



Education & Skills
Funding Agency

T Level 2021 data collection

How to complete your T Level data return

April 2021

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Introduction

The purpose of this guidance is to help T Level providers complete the T Level data return (previously statistical annex), which we will collect twice in 2021 (May and October) and will then move to collecting annually.

Your previous return confirmed your student numbers for the 2021 to 2022 academic year and was used to inform your T Level and specialist equipment allocations for that year. The data collected from this return, and in future returns, will be used to inform your T Level 2022 to 2023 academic year T Level funding allocation and the development of T Level tools including the Course Directory. We will also share information with the awarding organisations who will be delivering T Levels so they can work with providers on development and centre approval. We may use this data return to inform any future Specialist Equipment Allocations.

2021 collection timetable

We will collect data from all providers delivering T Levels from 2020, 2021 and 2022 using the timetable below:

Collection	Form opens	Form closes
May 2021	19 April 2021	14 May 2021
October 2021	20 September 2021	15 October 2021

Getting started

To complete the T Level May 2021 data return, you must be registered with [DfE Sign-in](#).

If you are not yet registered, you need to do this as soon as possible and at least 2 weeks before completing your data return. There is information on how to do this in the [Frequently Asked Questions](#) section.

When you review your 2022 to 2023 academic year T Level delivery information, you will see an eligibility indicator – this is determined by the [eligibility criteria](#) for providers wanting to deliver T Levels in the 2022 to 2023 academic year.

Only one person from each organisation can enter the form at any one time. If your form is already in use, you will see the following error message:

Sorry, this page is unavailable at the moment.

This is because another user in your organisation is currently using the service.

You will be able to use the service again once the other user completes their session.

You can submit more than one return – we will use the most recent one to update our records.

Submission deadline

The deadline for completing and submitting your return is the **14 May 2021**.

If you miss the deadline or provide inaccurate information, your T Level allocations could be affected. If you are having difficulty at any stage, please submit an enquiry to our mailbox; statistical.annexes@education.gov.uk and include 'May 2021 Data Collection' in the subject header and your UKPRN.

To submit your return, you will need to click on the 'Review and submit' button on the final page. Before doing this, you should review the information you have completed and make any changes before you sign the declaration and submit the form. You will receive an email notification to confirm your submission has been received. The Education and Skills Funding Agency will not receive your data return if you do not complete this action.

Saved copies of your form will be available until the deadline, so you should download your final return and save this on your systems for future reference.

How to submit your data

When you select 'T Level May 2021 data collection', in the next screen, you will see that there are 3 actions to complete:

1. T Level return

In this section you can make changes to your 2022 to 2023 academic year delivery by adding, dropping, or deferring a T Level. Providers who want to add a T Level for 2022 must be eligible to do so. You should submit your planned student numbers across the 4 academic years shown. This section is split by T Level routes and you can save your data at each stage.

2. Future T Level delivery intentions

In this section you can see the full list of T Levels on offer, including the new routes being introduced in the 2023 to 2024 academic year. If you would like to extend your T Level delivery, you should complete this section. If you do not plan to extend your delivery, you can continue to the next section without entering any data.

3. T Level Transition Programme return

In this section you can sign up to deliver the T Level Transition Programme and enter your planned student numbers for the T Level Transition Programme routes for the 2022 to 2023 academic year. If you do not plan to deliver the T Level Transition Programme, there is an option to confirm this.

You need to complete all 3 actions before you can submit your return.

Tip – moving through the form

Use the 'Save and continue' button at the bottom of each screen to move through the form. If you need to go back, use the 'back' link at the top of each screen. The information you enter will not be saved until you use the 'Save and continue' button.

1. T Level return

Review your delivery

When you select '1. T Level Return', you will see a list showing all the T Level routes that form part of your return for this submission. You can then click on each route to open a 'Review your Delivery' screen for each route. This screen shows your status for each of the T Levels within each T Level route that is available for delivery from the 2022 to 2023 academic year. In the 'Status' column, you will see 2 statuses: 'Delivering' and 'Eligible'.

