



**A GUIDE TO APPLYING FOR AN
INDIVIDUAL 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*

Send verification code

Create password*

Confirm password*

First 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](#)

Email

Password

[Forgot password?](#)

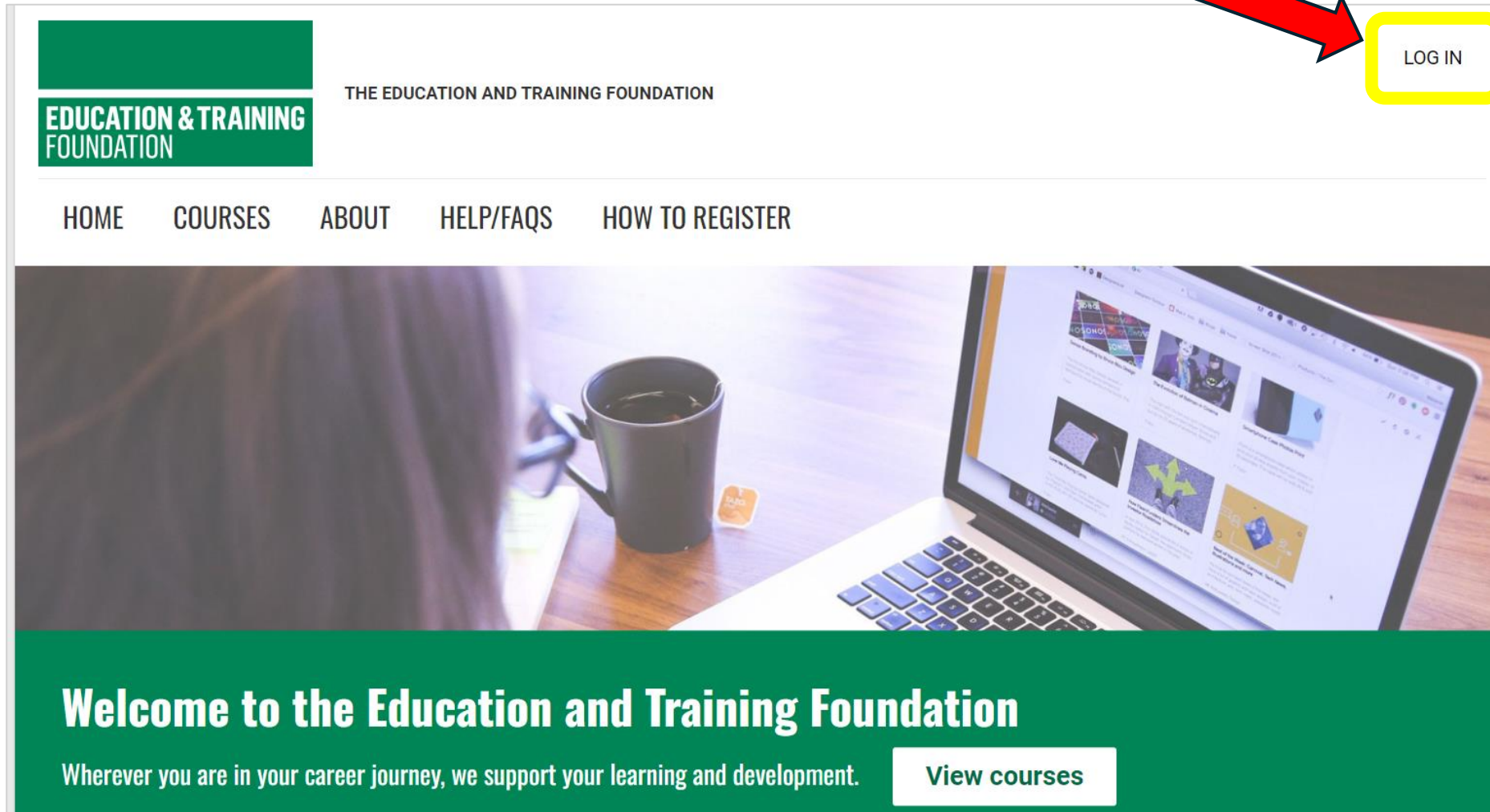
Sign in

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 left towards 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'.

