EDUCATION & TRAINING FOUNDATION

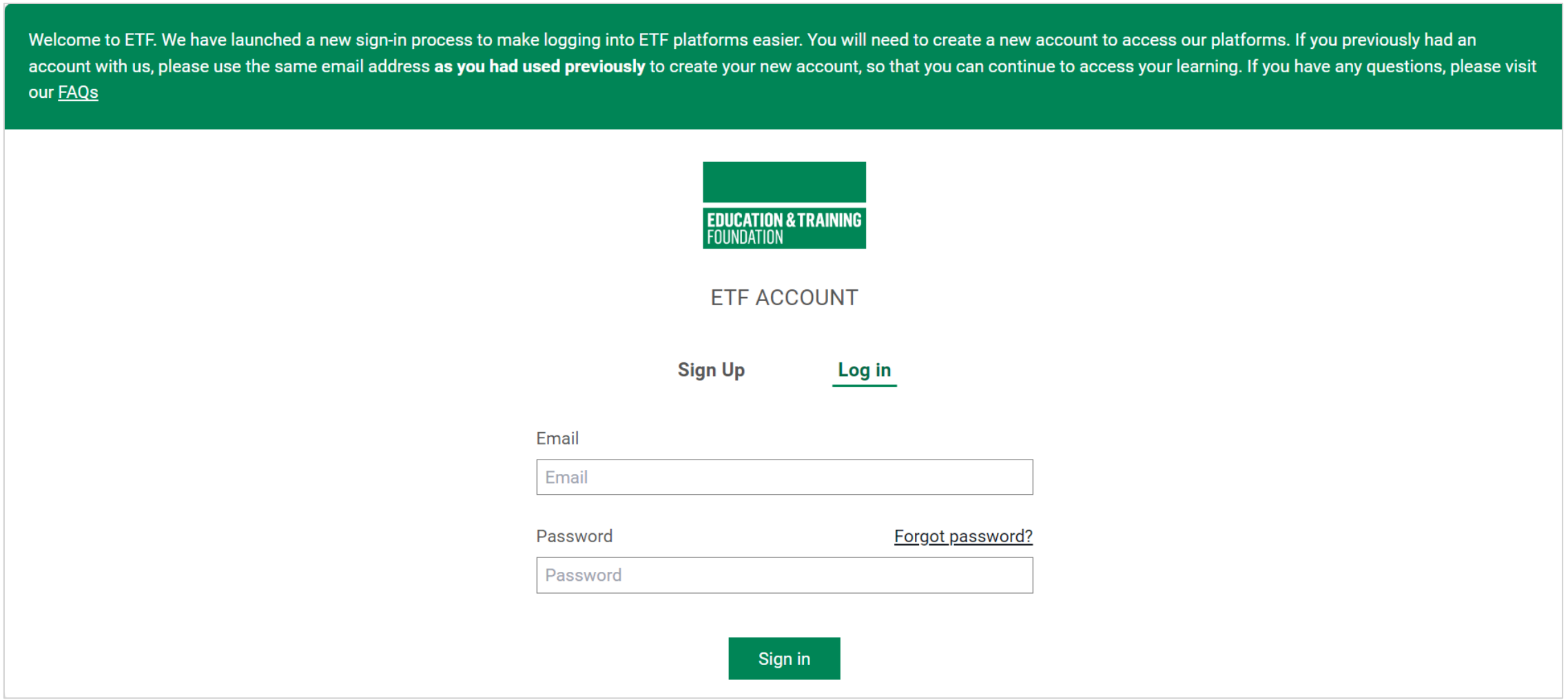
T-LEVELS
THE NEXT LEVEL QUALIFICATION

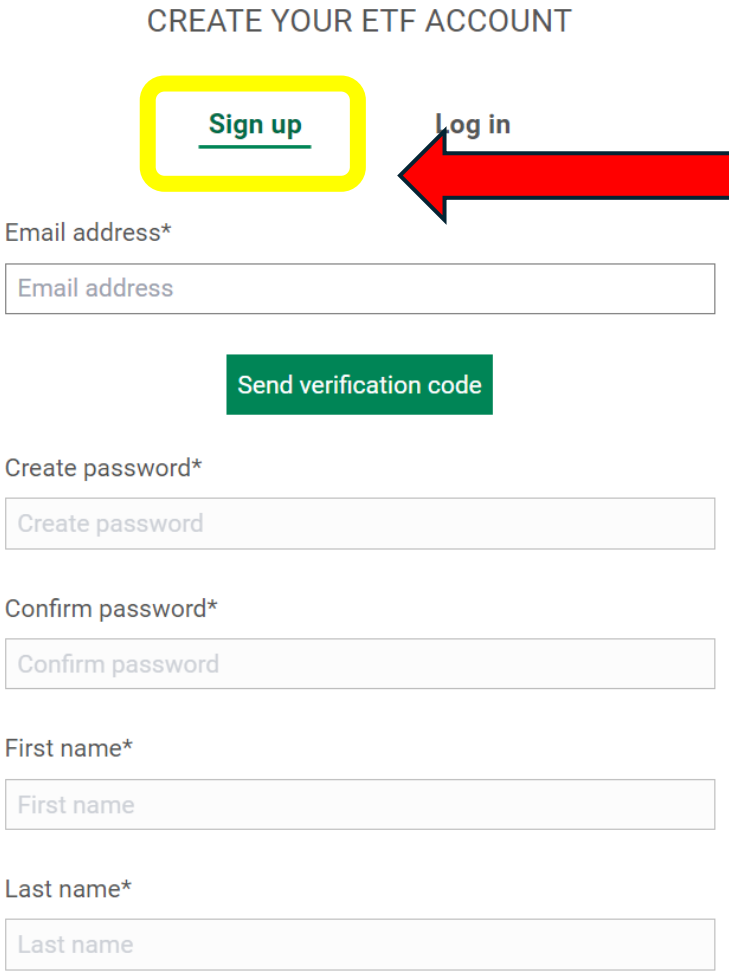
A GUIDE TO APPLYING FOR A PROVIDER ORGANISED GROUP INDUSTRY PLACEMENT

