



Bolton College

**T Level Employer
Support Fund
Policy
2023-24**



Contents

1. Introduction 3

2. Eligibility Criteria 4

3. Application Process 4

4. Fund Disbursement 4

5. Accountability & Transparency 4

6. Claiming the T Level Support Fund 5

Programme / Business Area:	Business Development
Prepared By:	Head of Apprenticeships & Business Development
Approval By:	SMT
Approval Date:	September 2023
Next Review Date:	March 2024
College Website Link:	https://www.boltoncollege.ac.uk/about-us/governance/key-policies/

1. Introduction

The T Levels Employment Support Fund aims to provide financial assistance to employers with students enrolled in T Level programme for their work placements. This policy refers to and directly quotes from the Employer Support Fund Guidance for T Levels - [Employer support fund for T Level industry placements - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/employer-support-fund-for-t-level-industry-placements) [Aug 2023].

The employer support fund provides funding to support legitimate costs that an employer incurs when offering a T Level industry placement opportunity.

The industry placement must take place externally and outside the students' normal learning environment.

There is not a set limit on the number of students an employer can:

- host on an industry placement
- make claims for legitimate costs for

Employers can only claim for costs up to a maximum of £25,000 across all placements they are hosting and via all providers they may be working with. The fund is allocated to providers and is divided by the amount of T Level students starting the work placement between 1st April 2023 and 31st March 2024. Employers can choose to apply for funding to cover the costs of legitimate costs, however this will only be for the amount allocated per student. The funding amount available to each employer will be calculated by Bolton College.

Funding amount allocated to Bolton College / number of students = amount employers can be awarded

£66,690 / 130 = £513 per student can be claimed by an employer

Employers can claim funding to cover legitimate costs associated with hosting a T Level industry placement student. This could include:

- administrative costs, such as setting up:
 - processes and procedures
 - organisational systems
 - a physical workspace to support delivery
 - training costs, such as training existing staff to develop their knowledge
- tangible costs, such as:
 - equipment
 - insurance
 - security passes
 - mandatory training for the student
 - software licensing
 - materials and supplies directly related to the industry placement
 - supervisory and transportation costs where applicable

- additional training for the student

We expect employers to use any equipment they buy using the fund for industry placements in subsequent years, this includes items like laptops.

The employer support fund can cover costs for extra training if:

- the student needs the training to get value from the placement
- staff members need the training to make sure the placement is high quality

The employer should organise the training. The provider should pay for the cost through the employer and not directly to any external business.

2. Eligibility Criteria

Students must be enrolled in a T Level program that includes a mandatory work placement component.

Any employer who offers a suitable placement opportunity for a T Level student is eligible to claim for legitimate costs.

Employers cannot claim for placements that started before 1 April 2023. The fund is for T Level industry placements that begin after between 1 April 2023 and before 31 March 2024. It covers students from the 2022 to 2023 and 2023 to 2024 academic years.

3. Application Process

Employers must submit a completed application form (Annex D Employer Declaration Form DfE document with added bank details form). Applications should be submitted to the college. Incomplete or late applications may not be considered for funding.

Applications will be carefully reviewed to ensure payment is made to employers claiming legitimate costs. Employers must obtain and retain evidence of the money they spend and how this supports the industry placement. Employers are subject to audit by the DfE.

4. Fund Disbursement

Approved funding will be disbursed to eligible employers through a secure and traceable process.

Funds will be disbursed as soon as possible from the commencement of the work placement.

5. Accountability & Transparency

The institution will maintain accurate records of fund allocation, disbursement. Employers must obtain and retain evidence of the utilisation of the funds.

6. Claiming the T Level Support Fund

1. Employers will be provided with the Annex D Employer Declaration Form DfE document.
2. Employers can complete the document, including bank details and send to the relevant Employer Engagement Advisor.
3. The Employer Engagement Advisor will check the form has been completed fully, and the amounts requested do not exceed the amount employers can claim up to (see calculation in section 1).
4. The Employer Engagement Advisor will save this form to the college Finance Team dedicated secure file.
5. Head of Apprenticeships and Business Development will check claims each week and collate details in a spreadsheet.
6. Spreadsheet is then shared with finance on Tuesdays each week to process in the Friday payment run.