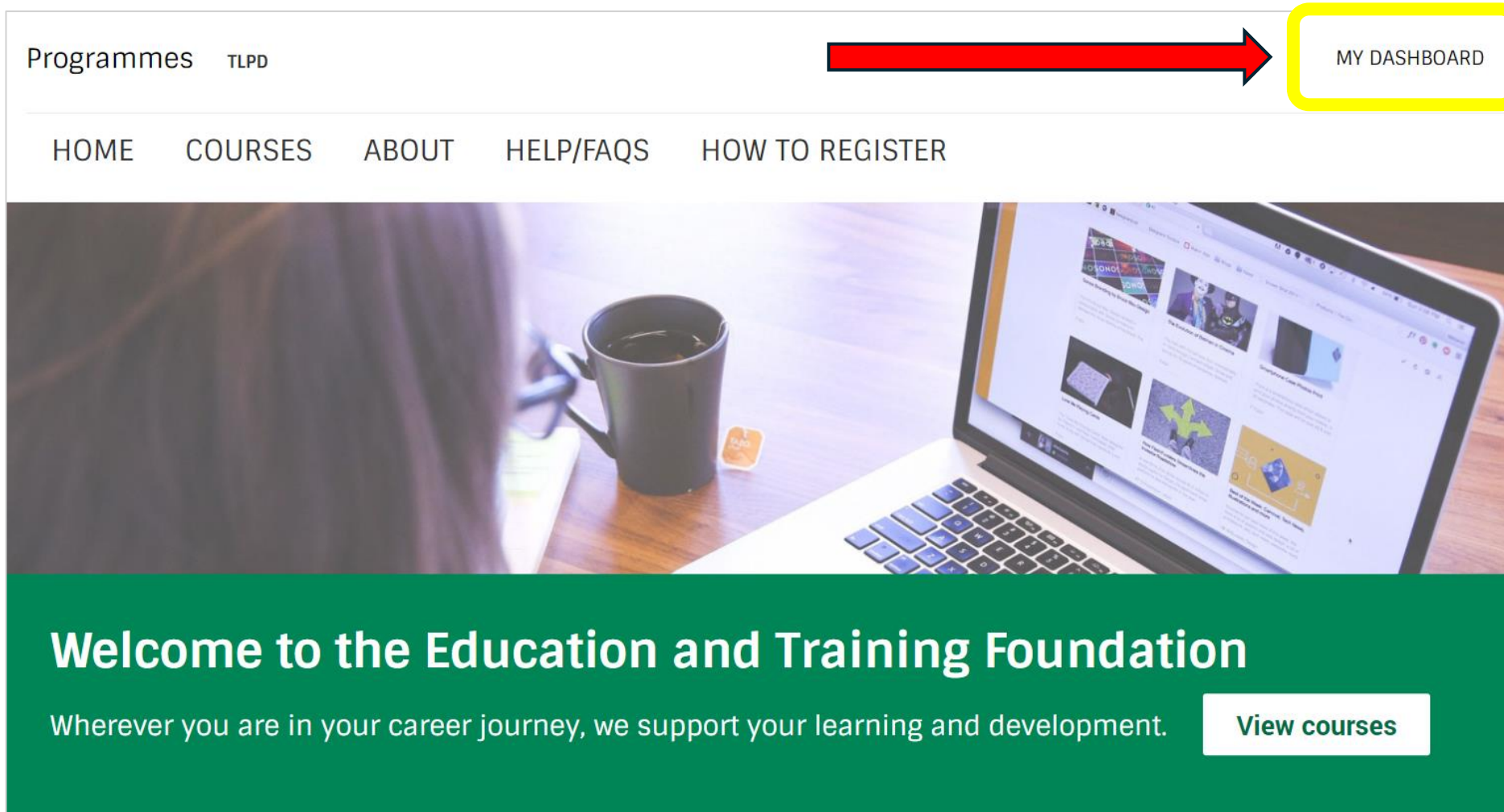
This is the Learning Platform. Click 'LOG IN' and you should be automatically logged in (because you are already logged in to your main ETF Account).