T LEVEL PROFESSIONAL DEVELOPMENT

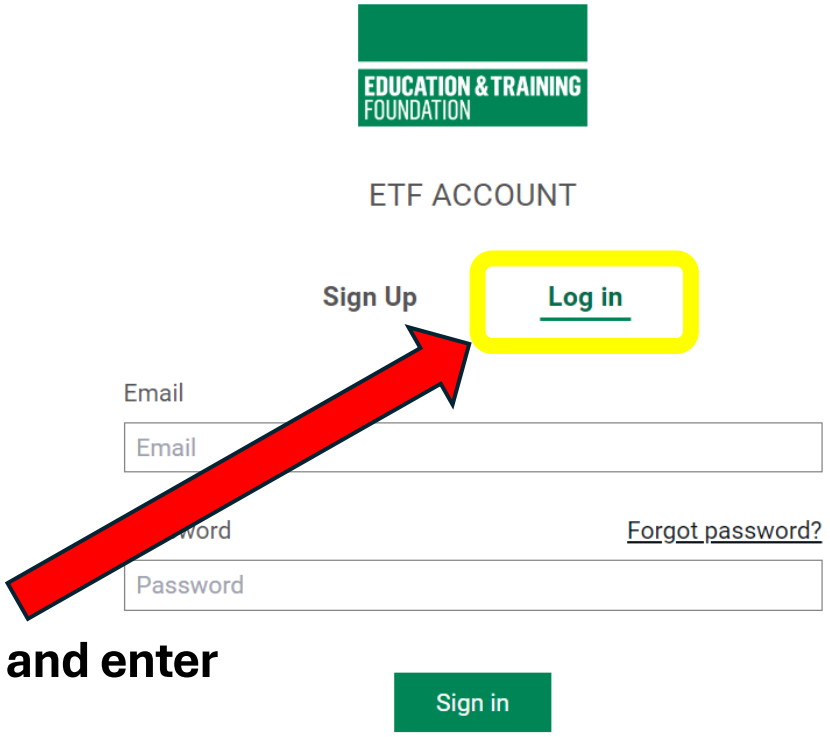
September 2024

To sign up or to log on to the new ETF user portal, please go on this landing page:
https://account.etfoundation.co.uk/



