



T-LEVELS

Part of the
University of Bolton Group



T-LEVELS

THE NEXT LEVEL QUALIFICATION



Employer's Guide to T Levels
Meet the Workforce of the Future

Digital Production, Design & Development

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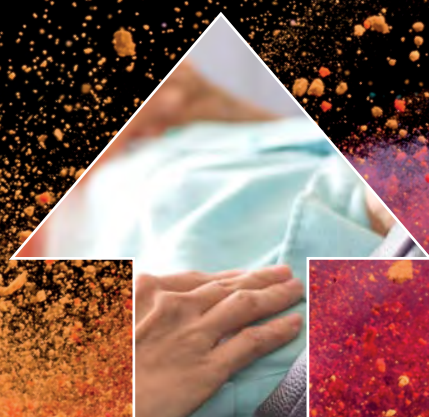
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Get Involved Now!



WELCOME

TO THE BOLTON COLLEGE T LEVEL PROGRAMME

Thank you for your interest in offering a T Level industry placement to a student in your workplace. Industry placements give young people studying towards these new 'Gold Standard' technical qualifications practical experience directly related to their course, helping prepare them for the world of work.

Employers like you are playing a key role in creating opportunities for young people in the local community at the start of their careers to develop their technical and employability skills and build confidence.

We are passionate about industry placements because they offer excellent opportunities for both employers and young people.

We appreciate your interest in hosting a student on an industry placement. From our past experience of industry placement schemes, we know that industry placement students bring enthusiasm to learn, a fresh perspective and increase diversity in the workforce.

The longer duration ensures students are given sufficient time to master the essentials and that the employer has the opportunity to mould and foster the student's technical abilities so they are more likely to add value and make a lasting impact on the business.

This document will provide you with information about T Levels and how you can get involved and offer an industry placement to a local student.

**Kind regards
Bill Webster**

**Principal of Bolton College
Part of the University of Bolton Group**



Meet the Workforce of the Future

Support young talent, shape the workforce of tomorrow and see how industry placements can benefit your business, through the new T Level programmes. T Levels are a new two-year qualification for 16 to 19 year olds. Designed with employers, each T Level is equivalent to three A Levels and will help young people develop the knowledge, attitude and practical skills to thrive in the workplace.

T Levels are career focused rather than subject based, combining classroom learning with meaningful on-the-job experience, with the inclusion of English, maths and digital skills.

At the heart of each programme, a 45-day industry placement, giving you early access to the brightest talent entering your market. T Levels have been developed by the government as part of a long-term solution to ensure that you, as the employer, get the skilled workers you need to prosper.

T Levels – The New 'Gold Standard' Qualification Explained

In September 2021, Bolton College launches a series of the new 'Gold Standard' T Level qualifications for students aged 16 to 19, who've finished their GCSEs. T Levels will be the biggest reform to vocational training in a generation, giving young people the skills, knowledge and attitude to excel in their careers. T Levels will be the technical alternative to A Levels

and will help young people to progress to a skilled job, a higher Apprenticeship or higher level study.

They provide:

- ▶ A mixture of core theory, concepts and skills, specific to their chosen industry
- ▶ Specialist skills and knowledge for an occupation or career
- ▶ An industry placement with an employer
- ▶ Relevant maths, English and digital skills

T Levels are different to Apprenticeships because there's lots more classroom study involved – 80% is classroom learning whilst 20% is on-the-job experience with an employer. Those who complete their T Level will receive an overall grade of pass, merit, distinction or distinction*, and will receive a nationally recognised certificate, recognised by UCAS, evidencing their overall grade plus a breakdown of what they've learnt.



T Levels - Programmes

Starting September 2021

Bolton College will deliver the following T Levels from September 2021:

▶ Construction Design, Surveying & Planning

▶ Digital Production, Design & Development

▶ Education & Childcare

▶ Healthcare

▶ Healthcare Science

Read on to find out more about Construction Design, Surveying & Planning...





Digital Production, Design & Development

In the UK, and globally, most companies have some form of digital requirements, whether it's a company website or an internal IT system.

This programme provides an opportunity for learners to acquire skills in a variety of areas relating to the ever-expanding digital sector, including coding, web design, marketing and so much more.

By learning hands-on and in the classroom about the digital sector, and how it works, young people will be ready to take on the world of digital employment, or university, in just two years.