The screenshot shows the top navigation bar of the Education & Training Foundation website. On the left is the logo, which consists of a green square with the text 'EDUCATION & TRAINING FOUNDATION' in white. To the right of the logo is the text 'THE EDUCATION AND TRAINING FOUNDATION'. Below this is a horizontal menu with the following items: 'HOME', 'COURSES', 'ABOUT', 'HELP/FAQS', and 'HOW TO REGISTER'. On the far right of the navigation bar is a 'LOG IN' button, which is highlighted with a yellow rounded rectangle. A large red arrow points from the top right towards this button. Below the navigation bar is a large image of a laptop on a desk with a coffee cup. At the bottom of the page 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.' To the right of this text is a white button with the text 'View courses'.

Click 'MY DASHBOARD' to access T Level CPD.

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



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

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 user's learning dashboard. At the top, it says 'Programmes TLPD' and 'Holly Jones HJ'. Below this is a 'Welcome to your learning dashboard' section with a brief introduction. A progress bar shows 252 available courses, 1 started, 0 completed, and 0 collaborations. Under 'My activity', there are tabs for 'My learning' and 'My certificates'. Below these are links for 'Industry Insights' and 'T Level Leadership Mentoring'. A large red arrow points from the '1' in the 'STARTED' section down to a yellow-bordered box containing the text 'T Level Professional Development catalogue'. Other text on the page includes instructions on how to find the catalogue and a 'Revisiting iTNA' button.

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

The screenshot shows the 'T Level Professional Development catalogue' website. At the top, there is a search bar and a 'Filter by' dropdown. Below the search bar is a navigation menu with several categories: Professional development, T Level specific support, Role specific support, Industry insights (highlighted with a yellow box and a red arrow), Networks, T Level Resource Improvement Projects, Additional support for schools, and Conferences. The 'Industry insights' category is expanded, showing a dropdown menu with the same text. Below the navigation menu, there are six live online event cards. Each card features a thumbnail image, a 'LIVE ONLINE' badge, a title, a description, and a 'View details' link. The first two cards are for 'Teaching and Learning on the Digital Production, Design and Development T Level Part 2' and 'Teaching and Learning on the Digital Production, Design and Development T Level Part 1'. The third card is for 'Teaching and Learning on the Digital Business Services T Level Part 2'. The bottom row shows the top of three more event cards.

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 L...


[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 menu on the left select the option '0.1 INDIVIDUAL INDUSTRY PLACEMENTS; Information and how to apply'



Search Hide

LESSONS

- 01. INDIVIDUAL INDUSTRY PLACEMENTS**
 - Information and how to apply ✓
 - Information and how to apply** ●
- 02. GROUP INDUSTRY PLACEMENTS**
 - Information and how to apply ✓
- 03. INDUSTRY WORKSHOPS**
 - Information and how to access ✓
- 04. 2024/25 INDUSTRY WORKSHOP RECORDINGS**
 - View recordings ✓