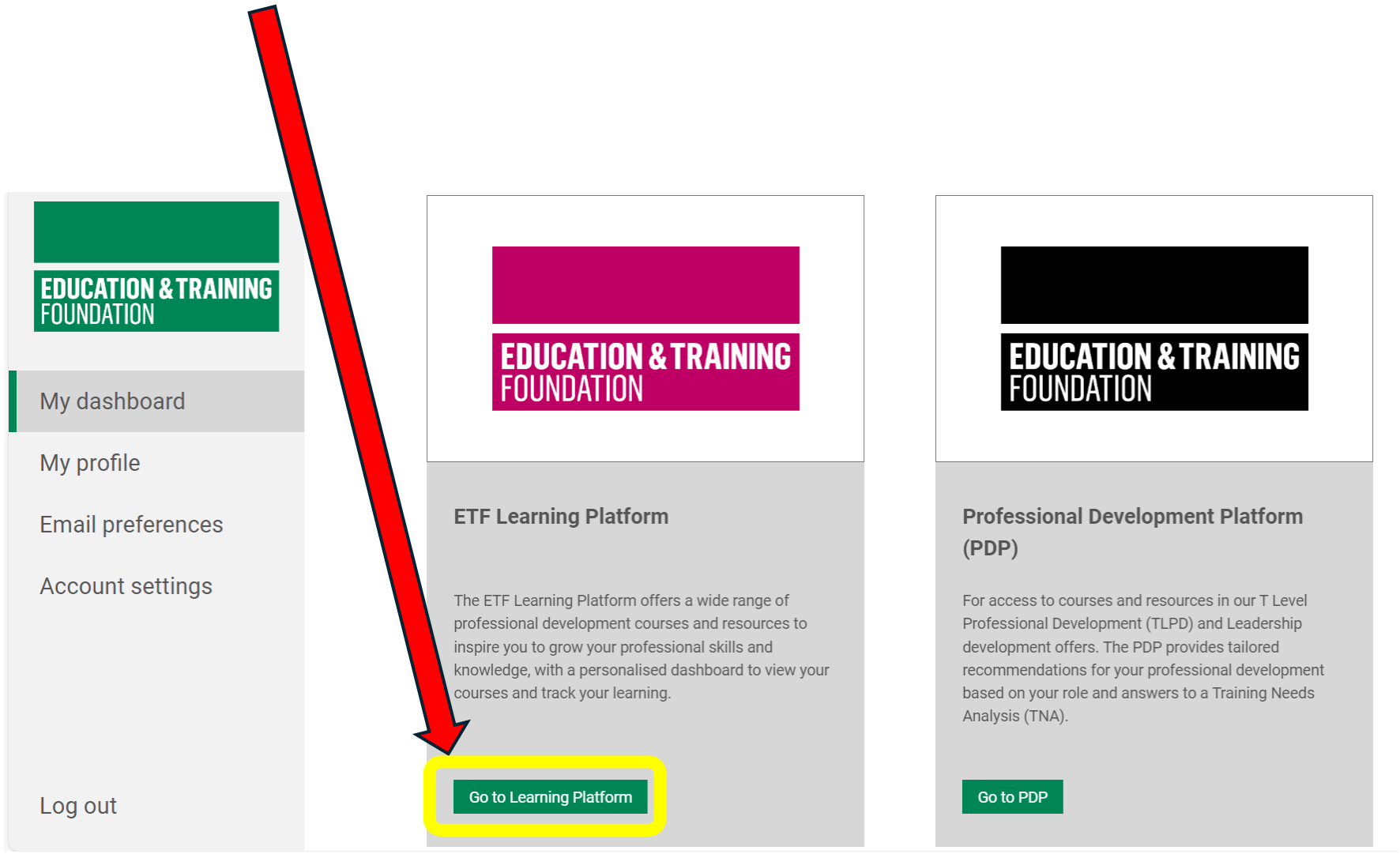


If you have not created a new ETF Account (<u>new for this year</u>), click 'Sign up' using your <u>organisational</u> email address.

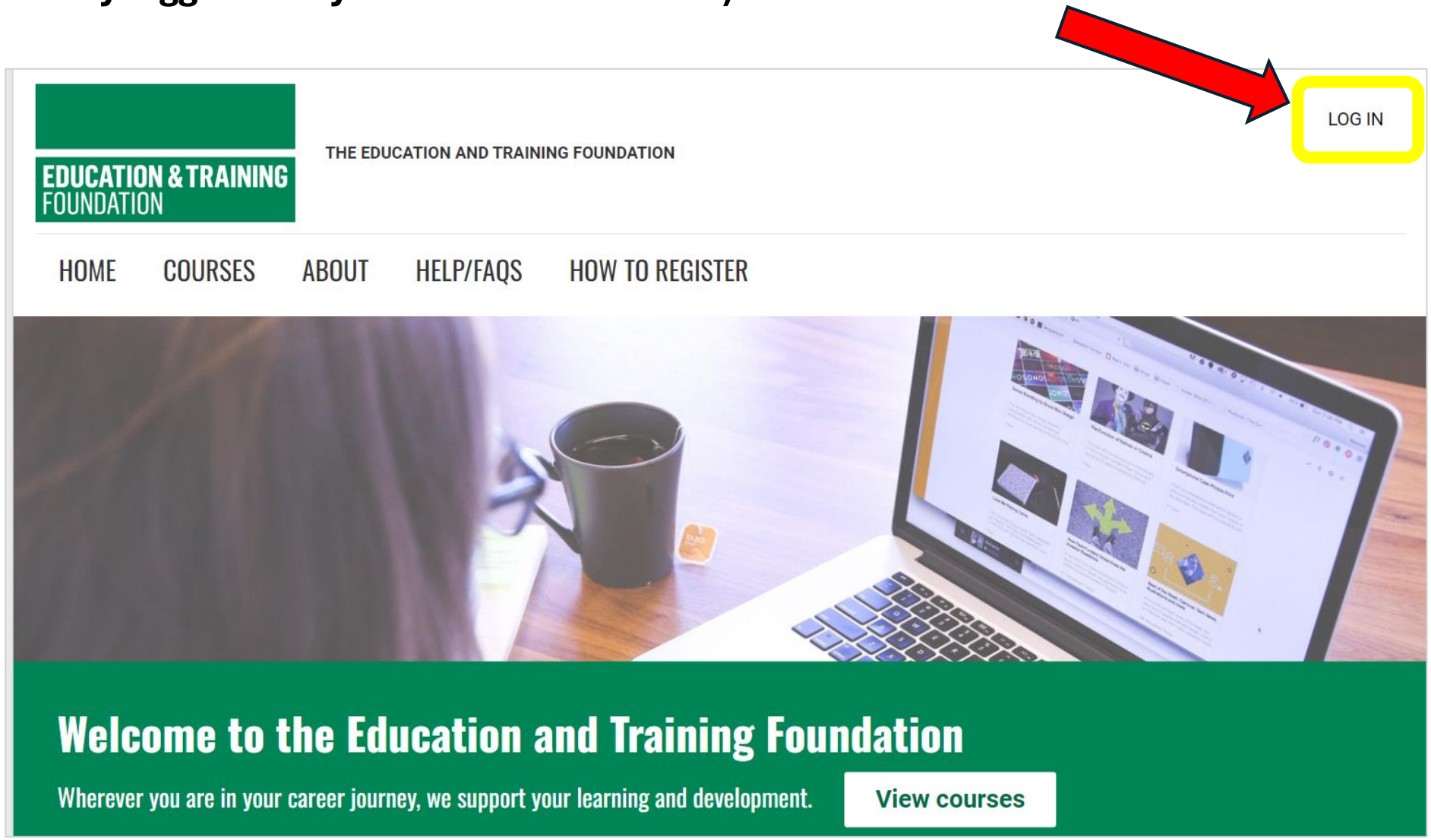


If you have already signed up, click 'Log in' and enter your email and password.