Here, you can make changes to the T Levels that you plan to deliver from 2022 onwards by selecting the 'Add' or 'Drop' T level boxes in the 'Action' column. After making your selections and moving through the form, you will only be asked for information on the T Levels you are already delivering or have added in this screen.

Status

The status reflects your October or December 2020 statistical annex return and may not capture any changes you have made to your T Level delivery since then. If you have made a change since your last return, you can confirm that change on this screen.

What does each status mean?

Delivering

This means you are already delivering this T Level, or you are planning to deliver it from September 2022:

- If you are still planning to deliver this T Level, you **do not need to take any further action**. You can enter your planned student numbers on the next screen.
- If you want to defer this T Level to the 2023 to 2024 academic year, you do not need to take any further action. On the next screen, enter '0' for this T Level in the 2022 to 2023 tab to show that you are deferring it. You will also need to add '0' for the associated occupational specialisms within this T Level. You can then go on to add your planned figures for the remaining years. **You can only defer a T Level for one year, as this data will be used for funding purposes, not aspirations. We will collect information on any new T Level delivery for the 2024 to 2025 academic year next year.**
- If you want to drop this T Level, tick the 'Drop T Level' box and this T Level will be removed from your return. If you decide that you want to deliver this again from the 2023 to 2024 academic year onwards, you will be able to 'Add' this as part of future data returns.
- **This return is your last opportunity to add to your T Level 2022 to 2023 delivery plan.**

Eligible

This means that you are not currently delivering or planning to deliver this T Level from 2022, but you meet the [eligibility criteria](#):

- If you do not want to start delivering this T Level, you do not need to take any further action and this T Level will not be included in your return.
- If you want to add this T Level, tick the 'Add T Level' box and this T Level will be added to your return. You will then be asked to add your planned student numbers in the next screen.
- If there are new routes that you want to add from 2023 onwards, you can do this in the 'Future T Level delivery intentions' section of this return.

If you add T Levels, you need to ensure this is built into your T Level implementation planning and that your plans are robust enough to ensure readiness. Please also discuss this with your local representative at the termly conversation in June 2021.

Not eligible

If you do not meet the [eligibility criteria](#) to deliver a T Level in the 2022 to 2023 academic year, it will not be visible in the 'review your delivery' section of this form:

- You will be able to deliver T Levels that you are not eligible for in 2022 to 2023 academic year from the 2023 to 2024 academic year, and can confirm this in the 'Future T Level delivery intentions' section of your return.

Tip – defer or drop?

If you have decided that you want to delay the delivery of a T Level to 2023 to 2024 academic year, you can choose to **defer** your delivery from the 2022 to 2023 academic year to the 2023 to 2024 academic year. If you do, you still need to add student numbers for subsequent years.

If you want to delay your T Level delivery to 2024 to 2025 or later, you should select the 'Drop T Level' option and we will collect your delivery plans as part of a future collection.

If you drop a T Level and then decide that you want to deliver this again from the 2023 to 2024 academic year onwards, you will be able to add this in your next data return.

Deferring and dropping T Levels will affect your T Level funding for the 2022 to 2023 academic year.

How to complete your planned student numbers

Once you have reviewed your delivery, you will move to the 'T Level return – planned student numbers' section of the form. We will ask you to provide your planned student numbers for each T Level you intend to deliver over 4 academic years and your planned

student numbers for each occupational specialism for 2022 to 2023 only. T Levels are displayed in **bold font** and occupational specialisms are displayed in standard font. The figures shown in the 'Previous return' column are taken from your October or December 2020 Statistical Annex return.

The figures that you enter here should include **all students that you expect to have on the programme** in each of the academic years shown, and not just the number of new starts for that year.

Remember to include both new students and those starting their second year of the T Level programme in that academic year.

Table 1 shows an example of how your student numbers could progress on the Digital Support Services T Level from now until the 2025 to 2026 academic year.

