injuries, accidents or other incidents whilst you are on any placement, and any associated placement activities bring no liability upon the ETF.

How to apply

Please ask your line manager to complete all sections of [this application form](#).

If you have any questions about the form, the application process or your application, please email enquiries@etfoundation.co.uk

If you have not secured a placement employer to complete a Provider Organised Group Industry Placement with and you would like support in identifying strategies for contacting employers, you can email our Employer Engagement Coordinators: employerengagementteam@etfoundation.co.uk



This is the application form for the line manager to complete when the staff are all going to the same place on the same date and time.

Read the application guidance before applying.





Application - Provider Organised Group Industry Placements

This form covers activity from 1 August 2024 to 18 July 2025.

This form should be completed by line managers. Please complete this form if you have organised for two or more members of staff from your education establishment to complete a Group Industry Placement (GIP) with the same employer, on the same date and time. GIPs provide your staff with the opportunity to upskill by undertaking a range of activities within industry. Your staff will observe industry colleagues, undertake tasks, and engage in day-to-day activities as agreed with the placement employer.

(If only one member of staff would like to complete an Industry Placement, please ask them to complete the following form instead: <https://forms.office.com/e/b8xcibY3fb>).

As a T Level provider, your education establishment will receive £200 remission funding for each half day attended (3+ hours) or £400 remission funding for each full day attended (6+ hours). Any placements shorter than three hours are not eligible for remission funding.

Staff can attend more than one placement across the academic year and spend more than one day with each placement employer. Placement days do not need to be consecutive.

You will need to agree the dates, times, and activities to be undertaken as part of the GIP with the placement employer **prior** to completing this form. Please make the placement employer aware that ETF will contact them regarding the placement.

For placements being held between 1 August 2024 to 30 June 2025, the application must be submitted a minimum of five working days prior to the placement taking place. For placements being held between 1 July 2025 to 18 July 2025, the application must be submitted no later than 24 June 2025.

Please complete all sections in full. Any application that is incomplete or is submitted outside of the above timescales will not be approved by ETF.

If you have any questions about the form, the application process, or the status of your application, please email enquiries@etfoundation.co.uk.

Before you submit your application, please ensure that all members of staff planning to attend the placement have an **ETF account** (<https://account.etfoundation.co.uk/>). They must sign up using their work email address. We won't be able to add them to the event if they have not created an ETF account.

* Required

1. Your first name *

ETFFOUNDATION.CO.UK

For more information, please visit ETF Account help and FAQs:
<https://www.et-foundation.co.uk/ETF-account-help>

Or email: enquiries@etfoundation.co.uk