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

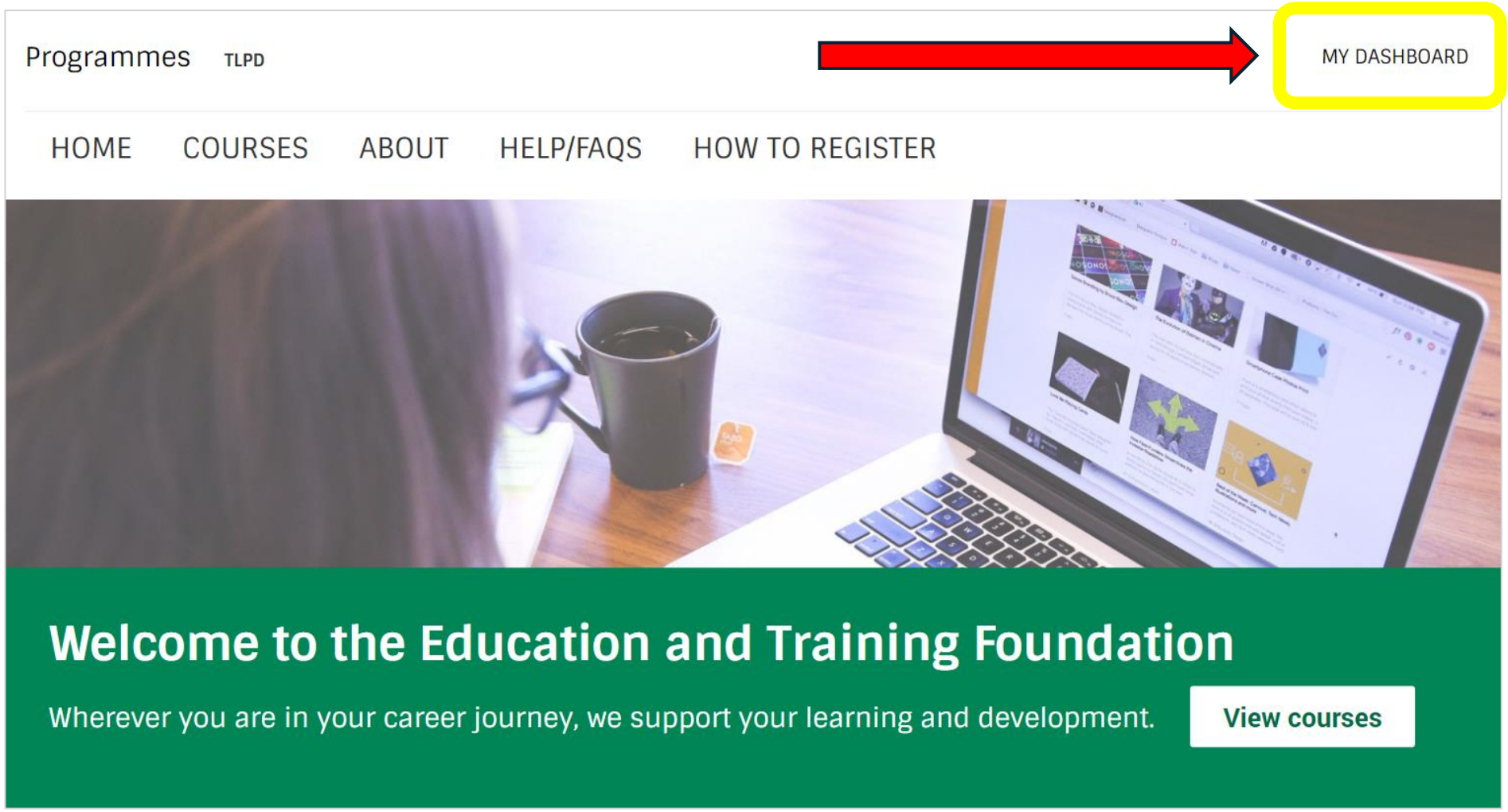


This is the Learning Platform. Click 'LOG IN' and you should be automatically logged in (because you are already logged in to your main ETF Account).