They will learn core elements essential for success in the digital sector, covering topics including:

- ▶ Programming
- ▶ Data & Security
- ▶ Digital Environments
- ▶ The Impact of Digital: Artificial Intelligence, Augmented Reality & Virtual Reality

On completion of their programme, learners will have acquired all the skills they need for a very successful future.

Employer Case Study Willmott Dixon

Graham Leigh
Senior Manager

Construction is an aging industry and the number of people joining every year simply isn't enough to meet demand. So as an employer, industry placements are an ideal way of nurturing talent and inspiring young people to make construction their career. Bolton College successfully matched us with Tom who helped us to refurbish The Octagon Theatre and the benefits worked both ways; Tom wasn't here to just learn, he was also here to help, and the longer placement meant that we could set him weekly tasks, so he always had work to get on with. Tom proved to be hardworking and dedicated and we were very impressed; it wasn't long before he became a valued and popular member of the team.



Student Case Study Bolton College

Issam Iqbal
Motor Vehicle Level 3

I really impressed RRG when I did my placement, so much so that I was offered a permanent role at the end of it. I now work as an Improver Technician.



Designed by Employers for Employers

Every single industry is gaining new, fast-developing technologies. Creating qualifications by working and consulting with employers and businesses like yourselves, ensures that we can stay on top of the latest industry requirements. It also means that we're teaching students the exact skills you require for your business. More than 200 businesses have contributed to the creation of T Levels.

Key to the success of the new qualifications is the industry placement. This is where we need your skills and experience to help shape the workforce of the future.

These employers span a range of industries, and include household names such as Fujitsu, IBM and GlaxoSmithKlein, as well as many, many more.



Introducing Industry Placements

Every T Level student completes an industry placement that lasts a minimum of 315* hours, equivalent to 45 days. Industry placements give you a unique opportunity to help develop new talent and get young people work ready. They also bring many business benefits.

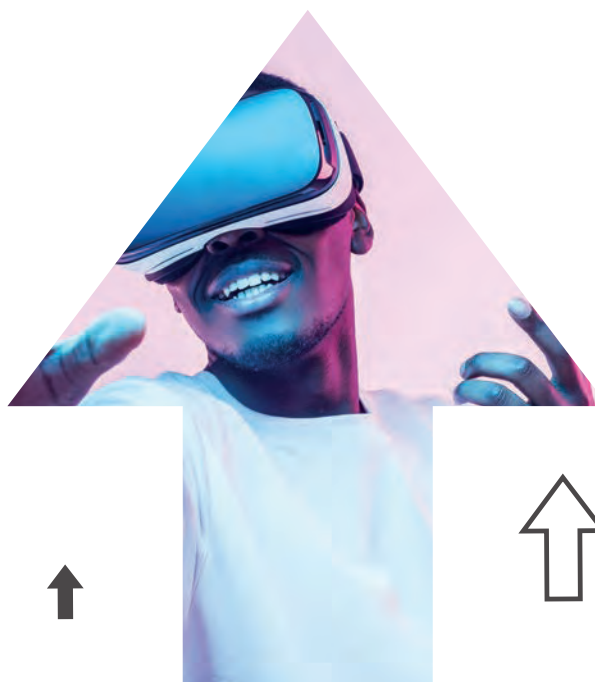
*Please note: Health & Social Care and Education & Childcare industry placements will be longer; you will be informed of timescales when you enquire.

The Business Benefits

Industry placements help your organisation:

- ▶ Brings in fresh perspectives and ideas, along with up-to-date knowledge from learners who are enthusiastic and currently training in your industry
- ▶ Prepares the next generation for jobs, Apprenticeships or high level study and training

- ▶ Brings greater diversity to your workforce
- ▶ Allows your existing staff to mentor, coach and manage – helping to develop their management skills
- ▶ Improves partnerships with education providers, and plays a role in influencing learning pathways to meet the needs of your industry
- ▶ Reaches and develops talented students, with a view to potentially recruiting them before other businesses do



Smarter Recruitment

Industry placements give you early sight of the new talent coming into your industry. They can help you with recruitment, improve innovation, and increase your organisation's productivity. They also have important social benefits.

A solution for entry-level jobs

Industry placements are an ideal solution for entry-level skills. They can help you build a pipeline of talent for junior positions or Apprenticeships.

