***T Level Industry Placement SMALL TEAM Project Briefs***

***Employer brief***

**Project title:** Enhancing student and governor engagement in governance

**Business name:** [Insert School or College Name]

**Placement contact:** [Director of Governance – insert name]

**Sector:** Education / Governance

**T Level route:** Legal Services

**Placement format:** 2-week block placement for a small student team (3–5 learners), hybrid working permitted

***Project context:***

As a school or college, we are committed to strengthening how students engage with governance and increasing transparency and inclusivity in our structures. We are currently exploring new ways to raise awareness of student governor roles, improve access to governance documentation, and shape a more inclusive approach to induction and engagement.

We are seeking a small team of Legal Services T Level students to work directly with our governance team on this project. The students will be based either on our site or at an agreed provider location and will be supervised and supported directly by our Director of Governance, including regular face-to-face engagement where possible. We will provide clear tasks, guidance and check-ins, and conduct formal reviews during the placement.

***Project objectives:***

Working together under the direction of the Director of Governance, the student team will:

* Review current documentation for accessibility and tone
* Research engagement models used by other schools, colleges and sectors
* Develop creative ideas and materials to increase student awareness of governance
* Propose a student governor induction model or engagement framework
* Support the development of improved communication tools or digital content

***Team tasks and activities:***

* Initial scoping session with the Director of Governance
* Research and benchmarking of practice across sectors
* Redrafting documents and preparing visual/accessible alternatives
* Designing a short communication campaign (e.g. posters, slides, short videos)
* Presenting ideas and outputs to the governance team

***Expected outputs:***

* Simplified and student-friendly versions of key documents
* A sample student engagement plan or communication campaign
* A draft student governor induction overview
* A presentation of findings and suggested improvements

***Skills and knowledge developed:***

* Understanding of governance in education
* Legal and policy research techniques
* Communication and campaigning skills
* Creative thinking and project design
* Professional presentation and reporting

***Support and supervision:***

* The Director of Governance will act as the project supervisor and will make clear how much time they will spend working face-to-face with the student team.
* Outside of this, the Director will provide clear contact routes for clarification and feedback.
* Students will manage their schedules day-to-day but will receive regular and focused support and intervention from the Director of Governance.
* Where possible, the Director will co-locate with students for all or a significant portion of the project.
* Weekly check-ins and a final debrief will be scheduled. All necessary materials and anonymised examples will be provided

***Provider brief***

**Project title:** Enhancing student and governor engagement in governance

**T Level route:** Legal Services

**Occupational specialism:** Legal Services Assistant: Business, Finance and Employment

**Suggested placement format:** 2-week block placement for a small student team (3–5 learners), hybrid working permitted

***Project overview:***

This project enables Legal Services T Level students to work directly with the Director of Governance at a school or college to explore how student voice and governance can be strengthened. The brief includes research, document review and student-friendly design tasks. This placement will run over a two-week block, with the employer leading the project, providing direction, regular face-to-face support where possible, check-ins, and formal feedback. Remote supervision may count towards remote hours but is not the preferred model. Where the employer is not present face-to-face, remote supervision hours will be recorded accordingly.

***Key learning objectives:***

Students will:

* Apply legal and governance knowledge to real-world organisational improvement
* Explore governance models and best practice across sectors
* Create simplified and engaging resources for a student audience
* Develop an engagement plan or campaign concept
* Present a set of recommendations and outputs to the governance team

***Mapped performance outcomes:***

This project aligns with the following Performance Outcomes from the T Level Technical Qualification in Legal Services:

* PO1: Assist with the inception, progression, and completion of legal services in Business, Finance, and Employment
* PO2: Carry out legal and factual research and present findings both orally and in writing
* PO3: Draft legal documents and standard legal communications for review by a supervisor

***Suggested activities from employer discussion:***

**Week 1:**

* Orientation and project briefing
* Research into engagement models and governance practice
* Review of existing materials
* Development of revised content and proposed outputs

**Week 2:**

* Testing and refining outputs
* Designing a draft campaign or engagement plan
* Finalising presentation and recommendations
* Presentation to the governance team

***Expected outputs:***

* Sample engagement resources (e.g. poster, induction slide, summary doc)
* Recommendations for student governor promotion and support
* Draft student-friendly versions of core governance materials
* Presentation of findings

***Supervision and support:***

* Project directed and supervised by the Director of Governance
* Weekly check-ins and progress reviews
* Tutor oversight to support student planning and reflection

***Assessment considerations:***

* Application of legal knowledge to engagement and policy
* Effectiveness of communication tools created
* Team collaboration and presentation quality