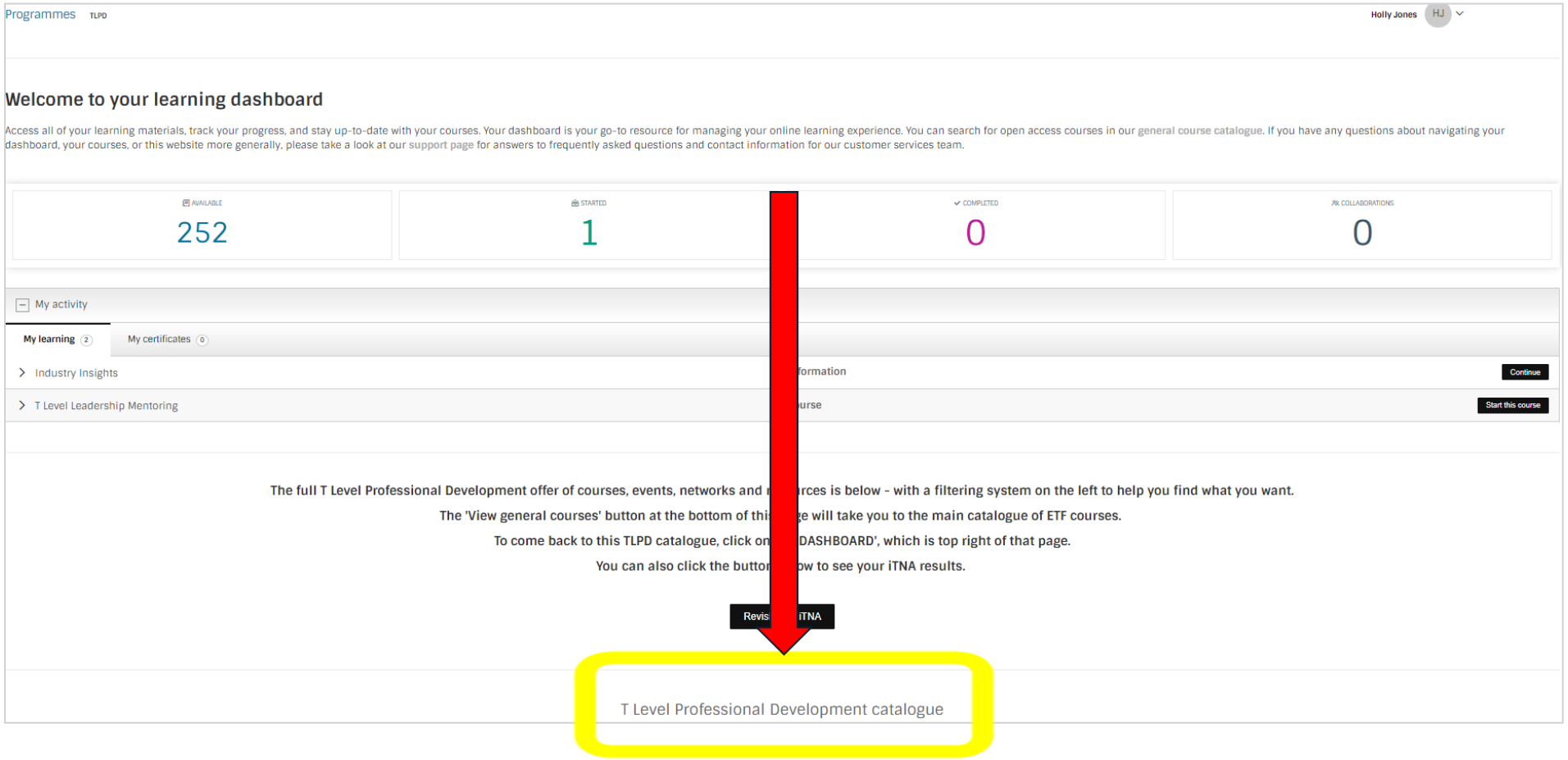
Click ‘MY DASHBOARD’ to access T Level CPD.

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

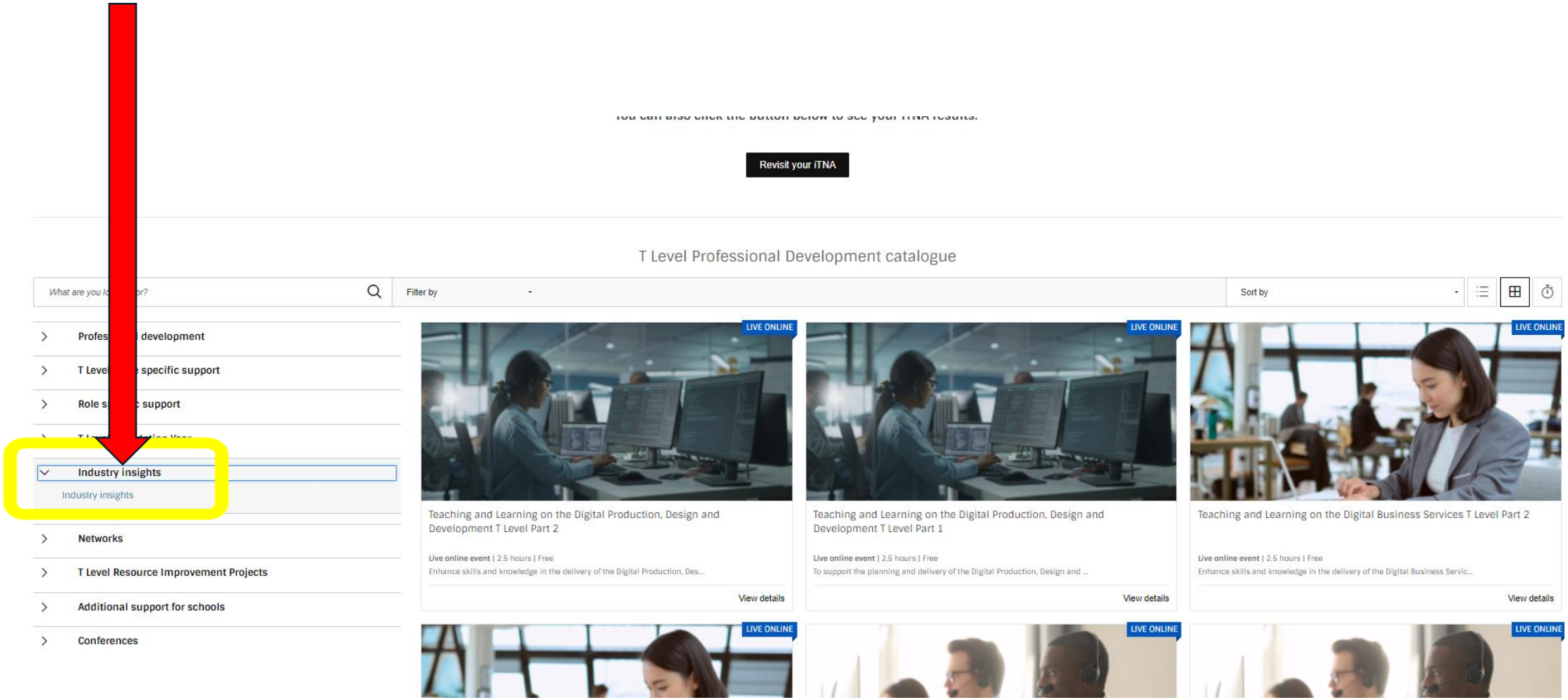


This will open a page that is your dashboard.