Cost-effective channel for recruitment

You can avoid many of the costs associated with recruitment by working with us to connect with young people who are deciding on their careers.

Develop young people into your industry

Placements give you a chance to work alongside the next generation of workers entering your industry, making sure they develop the knowledge, attitude and practical skills to succeed.

Support for Your Staff

- ▶ Better management and mentoring skills

Placements create opportunities for staff to act as buddies, coaches or line managers to students. This helps existing staff gain management and mentorship skills, both of which are known to increase job satisfaction.

- ▶ A fresh perspective

For smaller employers, young people can be an invaluable source of new and interesting ideas that can change the way you think about doing business.

- ▶ Extra help with projects

In an environment where staff are doing multiple roles and struggling to meet difficult deadlines, an industry placement student could help support a key piece of work.

Support Your Local Community

- ▶ Improved diversity

Industry placements create opportunities for a diverse range of 16 to 19 year olds. Diversity helps your organisation understand customers better, creates better performing teams and increases innovation and creativity.

- ▶ Offer opportunities for employers and creates a shared social value in your community

Traditionally, organisations have supported social causes by making charitable donations. Industry placements are different in that they help create 'shared value'. They're a way of giving back, benefiting the young people in your community as well as your business.

- ▶ Enhanced brand image and profile

A commitment to industry placements raises your organisation's profile, locally and nationally, especially as T Levels gain more public exposure with your customers and clients.



Industry Placements

Frequently Asked Questions

Industry placements are a great way to bring new talent into your organisation. We can help you:

- ▶ Find the right student
- ▶ Assist with paperwork
- ▶ Plan and deliver the best possible placement

See some frequently asked questions about industry placements below:

What are the costs of an industry placement?

An industry placement is an efficient way to bring in new talent and develop the skills you need as an employer. Apart from the financial cost of managing a student, industry placements should cost you very little. There is no legal requirement or expectation that students will be paid, as it is part of a course. However, you can pay students if you wish.

How much work is involved?

Bolton College will support you and stay in touch regularly in the delivery of your industry placement, ensuring that everything is working well for you and the young person. You will have access to:

- ▶ *Careers Coach* – who will work with the student daily to help them learn specific tasks and activities in the workplace in ways they can understand. The Careers Coach will also regularly check in with you and track students' performance and progress. This includes carrying out mid and end point reviews which are recorded on the College's Work Experience Portal.

- ▶ *Tutor Support* – students will receive support and guidance from their course tutor, who will also help them to learn specific skills and knowledge, which they can implement in the workplace

What is the time commitment?

An industry placement lasts for a minimum of 315* hours, which is approximately 45 days. Designed to be flexible, placements might be delivered as blocks of days or regular days each week, depending on the learning plan for the course. You can even choose to split a placement with another employer to reduce the time even further.

Is there any financial support?

The College may be able to help with upfront costs, such as providing protective gear, DBS checks, specialist equipment etc. You should discuss this when you enquire as funding may be available.



*Please note: Health & Social Care and Education & Childcare industry placements will be longer; you will be informed of timescales when you enquire.

What are my responsibilities?

The College has produced a T Level Charter; this outlines the responsibilities of the employer and the College in delivering the T Level qualification and industry placement.

Further details can be found on page 18 and 19 of this guide.

Are industry placements available in other subject areas?

Over the next few years, T Levels will scale to include 25 courses, covering a range of skill areas. Bolton College delivers T Levels from September 2021 in the areas of Construction, Healthcare, Healthcare Science, Digital and Education & Childcare, but employers can trial industry placements now with students on a range of programmes.

Check what skills are available at Bolton College...

Applied Science

Art, Design & Digital Media - Barbering - Beauty Therapy

Business & Professional Services

Early Years, Childcare & Education - Computing, Digital & IT

Construction including Brickwork, Carpentry & Joinery, Electrical, Painting & Decorating, Plastering, Plumbing and Professional Building

Engineering - Event, Hospitality & Catering Management

Hairdressing - Health & Social Care - Motor Vehicle

Performing Arts - Public Services

Sport, Fitness & Wellbeing

Travel & Tourism



SAFEGUARDING GUIDANCE

Safeguarding is about protecting children, young people and vulnerable adults from abuse or neglect. The general position is that education providers are responsible for safeguarding and promoting the welfare of students on industry placements, as they form part of the study programme for which they are responsible.