Route	T Level	Occupational Specialism	Year	22/23	23/24	24/25	25/26
Digital	Digital Support Services	Network Cabling	Y1	20	30	40	50
Digital	Digital Support Services	Network Cabling	Y2	15	20	30	40
Network Cabling Specialism Total				35	50	70	90
Digital	Digital Support Services	Digital Support	Y1	15	25	35	45
Digital	Digital Support Services	Digital Support	Y2	10	15	25	35
Digital Support Specialism Total				25	40	60	80
Digital	Digital Support Services	Digital Infrastructure	Y1	10	20	30	40
Digital	Digital Support Services	Digital Infrastructure	Y2		10	20	30
Digital Infrastructure Specialism Total				10	30	50	70
Digital Support Services T Level				70	120	180	240

Table 1 – student numbers example

The Digital Support Services T Level has 3 occupational specialisms. In the first, Network Cabling, there are 20 new starters in the 2022 to 2023 academic year. The 15 students that you started in the previous year now join year 2. Then, in the 2023 to 2024 academic year another 30 students join year 1, while the 20 students from the previous year become year 2 students.

Recording planned student numbers in the 2022 to 2023 academic year

We only need to collect occupational specialisms data for the 2022 to 2023 academic year in this return. These figures will determine the funding bands used for your 2022 to 2023 T Level allocation. A breakdown of occupational specialism numbers for subsequent years will be collected closer to delivery.

In Table 1 above, for the 2022 to 2023 academic year return, the total figure for Network Cabling is 35, that is the total of 20 new starters for that academic year, plus 15 students who started in the previous year, that will be moving into year 2.

The planned student numbers for each occupational specialism in the '22/23' column of Table 1 should be entered in 'This return' column on the 2022 to 2023 tab of the T Level return. Once you have entered these figures you will see that the T Level line in bold will automatically add these up to make your total planned student figure for that T Level.

Recording planned student numbers in 2023 to 2024 and beyond

For the remaining tabs in this screen (2023 to 2024 academic year onwards), you do not need to enter separate totals for each occupational specialism. Instead, you should enter your total planned student numbers (both year 1 and year 2) for each T Level in 'This return' column.

In Table 1 above, the total planned student number for the Digital Support Services T Level in the 2023 to 2024 academic year is 120 – which is the combined total of 50 students on the Network Cabling occupational specialism, 40 on Digital Support occupational specialism and another 30 on Digital Infrastructure occupational specialism.

We will collect more detailed information on your occupational specialisms for this and future academic years as part of forthcoming data collections.

You should then follow the same approach for the 2024 to 2025 and 2025 to 2026 academic year tabs.

Reminder – routes, T Levels, and occupational specialisms

The data collection is structured using 'routes', 'T Levels' and 'occupational specialisms.'

The route is the overall subject area, such as the Digital route. Within each route are T Levels, for example, the Digital Production, Design and Development T Level, Digital Support Services T Level, and the Digital Business Services T Level.

Within each T Level, students can choose an occupational specialism(s) as part of their programme, for example, Network Cabling, Digital Support or Digital Infrastructure (taken from the Digital Support Services T Level).

Errors

As you work through the form, any errors will be highlighted in red. You can only progress to the next part of the form when you have corrected these errors.

This should include entering a figure for every T Level or occupational specialism that you are delivering. You should not leave any boxes blank – enter '0' in the 2022 to 2023 tab for T Levels and occupational specialisms that you plan to defer to the 2023 to 2024 academic year. If you want to leave a box blank because you do not plan to deliver a T Level, please go back to the 'Review your delivery' screen and select 'Drop T Level' in the 'Action' column on this screen.

You will not be able to progress any further through the form until you have corrected all errors on all academic year tabs.

Tip – check for errors on all tabs

If you see errors, remember to check all the academic year tabs.

For example, you may find that you cannot progress because of an error on the 2025 to 2026 academic year tab – which will be highlighted in red. To progress, you will need to select that tab and correct any errors to save and move on.

2. Future delivery intentions

The second section of the data return collects your T Level delivery intentions for the 2023 to 2024 academic year onwards. This includes the new routes introduced from the 2023 to 2024 academic year, along with the routes introduced in previous years which you may not have previously been eligible to deliver.