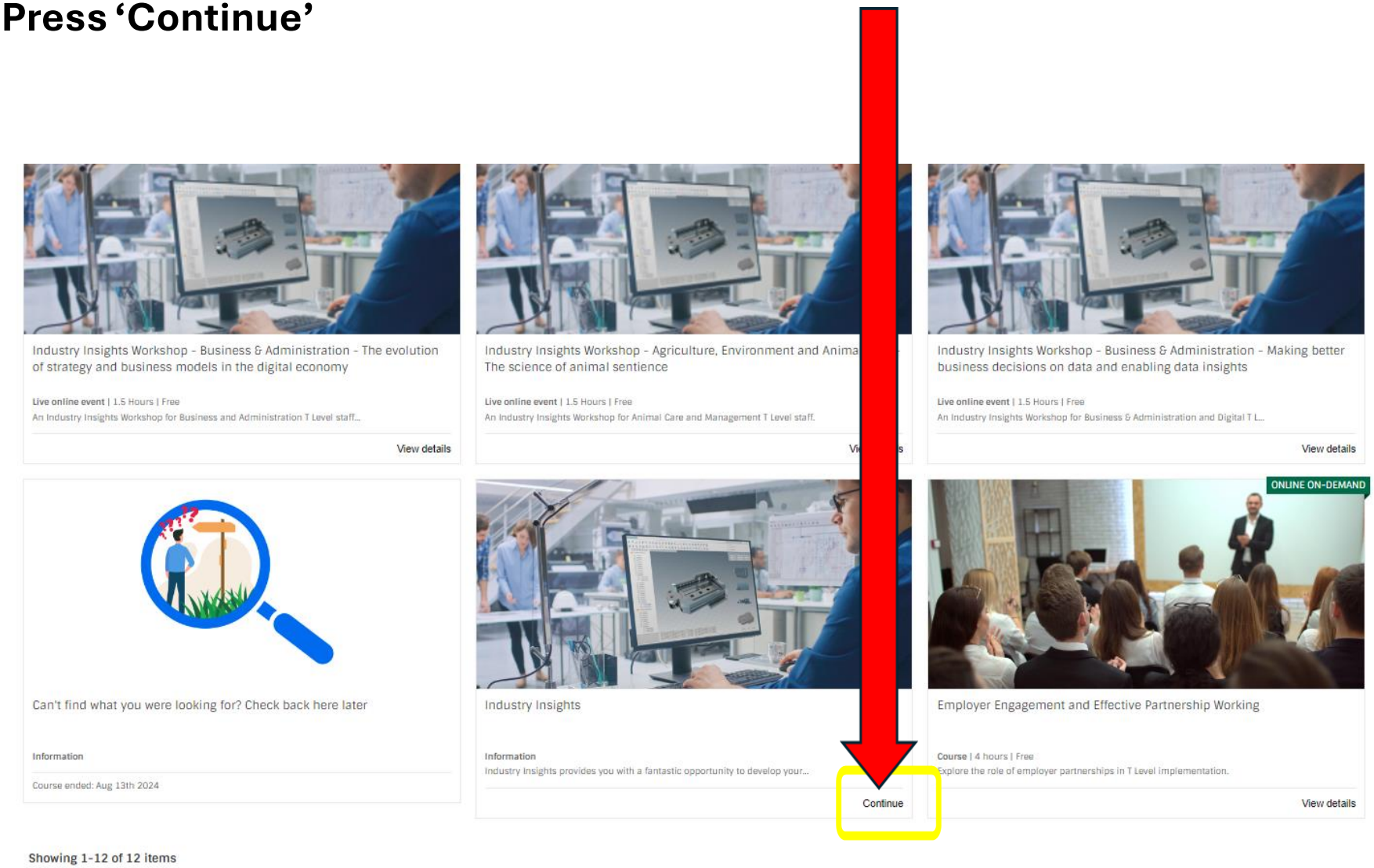
On your first visit, the section under ‘My activity’ may be blank. Scroll down the page so you can see T Level Professional Development catalogue.