As above, education providers will check the existence of your policies and procedures to ensure a safe and proper environment for their student, may carry out a site visit before the placement and will be in regular contact with you and the student throughout the placement. The principle is to keep checks and monitoring simple and proportionate for both employers and education providers.

It is important that you:

- ▶ Provide a safe and welcoming learning environment for all students
- ▶ Have a zero tolerance policy of bullying and harassment
- ▶ Report all incidents to the education provider
- ▶ Are alert to the possibility of abuse

Adults working with young people (under 18) must be aware of potentially difficult situations. See the separate Health & Safety, Insurance and Safeguarding Guidance for more detailed information on safeguarding.

DBS Checks

Employers do not generally need to carry out a basic, standard or enhanced Disclosure and Barring Services (DBS) check on members of staff supervising young people aged 16 or 17. This includes freelancers. However, where a student has a need for personal or health care due to a disability, the person providing that personal or health care may be required to obtain an enhanced DBS check.

An education provider may also choose to ask a line manager or supervisor to undergo a basic DBS check if they feel this is necessary, in situations such as:

- ▶ Where the student may be vulnerable (special needs, someone who has been in looked after care)
- ▶ Where the student is likely to be regularly alone with the adult as part of their work
- ▶ Where the placement has a residential component



This is not a legal requirement but can be requested at the discretion of the education provider.

A student may need to have an enhanced DBS check before starting an industry placement in certain sectors, for example a placement in the Healthcare and Early Years Sector where you would need to check that the student is not barred from regulated activity relating to children. While this seems very unlikely to be the case, an individual can be automatically added to the barred list (either with or without representations) upon conviction for certain offences.

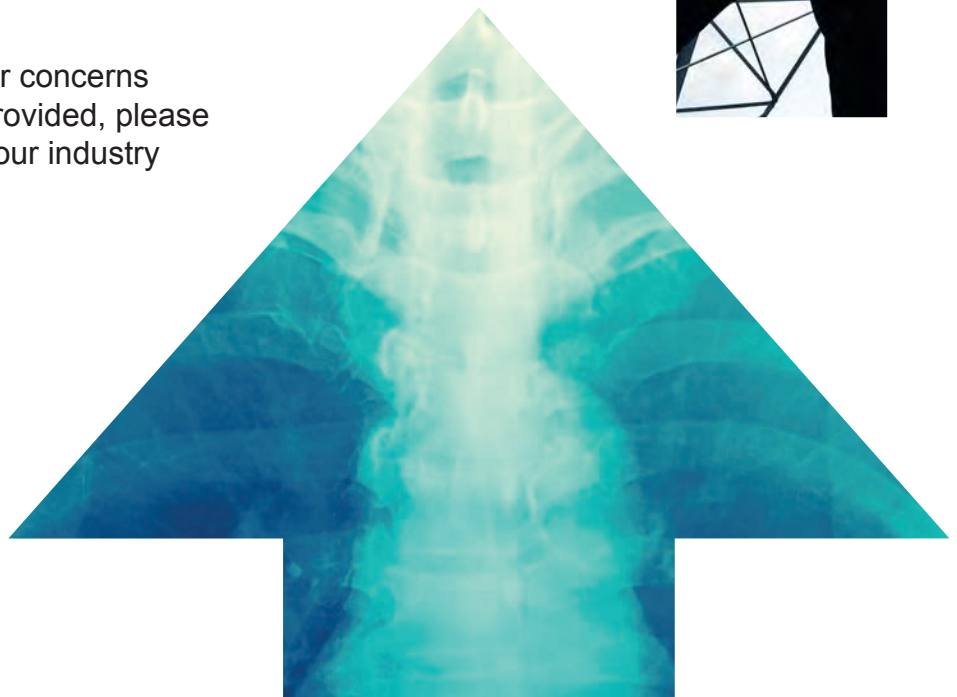
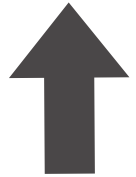
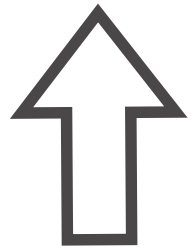
Prevent Duty

This concerns the duty of education or training providers to prevent their students being drawn into terrorism and remains the education provider's responsibility during the industry placement. Education providers will expect you to assist with their duty to comply by being alive to the risk and reporting any concerns to them.

