

**T-LEVELS**

THE NEXT LEVEL QUALIFICATION

# ***LAUNCHING INDUSTRY PLACEMENTS***

***AN EMAIL TEMPLATE FOR  
LAUNCHING INDUSTRY PLACEMENTS  
TO EDUCATION PROVIDER STAFF***



HM Government

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## OVERVIEW

This template email (to be adapted as applicable) sets out suggested information for the senior leadership team to include in an initial communication to staff about industry placements.

You might also consider launching industry placements through other channels, including a staff conference, posters in the staff rooms, screensavers etc. See other guidance resources for more detail on engaging staff.

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## EMAIL TEMPLATE

### **SUBJECT: INDUSTRY PLACEMENTS AS PART OF LEVEL 3 TECHNICAL EDUCATION FROM [INSERT ACADEMIC YEAR DATE]**

Dear [XX],

#### **Background**

At [education provider], we have been given the exciting opportunity to be involved in the roll out of the Department for Education's T Level industry placements element to enable students to finish their course with the skills, knowledge and expertise that employers want.

Two-thirds of establishments found relevant work experience either critical or significant in candidates when recruiting. Work experience is an important facilitator for young people entering, and succeeding, in the workplace; around two-thirds (65%) of employers reported that relevant work experience was a critical or significant factor when taking on (any aged) recruit. (Source: [Employer Perspectives Survey 2016](#))

Current 1-2-week work experience placements, which are not specific to a student's course, don't enable students to develop technical skills that employers need, meaning there are critical skills shortages in the economy. That is why the Department for Education (DfE) made a commitment that all 16 to 19-year-old students following a new technical education route will be entitled to a quality industry placement to arm them with the technical skills they need to give them the best possible chance for entering skilled employment.

Industry placements will be a mandatory part of new T Levels. T Levels are rigorous, classroom-based, technical study programmes at level 3, designed to support entry to skilled employment in technical occupations at level 3 and above. A substantial, high quality industry placement with an external employer will be an essential part of each T Level.

These industry placements will give students a valuable opportunity to put their learning into practice, develop their technical skills and become more employable. Students will spend a minimum of 315 hours (45-50 days on average) with up to two external employers in a role directly relevant to their course. Recognising the importance of this placement - in a real world, working environment - to the T Level programme as

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a whole, they will be known as 'T Level industry placements' from 2020.

In the 2017 to 2018 academic year, 21 education providers and hundreds of employers piloted industry placements for approximately 2,500 students on related level 2 and 3 vocational and technical courses. In the 2018 to 2019 academic year, over 300 providers received Capacity and Delivery Funding to develop their ability to deliver these new industry placements.

To prepare for the introduction of T Levels, we are implementing industry placements across some of our courses this year.

## ***What makes a successful, high quality industry placement?***

To help our students get the most from their placements this year, we will be adopting the Education & Skills Funding Agency (ESFA) [principles](#) and lessons learned from the past two academic years. This means:

- The placement will be 315 hours (an average of 45-50 working days) in length, within the academic timetable as far as possible, and with an external employer (i.e. independent from us).
- The placement will be focused on developing the relevant practical and technical skills required for the profession or trade for which the student is studying.
- Maths/English preparation time should not be compromised (where applicable).
- Learning objectives will be agreed with the employer in advance and students' performance will be reviewed throughout the placement.
- Students will be offered work-ready preparation including appropriate work ethic, expectations and professional etiquette. *[Specify any requirements for staff members if known at this stage]*
- Additional support will be provided to students with SEND/LDD to enable them to access industry placements.

## ***What are the benefits for students?***

- Build and develop technical skills, increasing their competence and ability to progress into skilled employment.
- Further develop "soft skills" such as communicating, teamwork and problem solving.
- Gain deeper knowledge of the running of a business and general commercial principles.



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- Opportunity for personal growth: develop self-reliance, step out of their comfort zone, build confidence and learn about themselves. Identify strengths and preferences for future career options.
- Potentially secure a job or apprenticeship with the employer afterwards and on completion of the course.
- Build a valuable working relationship with an employer, resulting in a more meaningful reference to use for future job applications.
- Grow their network in the industry (including making contacts in other organisations), helping them to identify future job roles.

## **What are the benefits for education providers?**

- A major finding in work conducted to date is that practical experience in the workplace boosts the performance, confidence and understanding of students on their return to the classroom.
- Successful, exciting industry placements will enhance the reputation of the education provider.
- Case studies and success stories will help recruitment and progression of new students.

## **Timing and duration models**

Industry placements can be delivered through various models, such as block, day release, or mixed model, depending on which will work best for each curriculum areas.

## **Next steps**

Get on board! If you're passionate about industry placements, your enthusiasm will spread and inspire students to make the most of this great opportunity.

*[Add any practical information for staff as to how this will affect them / impact on scheduling / what they need to do at this stage (if anything) / how best to support / who to refer questions to / details of launch events for parents/guardians and students etc.]*

For more information speak to [Insert name and position of relevant education provider contact].

Yours sincerely,  
[Insert name]



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## ANNEX 1: EXAMPLES OF SUCCESS STORIES

*Note: choose up to 3 relevant stories to include here. These could be from the following list or stories from your own experience. [Consider including as an attachment to keep email shorter.]*

Route:	Digital
Education provider:	A city-based education provider (multi campus)
Employer:	Provider of custom digital services to businesses
Description of placement:	Assist with creation of a mobile app for the company's customers
Feedback from student:	Really enjoyed placement, which included designing a storyboard to be used in the live app.
Feedback from employer:	The manager was "really impressed" with the student's input and the way he was not afraid to put new creative ideas forward and put his own mark on projects he was working on.