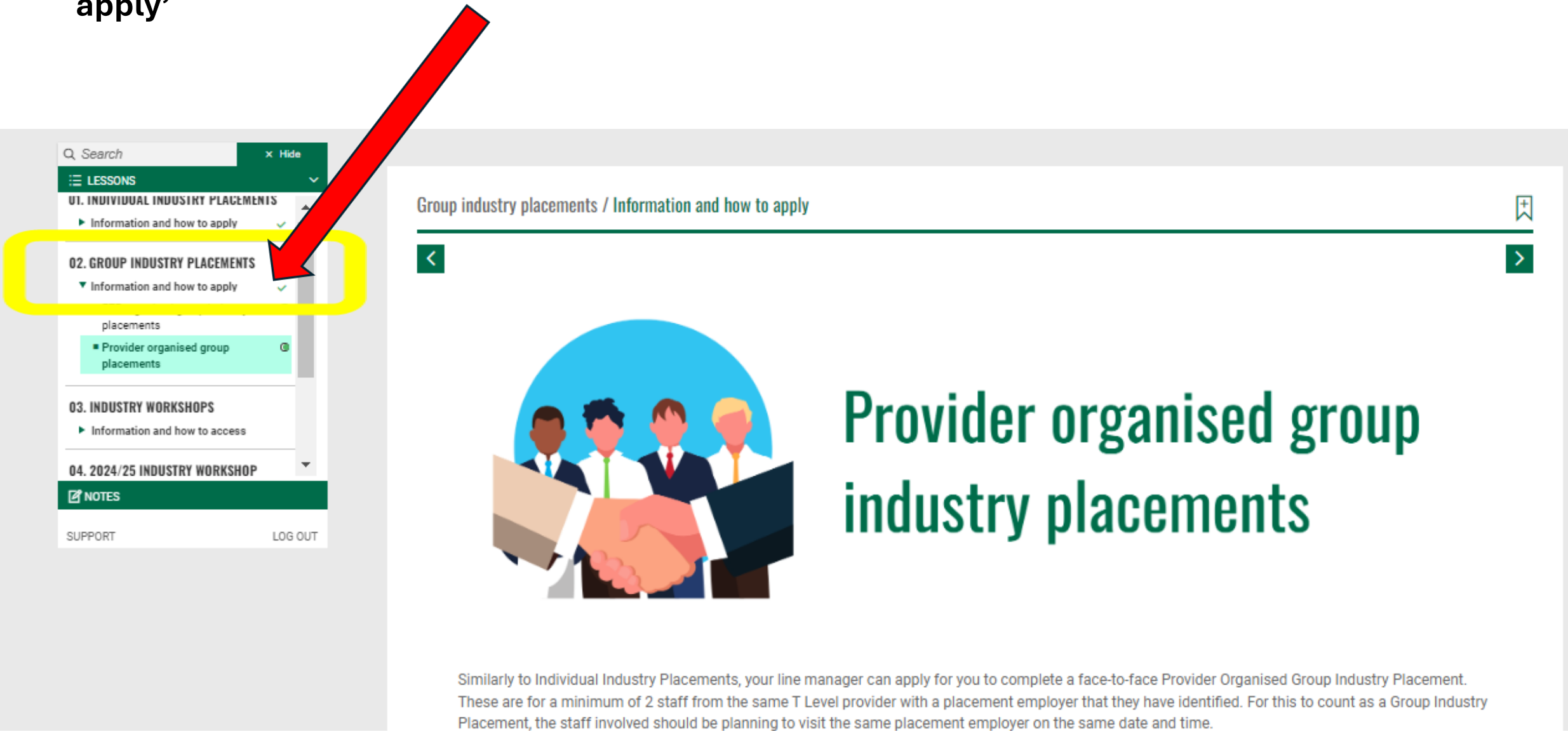
On the left you will see a menu. Click on ‘Industry Insights’ and then again on the blue drop down ‘Industry Insights’



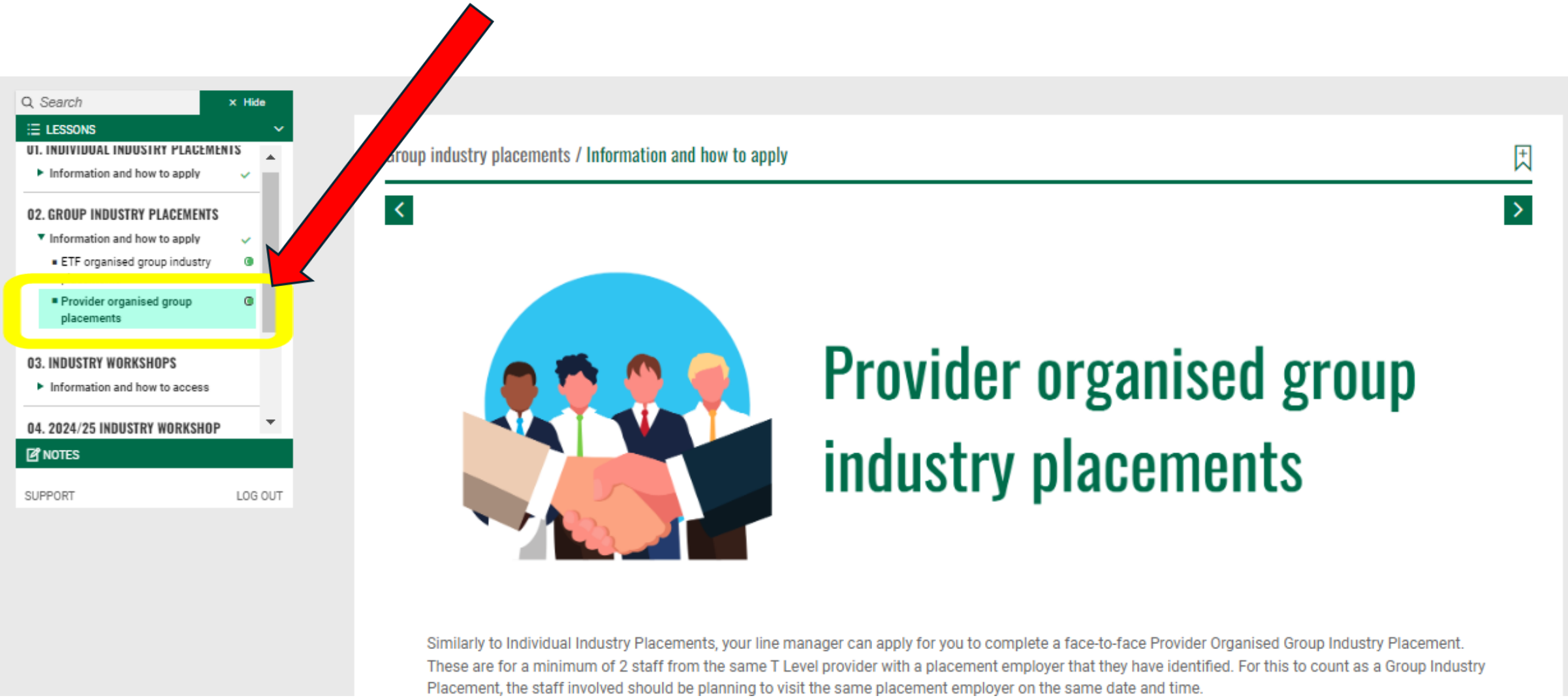
Scroll to the very bottom on the page and select the tile called ‘Industry Insights’ . Press ‘Continue’