Further Information & Guidance

- ▶ Disclosure and Barring Service www.gov.uk/government/organisations/disclosure-and-barring-service
- ▶ NSPCC provides tips on how to write or improve your internal guidance as well as a downloadable model Safeguarding Policy <https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement>

If you have any questions or concerns regarding the information provided, please do not hesitate to contact your industry placement contact.

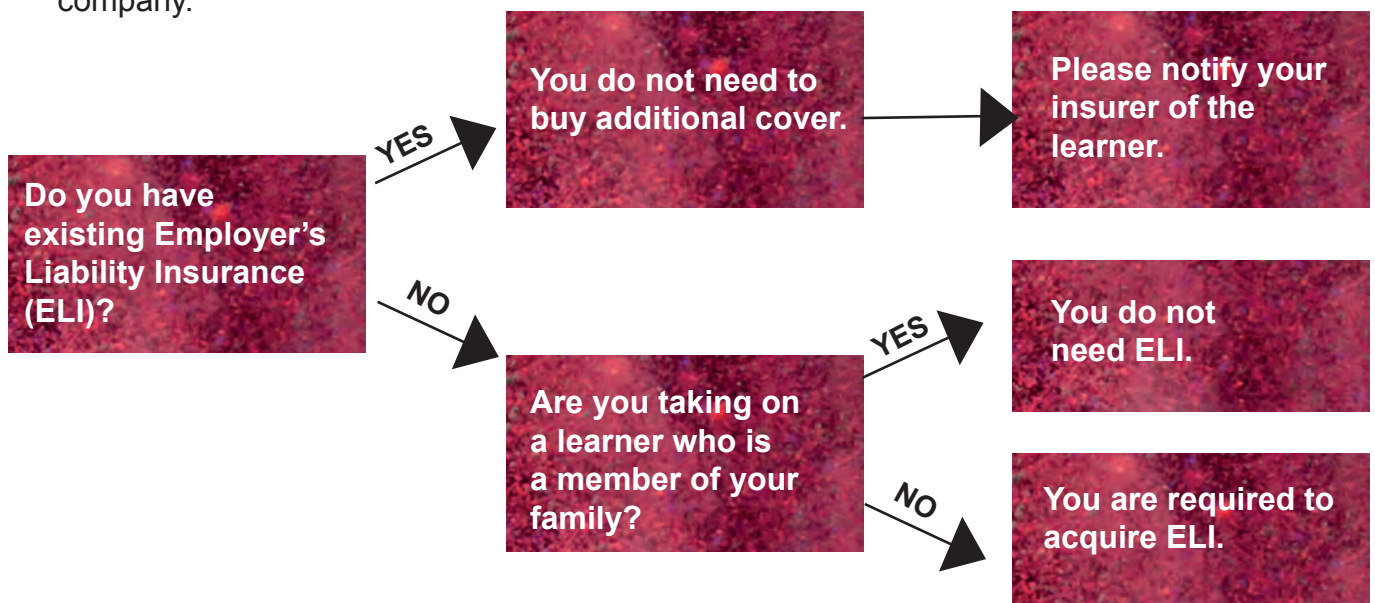


INSURANCE GUIDANCE

If your industry placement student is doing work that sits within your normal business practice, and you already have up-to-date Employer's Liability Insurance and Public Liability Insurance, then you should not need additional cover.

If you are unsure as to whether the work they are undertaking counts as 'normal business practice', then we would recommend talking to your insurance company.

Because your student will be working for you for longer than a two-week period, you will need to notify your insurer about their employment. If you don't already have Employer's Liability Insurance (ELI), please consult the flowchart below.



The risks of taking on an industry placement student are the same as taking on any other employee. If you require further information or guidance on insurance, please see Health & Safety Executive guidance and talk to your own insurance company.



HEALTH & SAFETY GUIDANCE

As an employer, it is your responsibility to stay up to date with Health & Safety legislation. Health & Safety Executive (HSE) guidance on work experience covers education provider and employer responsibilities and is relevant to industry placements. Education providers are encouraged to familiarise themselves with the HSE guidance which can be accessed here: www.hse.gov.uk/youngpeople/index.htm.