You can expand or collapse each route by selecting the plus or minus icon next to the route name. Once you have selected the T Levels you plan to deliver by ticking the 'Show interest' box in the 'Action' column on this screen, you will be asked to provide your planned student numbers on the next screen.

You do not have to express an interest in any of these routes if you do not want to extend your T Level delivery and can move onto the next section by selecting the 'Save and continue' button at the bottom of the page.

3. T Level Transition Programme return

The third section of the data return collects information on T Level Transition Programme delivery. When you enter into this section you will have 3 options:

I'm already delivering T Level Transition Programmes

If you are already signed up to deliver the T Level Transition Programme, you should select 'Yes' in the first screen and then select 'Continue' to confirm your planned student numbers for each of the T Level Transition routes you are planning to deliver. As with previous sections, you cannot leave fields blank and should complete a figure for each route you are signed up to deliver to complete this section. Where there is a figure for your previous return, you are signed up to deliver this route.

If you are signed up to deliver the T Level Transition Programme but are no longer planning to deliver this route or want to drop a route, you should enter '0' for these routes.

I want to start delivering T Level Transition Programmes from 2022

If you are not yet signed up to deliver the T Level Transition Programme but wish to sign up, you can tell us in this screen by selecting 'No - but I would like to sign up to deliver from the 2022 to 2023 academic year' and then selecting 'Continue'.

This return will be the last opportunity, to sign up to deliver the T Level Transition Programme for the 2022 to 2023 academic year. If you want to deliver the programme after this date you will be able to sign up to deliver the programme from the 2023 to 2024 academic year by confirming this in the October 2021 data return.

I do not want to deliver T Level Transition Programmes in 2022

If you do not want to deliver the T Level Transition Programme you can tell us in this screen by selecting No - I do not plan to deliver the T Level Transition Programme from the 2022 to 2023 academic year.

Reminder

You can only deliver a T Level Transition Programme if you are eligible to deliver the T Level route. As this part of the form is not hard-coded, we will validate this aspect of the form after the return deadline.

This return will be the last opportunity to sign up to deliver the T Level Transition Programme for the 2022 to 2023 academic year. If you want to deliver the programme after this date, you will be able to sign up to deliver the programme from the 2023 to 2024 academic year by confirming this in your October 2021 data return.

Reviewing and submitting your return

Once you have completed the 3 sections of your return, you will go back to the task list.

You will see that all 3 actions are now marked 'Ready for submission' and there is now a 'Review and submit' button.

Select the 'Review and submit' button to move on. The next screen will give you a full summary of the information you provided in the 3 sections of the form.

You can go back and make changes at this point by selecting 'Back' at the top of the screen. Users may see a red error message when selecting back, if this pops up, please select 'Yes' to be taken back to the main landing page – this action will not delete your return. You can then choose to edit or complete your return.

It is important to review this information carefully because you need to tick the **Declaration box** at the bottom of the page, which confirms that the information is correct and that your accounting officer or head of organisation has signed it off.

If you are the person responsible for submitting the return, you can select 'Submit'. If someone else is responsible for submitting it, or you need to gain sign-off by the accounting officer or head of organisation, you should print this page and then select the 'Back' link at the top of the screen where you will be taken back to the main landing page to your saved information.

After submission

Once you submit your T Level data return, you will see a confirmation screen, which will include a reference number.

From this page, you should select the 'Download PDF' button to download and save your return.

After submission you can log back in and select 'My saved returns', this area will store your submitted returns. If you partially complete a return and log out of the form, when you log back in, you will be taken straight to the landing page where your partially complete information is saved, from here, you can continue with your return.

Reminder – download and save your data return

If you want to retain a copy of your return - you must download and save a copy before the return closes on the 14 May. When the form closes on the 14 May you will not have access to do this.