Route:	Health and science
Education provider:	A city-based education provider group
Employer:	Scientific research
Feedback from employer:	<p>The student spent time learning about epigenetics and assisted with a ground-breaking experiment in the lab in which they were watching populations of the bacteria E. coli evolve in real time. The results from this are very exciting and the employer hopes to publish them in a scientific journal, with the student as one of the co-authors.</p> <p>"The student was dedicated and conscientious and has proved herself to be a real asset to the research team. Overall I have been very impressed with the student and she is a great ambassador for the T Level programme as a whole" - manager</p>



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Route:	Digital
Education provider:	A coastal town education provider
Employer:	A software house dedicated to healthcare applications
Description of placement:	An innovative placement: seven students working together on a real business in which they're entitled to shares in whatever they create. They're working to develop a piece of software to tackle the issue of bed blocking in the NHS, by allocating patients to available beds.
Feedback from student:	"I find this new industry placement idea so much better than the standard work experience because you actually have ownership of a new business to show for it at the end, as well as great skills learned. These skills will be transferable, and in fact invaluable, to my future career."
Feedback from employer:	"This model of innovation and collaboration seems to work really well - a great example of how digital placements can work."

Route:	Business and administration
Education provider:	A town-based education provider (in rural area)
Employer:	Foster care agency
Description of placement:	The student had a computer-based role supporting the office manager and deputy office manager. The student was responsible for maintaining and updating HR files in accordance with company policies and procedures including the audit/spreadsheet of all staffing files.
Feedback from employer:	The student was "very pleasant and conscientious". He was paid the national minimum wage for his age group as opposed to the apprentice rate of £3.50. ( <i>Note that payment is at the discretion of the employer and does not indicate the "value" of a placement.</i> )

Route:	Catering
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Education provider:	A rural education provider group
Feedback:	80% of students are being offered full-time employment after a few weeks on their placements. Almost all students will be starting full-time jobs or apprenticeships once they finish their studies.

## ANNEX 2: FAQs

### ***Some students haven't had a good experience with work experience in the past — why would industry placements be any different?***

Traditional work experience usually involves students working for just one or two weeks, often placed in a role or business that's not very relevant to their studies and interest. The new industry placements will last a minimum of 315 days, (45-50 days on average), and students will be placed within businesses relevant to their course, meaning they develop the skills they really need.

*"I find this new [industry] placement idea so much better than the standard work experience because you actually have something to show for it at the end, as well as great skills learned. These skills will be transferable, and in fact invaluable, to my future career."*

**Feedback from a student**

### ***But won't this take them away from their studies?***

No – the industry placement is designed to be an integral part of the course: their studies will prepare them for the placement, and the placement will add real value to their course. Our senior managers, curriculum leads and tutors will work closely with each other to ensure this is the case.

### ***What does the student need to do?***

- They must attend the placement.
- They will be accountable to a line manager at the workplace, who will expect them to meet professional standards in things like punctuality, communication and teamwork.
- They must adhere to all health and safety rules at the business.
- They'll need to complete a log book during the placement, reflecting on their learning and development.

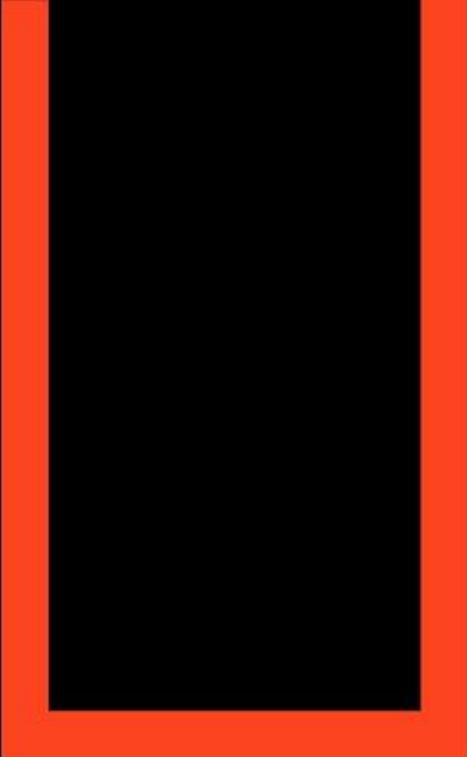
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## *What will be the main responsibilities of the staff?*

- Supporting students by sourcing these placements
- Providing students' learning objectives and information on individual needs to help match students to appropriate industry placements
- Preparing students with the right skills and knowledge needed for their industry placements
- Maintaining regular contact with students throughout their placement to track their progress and resolve any issues

## *What checks will be done to make sure this is safe?*

We will run due diligence on all employers for health and safety, insurance and safeguarding purposes.



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Industry placements are a core part of the new T Level courses. The first T Levels start September 2020. Visit [www.gov.uk/dfe/t-levels](http://www.gov.uk/dfe/t-levels).

Learning providers can make enquiries regarding industry placements by using this [online enquiry form](#) to contact the Education & Skills Funding Agency or you can speak to your local ESFA team.