You and the education provider have a shared duty of care for the student. With respect to Health & Safety in the workplace, the duty of care rests primarily with the employer although checks will be made by the education provider as part of their safeguarding duties.

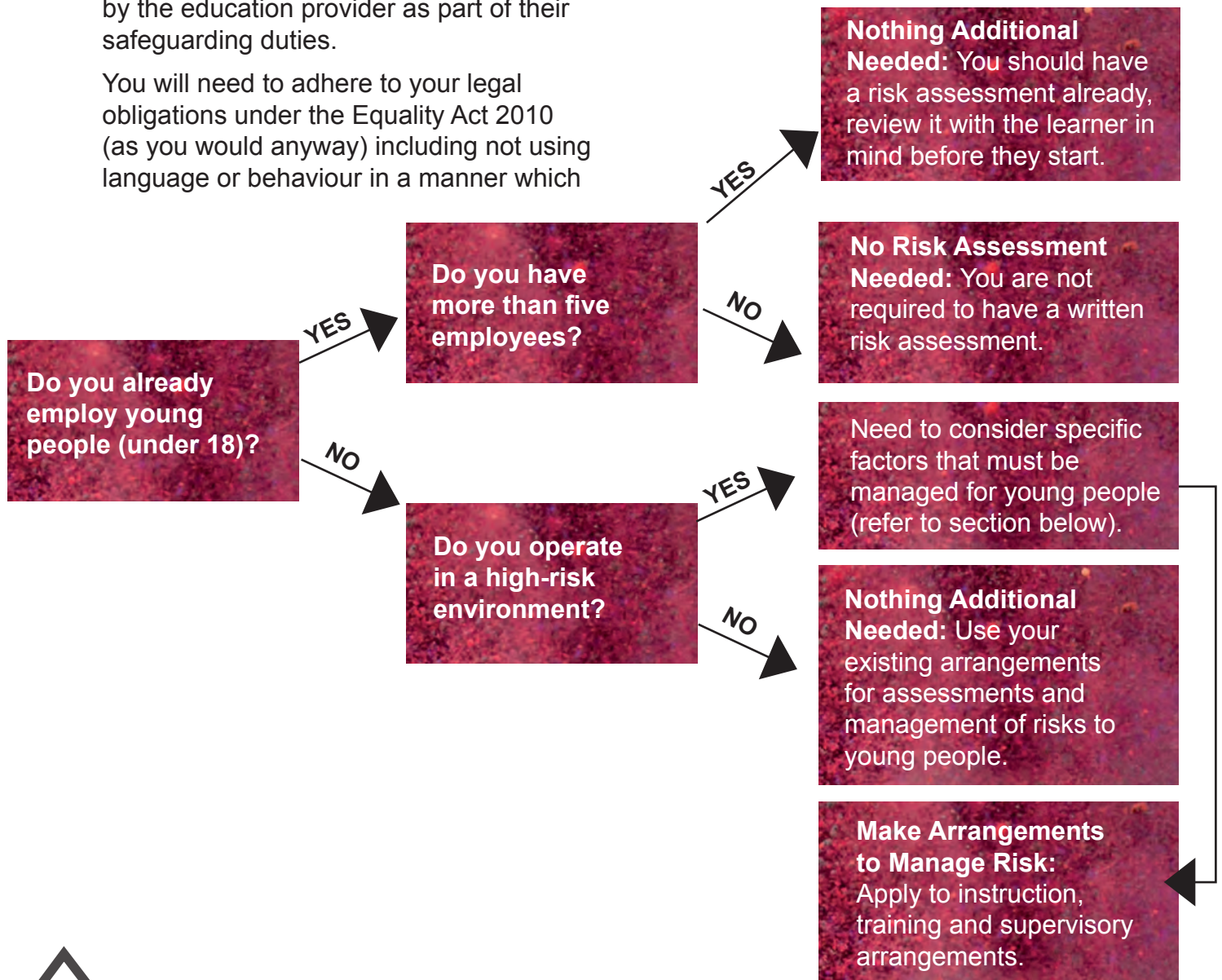
You will need to adhere to your legal obligations under the Equality Act 2010 (as you would anyway) including not using language or behaviour in a manner which

is discriminatory and providing reasonable adjustments for disabilities (see above).