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



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



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

Provider organised group industry placements

rly to Individual Industry Placements, your line manager can apply for you to complete a face-to-face Provider Organised Group Industry Placement. e 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 Pl the staff involved should be planning to visit the same placement employer on the same date and time.

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

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

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

For placements being held betwe /2024-30/06/2025, applications must be submitted by line managers a minimum of 5 working days prior to the placement taking place. For placeme 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 te or is submitted outside of the above timescales will not be approved by the ETF.

Note: By applying to complete a Provider Organis dustry Placement, your line manager confirms that you have permission to attend the placement and that your education establishment has the nece olicies and procedures in place to facilitate this, for example a remote/offsite working policy. The ETF bears no responsibility for any injuries, accident her incidents whilst you are on any placement, and any associated placement activities bring no liability upon the ETF.

How to apply

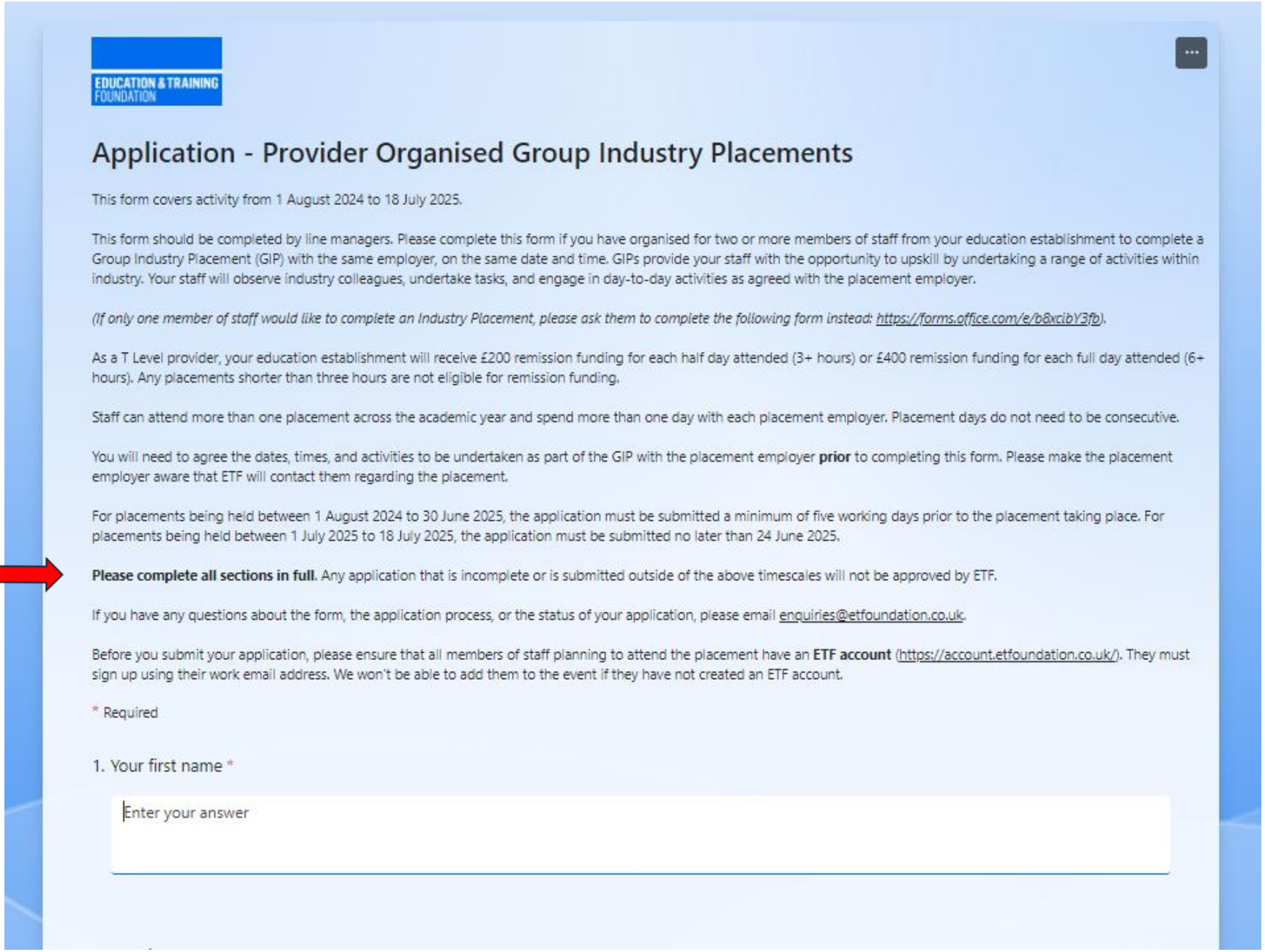
Please ask your line manager to complete all sections o this application form.

If you have any questions about the form, the applicatio our 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.



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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 *

Enter your answer

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ETFOUNDATION.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**