Frequently Asked Questions

1. How do I get a DfE Sign-in account?

You'll need to create one. Here's how to do this:

1. Select the **create account** button from the DfE Sign-in page
2. Enter your name and email address (it's best to use your work email address or one that's clearly associated with your organisation)
3. We'll send you an email to verify your email address; copy the code from this email and paste it into the box on the verification page
4. Create a memorable password of 12 characters or more (we recommend joining three or more familiar words)
5. Sign in using your new credentials, and request access to the organisation for which you'd like to submit the **T Level Data Collection**

Once your request to access an organisation has been approved, you can follow the steps outlined under **already have a DfE account** to complete the form.

You might have noticed the term 'approver' during account creation. An approver is someone at your organisation responsible for controlling who has access to DfE Sign-in and the services within the system. It is usually a senior person, such as an administrator or manager.

For security reasons you will need the approval of one of your organisation's approvers before you can access the form.

2. How do I get the 'T Level Data Collection' added to my account?

Here's how to access the form:

1. Go to the link <https://onlinecollections.des.fasst.org.uk/fastform/t-level-data-collection>
2. When prompted, enter your DfE Sign-in credentials (this is just for authentication)
3. Choose the organisation for which you'd like to complete the form
4. Complete the form
5. To access the form for another organisation, sign out and follow steps 1-4 again

Note: Your account must be connected to the organisation for which you'd like to complete the **T Level Data Collection**. Also, you do not need to add any services in DfE Sign-in; it is used only for authentication.

3. I'm a DfE Sign-in approver. How do I give access to the T Level Data Collection?

You need to add the **T Level Data Collection** service and the role **T Level Data Collection** to each user's account:

- from the manage users page, choose the required user
- from the list on the right-hand side, choose 'add services'

- choose the services, roles and forms you would like this user to access
- save your changes

If you are having problems using the DfE Sign-in service, follow DfE Sign-in Help. You will be able to request further assistance if required. When raising a support request, please select 'other'.

If you are having problems completing the form, please contact statistical.annexes@education.gov.uk

4. What if I need to make changes after the May return closing date?

You can submit a request to make changes to your **2022 to 2023 T Level delivery** after the May 2021 return closing date. This should be undertaken through the statistical.annexes@education.gov.uk annex mailbox detailing '2022 to 2023 T Level delivery changes' in the subject header and setting out what you are planning to change.

Requests to add T Levels will be subject to review and if supported, we will record these as part of our internal T Level provider list and share/use the information as mentioned in the introduction section of the guidance. You will be asked to add figures for this in your October return. We cannot consider requests to add new T Levels for 2022 to 2023 academic year delivery after 1 August 2021.

Providers can confirm they are planning to drop or defer their T Level delivery for the 2022 to 2023 academic year up to the point of delivery.

Changes to other academic years can be made as part of the October 2021 T Level data return.

5. What happens if we experience a technical difficulty with the form?

If you have any problems using the DfE Sign-in service, follow [DfE Sign-in Help](#). You can request further assistance if required. When submitting a request, select the 'T Level Data Collection' option.

6. Will we be able to submit a paper version of this return instead of using the online tool?

No, all data collections will be collected through the online tool to allow us to process your return accurately and provide flexibility to providers through an automated process to make changes to their T Level delivery. We cannot add in additional returns manually later, so it is important for you complete your return by the **14 May 2021**.

7. When can I tell you about the T Levels I would like to introduce in the 2024 to 2025 academic year?

This collection focuses on what is required for funding T Levels for the 2022 to 2023 academic year and your early plans for the 2023 to 2024 academic year. We also collect future year delivery, for example 2025 to 2026 academic so we can use this as part of the specialist equipment allocation preparatory work. We will collect information about

your plans for introducing new T Levels in the 2024 to 2025 academic year as part of next year's data collection plan.

8. Why can't I enter my planned student numbers for the Legal T Level in the Legal, Finance and Accounting route for the 2022 to 2023 academic year?

The Legal T Level is not available for delivery until the 2023 to 2024 academic year. You can register your interest to deliver this T Level in the 'Future interest' section of your return, along with your planned student numbers. We will collect further information on this T Level next year.



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