By law, you are responsible for ensuring a safe working environment, completing an adequate risk assessment, providing appropriate training and ensuring that the student receives an adequate induction to the Health & Safety aspects of your workplace.

Risk Assessment

Not all companies will need to complete a new risk assessment when a student joins the organisation. Consult the flowchart below if you are unsure about what to do.



Induction

A standard workplace Health & Safety induction might include the following:

- ▶ Name and location of person responsible for Health & Safety
- ▶ Name and location of person responsible for first aid
- ▶ Location of first aid box and accident book
- ▶ Correct and safe use of any new equipment relevant to placement
- ▶ Explanation of student's responsibilities in case of emergency
- ▶ Location of fire exits and fire procedures
- ▶ Explanation of particular work-based hazards
- ▶ Consequences of breaching Health & Safety regulations
- ▶ Procedure for reporting accidents
- ▶ Procedure for reporting hazards

High-Risk Environments

If the employer's organisation is involved in agriculture, construction, manufacturing, or the workplace has exposure to radiation, noise and vibration, toxic substances or extreme temperatures, it will be considered a 'high-risk environment'.

If this is the case, there should already be control measures in place for mitigating risks to employees. Employers may however want to consider whether they need to do anything further to control the risks for young people - perhaps involving dedicated supervision.

If the company uses heavy or dangerous machinery, full training and supervision should be given to the student before they start using it. Also bear in mind that for some equipment and machinery (such as forklift trucks and some woodworking machinery), there is a minimum legal age limit for operating. Employers should check that the student is old enough to use a

piece of machinery, before providing them with training.

For further and more specific information about working in high-risk environments, please consult the HSE guidance.

www.hse.gov.uk/guidance/topics.htm

Accident Reporting Procedure

If there is any kind of accident in the workplace, employers are required by law to act swiftly, and to record the incident in an accident book. If the incident was severe in nature or involved injuries, diseases or dangerous occurrences, employers are legally required to report it via RIDDOR.

www.hse.gov.uk/riddor

If the student is involved in an accident, the employer must inform the education provider. Depending on the incident, someone from the provider may wish to visit the workplace to find out more details about what happened.



College & Employer Expectations for Student Industry Placements on Digital Production, Design & Development T Level

Prior to a student starting an industry placement and during the time of the placement the College will:

Ensure learners understand professional values in the digital sector, eg. attendance and punctuality, positive attitude, resilience and demonstrating respect and consideration for others.

