# *Email templates for stakeholder groups: Existing relationships*

***SENIOR LEADERSHIP TEAM***

To: Senior Leadership Team

Subject: T Level industry placements - your support is needed

Dear SLT

As the <school/college> looks to enrol more students onto T Level programmes over the coming years, it’s vital that we have a wide pipeline of potential employers ready and able to engage with us, our students and offer industry placements and support the delivery of technical education.

As you know, industry placements are a mandatory part of T Level programmes and without them students cannot be graded.

With this in mind, I am emailing you to help me <create/update> a database of all employers our <school/college> already has links with.

By collecting this information from you, we can build a picture of where we need to focus our energy on building relationships and securing industry placements in the future and where existing relationships may be able to support us source placements.

**Request**

As part of the Senior Leadership Team, it’s likely you will already have strategic relationships with senior leaders at businesses in our area that will be more likely to offer industry placements or taster sessions than an organisation with no connection to the <school/college>.

As such, please can you take 20-30 minutes by <DATE> to complete the attached spreadsheet letting me know who you engage with at local businesses and which T Level subjects you think they are most likely to support.

This information will really help the <employer engagement team/t level team/me> plan our industry placement strategy over the next few months.

If you’d prefer to setup a meeting to go through this together, I’d be happy to do that. Just let me know some days and times that suit.

***GOVERNORS***

To: Individual governors

Subject: T Level industry placements - your support is needed

Dear <NAME>

As the <school/college> looks to enrol more students onto T Level programmes over the coming years, it’s vital that we are able to provide high-quality industry placements for every student on a T Level course.

With that in mind, I’m emailing you in your capacity as a governor to understand whether your own organisation (or employers in your network) may be able to host industry placements or run taster sessions for some of our students in the coming years.

I have <attached/link> some information on T Level industry placements for you to read or share with colleagues. If your organisation would be keen to support our students with industry placements in the future, please do let me know. I’d be happy to set up a <Teams> meeting to explain a bit more or talk about ways employers can support our students and the benefits this can bring.

***STAFF***

To: All staff

Subject: Help us find great industry placements

Dear all

At <school/college> we <introduced/are planning to introduce> T Level qualifications into our curriculum. As part of this change, it’s really important <school/college> is able to secure high-quality industry placements and taster sessions so that our students can get the work experience they need to pass their course and understand their career options.

With this in mind, we’re emailing all staff to find out if you know of any organisations that might be willing and able to offer supportive industry placements to students over the next couple of years.

There’s no rush at this stage for employers to commit – we’re just compiling a database of businesses that we may approach (with your help) in the months ahead.

**Do you have a friend or family member that:**

* Owns a small business and would be interested in helping young people gain work experience?
* Has a senior or HR/development position in a company would be interested in helping young people in the local community?

**If you do, we’d love it if you could:**

* Ask them if they ‘might’ host industry placements or run a taster session and if they want to know more?
* If they do want to know more, reply to this email with their business name, contact details and any info on the curriculum areas you think they’d be most likely to support.

We’ll then talk to you before reaching out to your friend or family member to learn a bit more and see if we could get them involved with supporting students at the <school/college> at this time.

**More info?**

Below is a link to our webpage about industry placements/Attached is an employer guide that you might wish to share.

Thanks for your support!

LINK TO WEBSITE PAGE ABOUT IPs AND/OR ATTACH EMPLOYER GUIDE

***PROMINENT LOCAL ALUMNI***

To: Individual Alumni – that might be able to support

Subject: Could you help <school/college> students gain work experience?

Dear <Name>

I hope you don’t mind me contacting you, but as a previous student at <school/college> I thought I’d get in touch to see if your organisation might be interested in offering some of our students industry placements in the future.

As I’m sure you know, lots of local businesses want staff with experience when hiring, which makes it difficult for young people from <school/college>to get a foot in the door at the start of their careers.

To help address this, the <school/college> is <now running/looking to run> new courses called T Levels. As part of these courses, students must complete a 45-day industry placement with a local business, and I wondered if this is something you (or your connections) might be interested in supporting?

I have <attached details/provided a weblink below> and would welcome a call, but essentially:

* <The students have all passed maths/English GCSE and are keen to work>.
* <We would support to identify tasks/projects to give to students whilst they make a meaningful contribution to the business>.
* There is no commitment to pay wages. Gaining experience is more important.
* <You can just offer taster sessions or set a project for students if 45 days is too big a commitment right now>.

**Could you support?**

If you think you could *potentially* support students in this way over the coming years, I’d love to explain more, so feel free to email me questions or let me know some availability for a call.

***PARENTS OF T LEVEL STUDENTS***

To: Parents of T Level students

Subject: Do you know a local business interested in supporting T Level students?

Dear Parent/Guardian

Every year the <school/college> reaches out to previous students, governors and parents to find out if you know of any great local businesses that *might* want to talk to T Level students about their business or to offer industry placements. This interaction helps the students get a better understanding of the world of work.

**What we’re looking for**

In the same way your child has benefitted from our current industry links, we’re keen to identify additional employers that may want to help future T Level students.

Essentially, we like to have conversations with employers as early as possible to help lay the groundwork for future students to get insight into their career options and possible opportunities.

If you own or work in a business that *might* be interested in talking to future students about their work or offering work experience – we’d love to hear from you.

**If your organisation (or an organisation you know) might be able to help…**

Please respond to this email letting us know:

* Name of business (and website if it has one)
* Type of careers someone might be able to talk about
* Name and email address of the best person to contact

We’ll reach out to the contact to setup a call in the coming weeks to explain what we’re looking for and help them understand if it’s something they can commit to.

Please get in touch if you’d like further details.