NOTES

SUPPORT LOG OUT

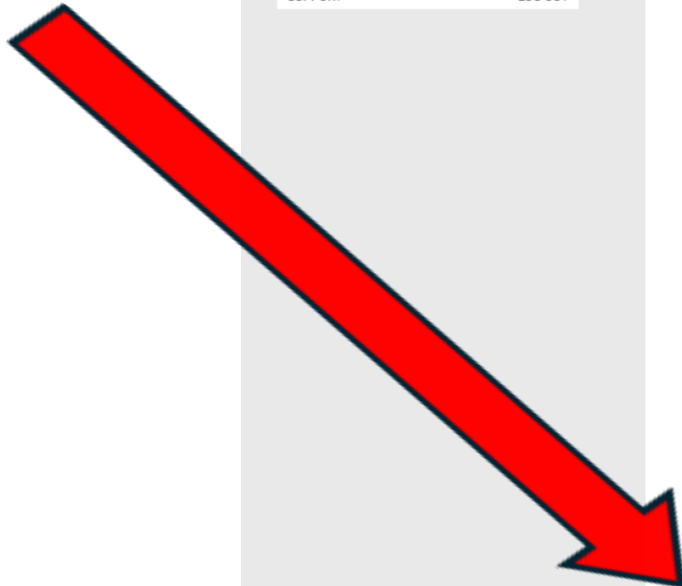
Individual industry placements / Information and how to apply



Individual industry placements

Face-to-face Individual Industry Placements provide you with the opportunity to upskill by undertaking a range of activities placement employer that you have identified. This could include observing industry colleagues, undertaking tasks, and eng

This will open the information page about Individual Industry Placements. Scroll to the bottom and select the hyperlinked application form



The screenshot shows a website interface. On the left is a sidebar menu with a search bar at the top. The menu items are: LESSONS (with a dropdown arrow), 01. INDIVIDUAL INDUSTRY PLACEMENTS (with a dropdown arrow and a sub-item 'Information and how to apply' which is highlighted in green), 02. GROUP INDUSTRY PLACEMENTS (with a dropdown arrow and a sub-item 'Information and how to apply'), 03. INDUSTRY WORKSHOPS (with a dropdown arrow and a sub-item 'Information and how to access'), 04. 2024/25 INDUSTRY WORKSHOP RECORDINGS (with a dropdown arrow and a sub-item 'View recordings'), NOTES (with a document icon), SUPPORT, and LOG OUT. The main content area has a breadcrumb trail 'Individual industry placements / Information and how to apply' and a bookmark icon. Below the breadcrumb is a green navigation bar with a right-pointing arrow. The main heading is 'Individual industry placements' in a large green font, accompanied by an illustration of a woman in a brown blazer holding a tablet. The text below the heading provides information about the placements, including funding details, application requirements, and submission deadlines. At the bottom, there is a section titled 'How to apply' with a yellow rounded rectangle highlighting the text 'Please complete all sections of this application form.'

Individual industry placements / Information and how to apply

Individual industry placements

Face-to-face Individual Industry Placements provide you with the opportunity to upskill by undertaking a range of activities within industry with a placement employer that you have identified. 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). You 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. Placements can be held between 01/08/2024-18/07/2025.

If you would like to undertake an Individual Industry Placement, you will need to complete an application form. Before you apply, you will need to agree the dates, times, and activities to be undertaken with the placement employer. Please make your placement employer aware that the ETF will contact them to confirm your attendance at the placement.

For placements being held between 01/08/2024-30/06/2025, your application must be submitted a minimum of 5 working days prior to the placement taking place. For placements being held between 01/07/2025-18/07/2025, your application must be submitted 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 an Individual Industry Placement, you confirm that you have your line manager's 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 complete all sections of this application form.

This form is to be completed by the individual staff member who is attending the placement (not the line manager)

Read the guidance before completing and submitting



Application - Individual Industry Placements

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

Please complete this form if you have organised to complete an Individual Industry Placement (IIP). IIPs provide you with the opportunity to upskill by undertaking a range of activities within industry. You can observe industry colleagues, undertake tasks, and engage in day-to-day activities as agreed with the placement employer.

(If more than one member of staff would like to complete an Industry Placement at the same placement employer on the same date/time, please ask the line manager to complete the following form instead: <https://forms.office.com/e/4NHAc8pinU>).

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.

You 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 your IIP with the placement employer **prior** to completing this form. Please also make your placement employer aware that ETF will contact them regarding your placement.

For placements being held between 1 August 2024 to 30 June 2025, your 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, your 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.

* Required

1. Your first name *

Enter your answer

2. Your last name *

Enter your answer

3. Your job title *

Enter your answer

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