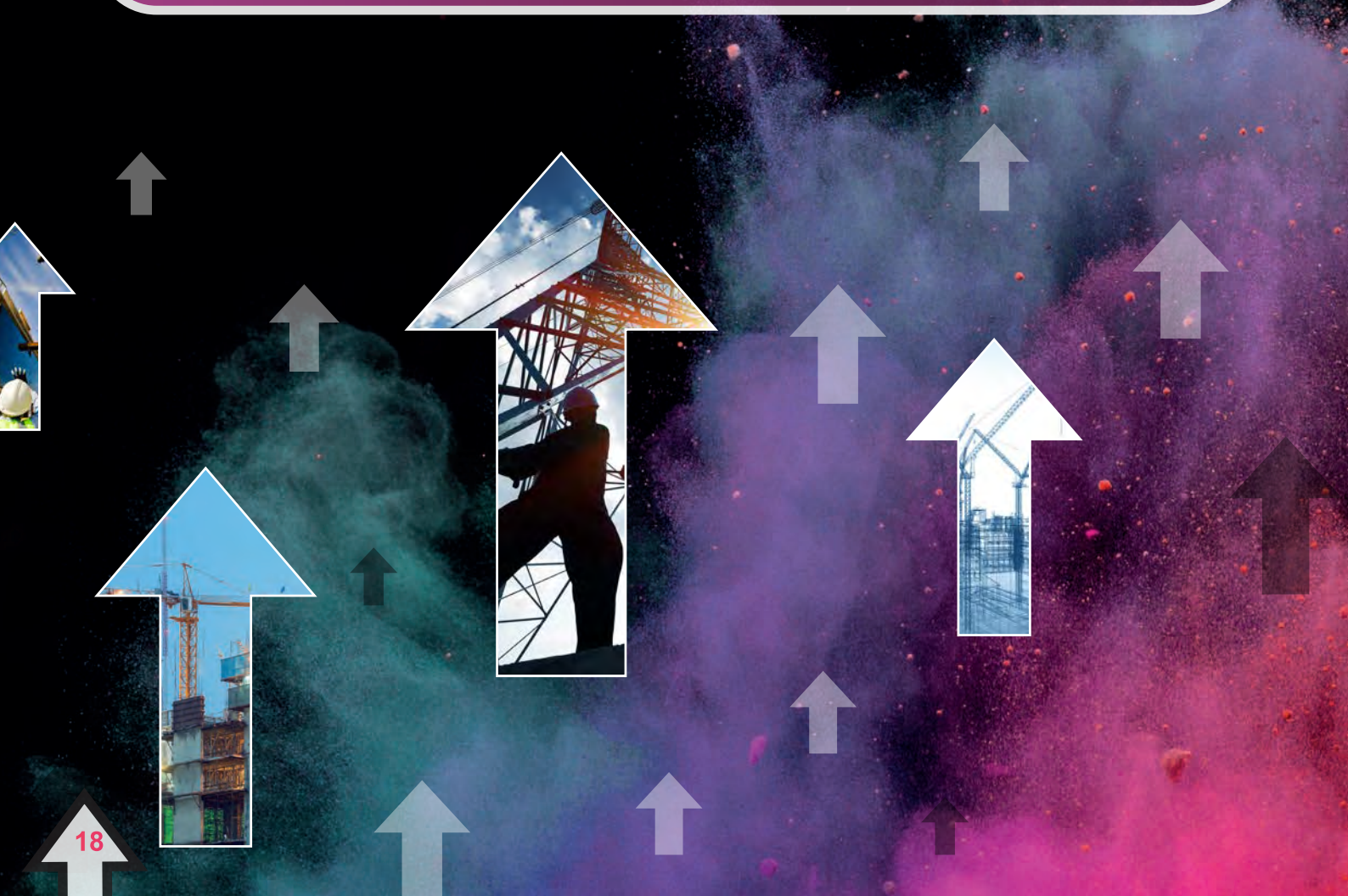
Ensure learners are aware of personal presentation when working with employers and prospective clients.

Provide learners with tasks to complete in setting, in support of meeting skills competency criteria as per the qualification requirements.

Contact the setting regularly throughout the year to work in partnership with employers and monitor the skills and behaviours of learners.

Visit the setting on occasions to carry out observations of the learner/s in practice in a digital setting.

Share information, advice and guidance on CPD opportunities from the awarding body.



College & Employer Expectations for Student Industry Placements on Digital Production, Design & Development T Level

To provide a placement for Digital students studying towards qualifications that require occupational competencies employers will:

Provide a minimum of two days a week where the learner/learners can attend the setting in line with their timetabled college sessions.

Allow the learner/learners to attend block placement weeks to provide them with an insight of a full working week in the digital sector - dates provided by the College.

Complete a full induction with reference to the setting's policies and procedures, routines, and management team.

Allow learners to participate in activities with both staff and their clients to enable them to meet competency criteria as per the qualification requirements.

Complete witness statements and observations of the learner's practice in a digital setting. These will then be assessed by course tutors.

Liaise with course tutors to update them on learner progress.

Allow the learner to plan and implement activities in line with their course contents with the support from employed staff.

Include learners in supervision processes where possible, to provide them with experiences of monitoring their own practice overseen by a manager.

Allow the learner to attend team/project meetings where possible.

Include the learner in CPD opportunities where possible.

Allow the learner time during their industry placement hours to complete reflective accounts and work products as part of their portfolio to evidence skills competency criteria.

Ensure the learner/learners are valued and feel part of the team, where they feel safe and secure to ask questions, observe others and use this opportunity to become outstanding practitioners in the future as part of the digital workforce.



Get Involved Now!

In preparation for T Levels, more than 2,000 employers are working with local colleges and schools to offer industry placements to students studying vocational courses. From Digital to Construction, Health & Social Care and Childcare, industry placements can help your organisation find and develop new talent.

If your organisation is looking for talent in any of these areas, and can offer support and mentoring to a young person, you can start offering industry placements now. These skill areas don't need to be the primary focus of your business; some of them, like Business and Administration or Computing and IT, will apply to everyone.

Please contact the Business Development Team on **01204 482 036** or email **business@boltoncc.ac.uk**

